



2019 CANNABIS BUSINESS PERMIT SUBMITTAL CHECKLIST

Permit No.: _____ (for use by City Staff)

This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail is included before accepted for review.
APPLICANT SIGNATURE REQUIRED ON PAGE 10 OF 10 OF THIS DOCUMENT

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

PlanSubmittal@CityofSLT.US

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:

- ✓ **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_CityApplications
 - ✓ **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
 - File to be Named: Address_Permit#_PC#_Plans
 - ✓ **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
 - File to be Named: Address_Permit#_PC#_SupDocs
 - ✓ **PDF #4 – Planning Approval documentation on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_PlanningApproval
- If Permit # is unknown upon first submittal please indicate TBD in place of Permit #**
PC# Refers to Plan Check # Starting with PC1

PDF Submittal Requirements Checklist

	Applicant Use:				Staff Use Only:	
	Included	N/A			Included	Missing
PDF # 1 - Applications	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheet	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit/Plan Review Application	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Authorization	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Cannabis Business Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form (or other form of payment)	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
PDF # 2 - Plans	<input type="checkbox"/>	<input type="checkbox"/>	All Plans Combined in order per plan index on cover sheet		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	STPUD Stamps included on plans (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Liberty Stamps included on plans (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
PDF #3 Supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet for Supporting Documents	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	ADA Worksheet Form	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Structural/Engineering Calculations (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	T-24's (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
PDF #4 PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	Truss Calcs (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Acknowledged Planning Approval (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Receipt showing Planning Fees Paid (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>

Cannabis Business Specific Requirements	Applicants Initials Acknowledgement
A building permit is required to verify occupancy for a Cannabis Business, even if no improvements to the property are proposed.	
All plans and supporting documentation are required to be prepared by a licensed professional registered with the State of California and must address specific requirements for the use as outlined in the codes and standards adopted by the City of South Lake Tahoe and the State of California.	
Permits are not issued within the City for businesses that do not have the following: A valid Cannabis Use Permit, a Development Agreement, and a Valid Cannabis Public Safety License issued by the City.	
Applicants are to submit proof of compliance with California Water Boards Cannabis Policy and General Order in which apply to commercial Cannabis cultivation activities. The fact sheet at the hyperlink below addresses indoor commercial Cannabis cultivation regulatory requirements. https://www.waterboards.ca.gov/centralcoast/water_issues/programs/cannabis_cultivation/docs/faqs_indoor_cultivation.pdf	
Applicants are to submit proof of that they are in conformance with the electronic reporting requirements specific to the California Environmental Reporting System.	
Applicants will need to contact the Fire Department for direction and permitting related to hazardous materials inventory reporting amounts.	

Plan Sheet Numbers Checklist to be completed by applicant

Plan sets shall consist of:

General Information Pages	Sheet #
Plot/Site Plan	
Architectural Plans including: Floor plan, elevations, roof plan, security elements, life safety alarm elements, door and window schedules, sections, etc.	
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings and all structural details as appropriate.	
Electrical Plan	
Plumbing Plan	
Mechanical Plan	
Civil Drawings including ADA Path of Travel, Fire Laterals, Hydrant Placement/Locations, PIV, FDC, Apparatus Turning Capabilities, etc.	
TRPA BMP Plans and calculations http://tahoebmp.org/bmphandbook.aspx	
Fire Sprinkler/Fire Alarm layouts and specifications (if deferred denote item on cover sheet along with the fact a separate permit is required for deferred submittals).	
Signage (if deferred please denote item on cover sheet along with the fact a separate permit is required for deferred submittals).	
Landscape Plan	
Cannabis related processing; Plant Oil Extraction requires items such as Class I, Division 1, Group D equipment within the booth, and Class I, Division 2, Group D equipment outside the booth and around openings with a 3 feet clearance in all directions.	
Cannabis Extraction Booths and Fume Hoods, Cut Sheets, Manufacture Specifications, Listings, etc.	
Cannabis related processing / Food Equipment Cut Sheets.	
Water supply, drainage calculations, CALGreen reductions and fixture drainage units.	
Structural calculations: Structural details minimum of two sets of calculations stamped and signed by the design professional	

