



**CITY OF OAKLAND
BUILDING AND FIRE PREVENTION BUREAUS'
PROCEDURES FOR CANNABIS FACILITIES
During COVID-19 Shelter in Place
Published September 2021**

All cannabis operators must obtain a Cannabis Certificate of Occupancy from the Building Bureau and approvals from the Building and Fire Prevention Bureaus pursuant to the below processes.

All Applicants

1. Apply for a permit or certificate of occupancy. Payment cannot be made until this is complete. Follow the steps below to apply:

- A. Provide the following to permitinfo@oaklandca.gov
 - i. Your City Administrator's Cannabis Permit Inspection Card;
 - ii. A digital PDF 11" x 17" scale Floor Plan of the facility;
 - iii. A copy of your odor mitigation plan, and a completed permit application worksheet (Microsoft Word - Permit Application Worksheet 11-28-18 [cao94612.s3.amazonaws.com](https://s3.amazonaws.com/cao94612.s3.amazonaws.com))

Please note: Only files of less than 20 mb and only PDFs will be accepted; links will not be accepted. Payment only can be made after permit number or certificate of occupancy ID is created.

2. Once a permit number or record ID is available submit necessary payments to the Planning and Building department and to the Oakland Fire Department. **(Equity Applicants see below)**

- A. Submit payment of **\$1,574.37** for the Cannabis Certificate of Occupancy
- B. And if required a payment of **\$243.27¹** Field Check Inspection Fee
 - To make payment by Visa or Mastercard call the Building Bureau's cashier at 510-238-4774
 - To make payment by check. Make payable to the City of Oakland, include the permit number or record ID and mail to:
*City of Oakland-Planning and Building
Attention: Cashier Station/Hartini Chu
250 Frank Ogawa, 2nd Floor
Oakland, CA 94612.*

C. Fire Field Check Inspection fees (Non- Equity): Inspection fee is **\$429 (covers 1 hour of inspection)**. To set up payments and schedule an inspection send an e-mail request to ofdcannabis@oaklandca.gov. Include the permit number or record ID.

Checks without a permit number or record ID will be returned

Equity Applicants

- D. To demonstrate you are an Equity Applicant, please provide the following:
 - i. Equity verification email from the City Administrator's Office (CAO)
 - ii. Copy of Equity applicant's ID
 - iii. Inspection Card
 - iv. If you are acting on behalf of the equity applicant, you must submit a Notarized Letter of Agency form that was provided to you by the CAO and a copy of your ID.

*City of Oakland-Planning and Building
Attention: Cashier Station/Hartini Chu*

¹ If additional inspections are required beyond the initial Field Check Inspection General Applicants must pay the additional fees associated with those inspections.

250 Frank Ogawa, 2nd Floor
Oakland, CA 94612.

3. Once payments or Proof of Equity Applicant status has been submitted you may schedule inspections.
 - A. To schedule a Building Field Check inspection call (510) 238-3444.
 - B. To schedule a Fire Inspection², email ofdcannabis@oaklandca.gov, **be sure to include proof of Equity approval documentation.**
4. After the Cannabis Field Check Inspection, the Building and Fire Prevention Bureaus will either:
 - A. Sign the City Administrator's Inspection Card if no issues are out of compliance and the facility does not require new building or fire systems,³ or
 - B. Issue a Correction Notice outlining the items in need of correction and any plan submissions or permits required. No work may take place at this point without proper permits

Applicants Issued a Correction Notice

1. Licensed contractors should apply for any required permits at permitinfo@oaklandca.gov and pay any required fees as described above under 2(a).
2. If the Correction Notice required plan submission, the plans must be designed, stamped, and signed by a Professional Engineer, Registered Architect, or California Licensed Mechanical Engineer for Mechanical Permits.
3. Once plan check is complete and the Building and Fire Prevention Bureaus issue any required permits, operators may commence work.
4. Once field work is in progress, applicants must call (510) 238-3444 to schedule required inspections, correct work as indicated by field inspectors, and obtain final inspection approvals.

Applications Involving Volatile Extraction Operations

1. Prior to installation of any systems or commencing operations, operators must submit plans by a licensed engineer to the Oakland Fire Hazardous Materials Inspector via email to sskillern@oaklandca.gov that identify the following:
 - a. Total amount and storage location of combustible and/or flammable liquids.
 - b. The system or equipment used for the extraction if listed or approved for the specific use.
 - If the equipment is not listed or approved for the specific use, provide a technical report prepared by a registered design professional. This report must contain the information outlined in 2019 California Fire Code Section 3904.3.1.
 - c. Information on gas detection system components.
 - d. Information of emergency shutoff system.
 - e. Location and types of hazard identification labels and signs.
2. After plans are submitted, the Fire Prevention Bureau will contact operators and either:
 - a. advise operators of any plan deficiencies; or
 - b. Issue a permit for installation and schedule a final inspection.
3. Operators must provide a Certificate of Installation for any equipment installed onsite.
4. Operation of these systems shall not commence until the installations have been approved by Fire Prevention Bureau.

Applications Utilizing Carbon Dioxide Enrichment

² A Fire inspection allows an inspector to look for hazardous conditions, work constructed without permits, and additional work that will be required for a new facility. Inspections may be conducted virtually or in person. Applicants must comply with all public health requirements, including wearing of face-coverings during in person inspections.

³ All equipment and furniture must be in place prior to the Fire Prevention Bureau providing final approval.

1. Submit a piping diagram to the Bureau of Building via email to permitinfo@oaklandca.gov with materials and equipment specifications.
2. Ensure CO2 generators do not use natural gas or discharge products of combustion into the cultivation area.
3. In a separate application to the Oakland Fire Hazardous Materials Inspector via email to sskillern@oaklandca.gov identify the following:
 - a. Total aggregate quantity of liquid CO2 in pounds or cubic feet at normal temperature and pressure that will be used at the site.
 - b. Location and total volume of the room where the CO2 enrichment operation will be conducted. Identify whether the room is at grade or below grade.
 - c. Location of CO2 containers relative to equipment, building openings, and means of egress.
 - d. Manufacturer's specification and pressure rating, including cut sheets, of all piping and tubing to be used.
 - e. A piping and instrumentation diagram that shows piping support and remote fill connections
 - f. Details on CO2 container, venting including but not limited to vent line size, materials and termination location.
 - g. Seismic support for CO2 containers.
 - h. Specifications and location of a gas detection system that activate a low-level alarm at 5,000 ppm which will stop the flow of carbon dioxide, activate a mechanical exhaust ventilation and activate an audible and visible supervisory alarm. This system also needs to activate a high-level alarm at 30,000 ppm which will stop the flow of carbon dioxide, activate a mechanical exhaust ventilation system and activate an audible and visible evacuation alarm.
 - i. Details of a mechanical ventilation system in accordance to the California Mechanical Code.
 - j. Location of hazard identification signs.
4. After plans are submitted, the Building and Fire Prevention Bureaus will contact operators and either:
 - a. advise operators of any plan deficiencies; or
 - b. Issue a permit for installation and schedule a final inspection.
5. Operators must provide a Certificate of Installation for any equipment installed onsite.
6. Operation of this system shall not commence until the installation has been approved by the Fire Prevention Bureau.