Truss calculations and truss shop drawings may be submitted on a deferred basis when Design Professional lists the item on Cover Sheet; denoting when submitted they will be stamped by the architect or engineer of record in addition to the design engineer.	
Title 24 Energy Calculations: Incorporated into plan set pages, including but not limited to: ENV 1, ENV Mandatory Measures, MECH 1, LTG1, LTG Mandatory Measures, OLTG1, pages (if applicable).	
Hazardous material declaration: List type & quantities of chemicals stored on site.	
Exit Analysis: Seating and exiting layout.	
SPECIFIC PLAN SHEET INFORMATION	
1 GENERAL INFORMATION: (cover sheet)	Sheet #
Project name & address, as well as project owner's name, address and phone number	
Zoning with Planning Project Conditions (if applicable)	
Name, title, address, phone number of design professional	
Current applicable codes	
Assessor Parcel Number (APN)	
Occupancy group(s) and type of construction, fire sprinklers	
Area separation walls and occupancy separation walls with applicable fire ratings, doors, opening protections, etc.	
Occupant load and exiting requirements (with calculations) Note: The design for the occupant load is based on CBC Chapter 10, § 1004. Growing, storage and shipping areas are 300 sq. ft. per person; cannabis infused products, testing and business areas are 100 sq. ft. per person	
Gross square footage for each separate occupancy classification	
Total square footage of building and/or tenant improvement	
Allowable area calculations	
Detailed description of scope of work and pages numbered (x of y)	
Index of drawings	
Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow	
Stamp & wet signature of design professional (all sheets)	
Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, embedded anchors, structural masonry, welding, high strength bolts, smoke control systems, etc.	
2 Plot/Site Plan	Sheet #
Lot dimension showing whole parcel and property lines	
Building footprint-providing dimensions to property lines	
Identify location within building footprint where work is being done	
Parking layout showing:	
<ul style="list-style-type: none"> • All parking spaces • Location of specialty parking such as disabled access space parking, clean air vehicles, etc. • Disabled access path of travel from public right of way and parking space to the building main entrance 	
Identify uses of adjacent space or suites	
Identify building orientation and North arrow	
Show location of:	
<ul style="list-style-type: none"> • Electrical room or meters • Sewer lines • Water lines w/meter or well location and back flow devices • Gas meters • Access roadways with driveway/egress location • Curbs and gutters • Fire riser room, hydrant locations and water main size 	

	• Trash enclosures	
3	Foundation Plan	Sheet #
	Show all new and any existing foundation/footings	
	Plan view required – ¼ inch per foot scale	
	Show footing details, exterior and interior legends, grade beams, etc. (frost depth minimum 18”)	
	Show locations and provide installation details for all embedded hardware and reinforcing steel	
	Derail slab patch back expectations (rebar, thickness, vapor barrier etc.)	
4	Floor Plan	Sheet #
	Show size of all openings with type of window and swing of doors	
	Show new/existing path of travel to a public way with grade percentages	
	Show locations of mezzanines and stairways	
	Show locations of restrooms with disable access requirements	
	Show construction information for any tenant walls	
	Illustrate Clear interior finishes complying with CBC Chapter 8.	
	Provide seating plan within assembly uses and restaurants	
	Location type and sizes of all portable fire extinguishers	
	Clear work space at all electrical service panels	
	Occupancy separation details with GA file numbers or equivalent	
	Identify any rated corridor systems, areas separation walls, fire walls, etc. Note: Provide fire rated assemblies with GA file numbers or equivalent, specify intumescent caulk, pads, etc.	
	Storage layout (aisle widths) and shelving plans (for shelving over 6’ engineering required).	

5	Fire Plan	Sheet #
	All applicants will need to incorporate into plans a detailed scope of work related to all business activities and products utilized in their business model or process. Fire Prevention Required Noted on Plans:	
	Prior to finalization of building permit, annual operation permits will need to be secured with the Fire Department Operation Permits must be listed on title sheet of plans.	
	Signage detailed with regard to smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in the areas indicated in CFC § 310.	
	Notes on plans that storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur per CFC § 315.	
	Note on plans that any security device or system that emits any medium that could obscure a means of egress in any building, structure or premise shall be prohibited per CFC § 316.	
	Note on plans that reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies shall comply with the provisions of CFC § 401.	
	Note on plans that Emergency evacuation drills complying with provisions of this section shall be conducted at least annually for Group F occupancies listed in section 404 or when required by the fire code official. Drills shall be designed in cooperation with the California Fire Code and local authorities per CFC § 405.	
	Compliance with CFC § 407 shall be applicable where hazardous materials subject to permits under CFC §5001.5 are used and/or stored on the premises or where required by the fire code official.	
	Location of Knox box; access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the Fire Code Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official per CFC §506.1	
	Detail locations of portable fire extinguishers shall be installed in F, B and U occupancy groups per CFC § 906. The size and distribution of portable fire extinguishers shall be in accordance with CFC § 906 and California Code of Regulations, Title 19.	

<p>Detail locations of duct smoke detectors complying with UL 268A shall be installed in accordance with the CBC, CFC, CMC and NFPA 72 in the main supply air duct of each air-conditioning system having a capacity greater than 2,000 CFM.</p>	
<p>Note on plans an approved fire alarm system installed in accordance with the provisions of the CFC and NFPA 72 shall be provided in new buildings and structures in accordance with CFC § 907.2 and provide occupant notification in accordance with CFC § 907.6, unless other requirements are provided by another section of this code.</p>	
<p>High-piled storage or rack storage in any occupancy group shall comply with CFC Chapter 32.</p>	
<p>Storage, use and handling of compressed gases in compressed containers, cylinders, tanks, and systems shall comply with CFC Chapter 53 including those gases regulated elsewhere in the CFC. Partially full compressed gas container, cylinders or tanks containing residual gases shall be considered as full for purposes of the controls required.</p>	
<p>Compressed gases classified as hazardous materials shall also comply with CFC Chapter 50 for general requirements and the applicable sections of Chapters 58 (Flammable Gases), 60 (Highly Toxic and Toxic Materials), 63 (Oxidizer, Oxidizing Gases and Oxidizing Cryogenic Fluids) and 64 (Pyrophoric Materials).</p>	
<p>The storage, use and handling of all hazardous materials shall be in accordance with CFC Chapter 50 (Hazardous Materials) and the applicable sections of Chapter 54 (Corrosive Materials), Chapter 55 (Cryogenic Fluids), Chapter 57 (Flammable and Combustible Liquids) and Chapter 58 (Flammable Gases and Flammable Cryogenic Fluids). The maximum allowable quantity of hazardous materials per control area will be established using CFC § 5003.1. Applicant will need to contact the Fire Inspector for hazardous materials storage, use and handling requirements.</p>	
<p>Hazardous Materials Inventory Statement (HMIS) per CFC § 5001.5.2. An application for building permit shall include an HMIS. The HMIS shall include the following information: A. Product name. B. Component. C. Chemical Abstract Service (CAS) number. D. Location where stored or used. E. Container size. F. Hazard classification. G. Amount in storage. H. Amount in use-closed systems. I. Amount in use-open systems.</p>	
<p>6 Plumbing Plan</p>	<p>Sheet #</p>
<p>New plumbing installations and alterations must meet requirements of the California Plumbing Code (CPC). The number of required fixtures shall be calculated using CPC § 422.1, Table 422.1 and Table A. Plumbing fixtures and fixture fittings must be designed for individuals with disabilities and with the appropriate standards.</p>	
<p>Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials</p>	
<p>Show complete drainage system with pipe sizes and piping material</p>	
<p>Show water piping system (hot and cold), pipe sizes and piping material</p>	
<p>Show location of all gas meters and all gas piping location and sizing on plumbing floor plan</p>	
<p>Show location of water heaters, boilers and any other equipment on plumbing floor plan</p>	
<p>Provide water sizing calculations and show drainage fixture count and pipe sizing calculations</p>	
<p>Complete roof drainage and parking drainage system with calculations</p>	
<p>Grease interceptor installation & cleaning instructions</p>	
<p>7 Mechanical Plan</p>	<p>Sheet #</p>
<p>The design of the system shall be such that the emissions or other odors are confined to the area in which they are generated by air currents, hoods, or enclosures and shall be exhausted by a duct system to a safe location or treated by removing contaminants.</p>	

Provide an exhaust system (e.g. carbon scrubbers) designed and constructed to capture sources of contaminants to prevent spreading of contaminants to other parts of the occupied spaces of the building (CMC Chapter 5).	
Building elements separating the cannabis agricultural area from other occupied portions of the building must be air sealed to prevent odor migration into adjacent spaces.	
The inlet for the ventilation system must be located in the area(s) of the highest contaminant concentration per CMC § 505.6.	
Ventilation required. Every occupied space shall be ventilated by natural means in accordance with CMC §402.2 or by mechanical means in accordance with CMC § 402.3.	
Include cut sheets into plans with regard to label information. A permanent factory-applied nameplate shall be affixed to appliances on which shall appear in legible lettering, the manufacturer's name or trademark, the model number, serial number and the seal or mark of the approved agency. A label shall also include all applicable information per CMC § 307	
Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFMs	
Size and location of all combustion air openings (when gas appliances are used)	
Size, type and termination of any gas vents, grease ducts, etc.	
Details of any rated shafts and corresponding GA-File number and/or Fire Barrier Duct Wrap UL information; including installation details in accordance with State Fire Marshall regulations	
Show equipment size, weight, manufacturer's name and model number (engineering for any new loads or penetrations on existing framing).	
Provide equipment attachment details per manufacturer's specifications	
Indicate which rooms are to be conditioned and how	
Provide minimum ventilation and outside air	
Provide manufacturer's specs and valuation of walk in cooler boxes	
Exhaust Hood, provide the following: <ul style="list-style-type: none"> • Dimensions, details, and construction listing (U.L. or equal) for the duct enclosure (shaft) • Grease duct location, materials, dimensions and calculations for the duct air velocity 	
Show locations, type and size of ducts and equipment	
Provide CFM of exhaust and make up air	
Indicate type of fire suppression equipment	
Show location of exhaust termination	
Detail any specialized instruction and listings	
Roof plan showing the location of all exhaust, supply air and HVAC equipment	
Dimensions in relation to equipment served and clearance to combustibles	
8 Electrical Plan All electrical system design and permitting is required to be performed by licensed engineers or architects registered in the State of California or qualified and experienced licensed electrical contractors if they are performing the actual installations (design-build). Note: Electrical services which are 400 amps or greater must be designed by licensed electrical engineers registered in the State of California or qualified and experienced licensed electrical contractors if they are performing the actual installations (design-build).	Sheet #
Show circuits for devices and lighting including nonresidential indoor daylighting control requirements	
A/C rating (new building) and service upgrades	
Feeder conduit and conductor (type, size, etc.)	
Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)	
Indicate main disconnect size	
Indicate grounding electrode, conductor location and size	
A completed electrical plan and single line electrical diagram must be provided	
Service entrance-conduit and wire size	
Complete load calculation – Based on square foot area, including 125% for continuous load and largest motor	
All electrical equipment must be listed and labeled by an approved testing agency, CEC Article 110.3.	
Class I, Div. 1 and Class 1, Div. 2 Compliance and Safety for Extraction	

<p>A single line diagram of the existing and proposed electrical system, including the main electrical service shall be provided in the submittal along with panel schedules and load calculations. CEC Article 215.5.</p>	
<p>Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.</p>	
<p>9 Energy / CalGreen Code Regulations</p>	
<p>New, modified and altered building envelope, lighting and mechanical systems must be designed to comply with California Energy Code Nonresidential requirements. The City of South Lake Tahoe is located in Climate Zone 16. For purposes of energy design, the designer is responsible for specifying the building features that determine compliance with Building Energy Efficiency Standards and other applicable building codes. Alterations must comply with mandatory measures for the altered components.</p>	
<p>CalGreen Code Requirements California Green Building Standards Code provides provisions to outline planning design and development methods for environmentally responsible site and building design to protect, restore and enhance the environmental quality of the site, building and respect the integrity of adjacent properties. Alterations and additions to existing buildings must include a Green Building Check List for non-residential construction if the valuation is \$200,000 or greater or if the addition is 1,000 square feet or larger.</p>	
<p>10 Security Plan 226011.5 , 26070 6012, 26013 and 26130, Business and Professions Code</p>	
<p>Show limited-access areas, areas used for video surveillance monitoring and surveillance system storage devices, and all security camera locations.</p>	
<p>Identify means to prevent access without reducing egress to the manufacturing premises by unauthorized persons and protect the physical safety of employees. This includes, but is not limited to: (1) Establishing physical barriers to secure perimeter access and all points of entry into a manufacturing premises (such as locking primary entrances with commercial grade, non-residential door locks, or providing fencing around the grounds and driveway, and securing any secondary entrances including windows, roofs, or ventilation systems); (2) Installing a security alarm system to notify and record incident(s) where physical barriers have been breached</p>	
<p>Detail means of Video Surveillance and provide cut sheets for equipment (a) At minimum, licensed premises shall have a digital video surveillance system with a minimum camera resolution of 1280 × 720 pixels. The video surveillance system shall be able to effectively and clearly record images of the area under surveillance. (b) To the extent reasonably possible, all video surveillance cameras shall be installed in a manner that prevents intentional obstruction, tampering with, or disabling. (c) Areas that shall be recorded on the video surveillance system include the following: (1) Areas where cannabis or cannabis products are weighed, packed, stored, quarantined, loaded and unloaded for transportation, prepared, or moved within the premises; (2) Limited-access areas; (3) Security rooms; (4) Areas containing surveillance-system storage devices, which shall contain at least one camera to record the access points to such an area; and (5) The interior and exterior of all entrances and exits to the premises. (d) The surveillance system shall record continuously 24 hours per day and at a minimum speed of 15 frames per second. (e) Any on-site surveillance system storage devices shall be located in secure rooms or areas of the premises in an access-controlled environment. (f) The licensee shall ensure that all surveillance recordings are kept for a minimum of 90 days. (g) All video surveillance recordings shall be available on the licensed premises and are subject to inspection by the Department and shall also be copied and sent, or otherwise provided, to the Department upon request. (h) The video recordings shall display the current date and time of recorded events. Time is to be measured in accordance with the U.S. National Institute of Standards and Technology standards. The displayed date and time shall not significantly obstruct the view of recorded images. (i) If multiple licensed premises are contained within the same building, a single video surveillance system covering the entire building may be used by all of the licensees under the following conditions: (1) Each applicant or licensee shall disclose on their premises diagram where the surveillance recordings are stored;</p>	

<p>(2) Each applicant or licensee shall include in their security operating procedures an explanation of how the video surveillance system will be shared, including who is responsible for monitoring the video footage and storing any video recordings;</p> <p>(3) All licensees shall have immediate access to the surveillance recordings to produce them pursuant to the requirements of this section;</p> <p>(4) All licensees shall be held responsible and subject to discipline for any violations of the video surveillance requirements.</p>	
<p>11 Landscape and Irrigation Plans</p>	
<p>Show all existing and proposed landscaping</p>	
<p>Show all existing trees and trees proposed to be removed with diameter at breast height</p>	
<p>Plant key showing quantities, container sizes, botanical designations</p>	
<p>Proposed ground cover or mulch application</p>	
<p>Show proposed irrigation system with components and specifications</p>	
<p>Model Water Efficient Landscape Ordinance calculations and explanation of compliance prepared and stamped by a CA licensed Landscape Architect (if necessary)</p>	
<p>12 Cultivation Facilities</p>	
<p>Mixed use grow facilities are to are most likely meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Factory Industrial, F-1, Moderate-hazard Occupancy. CBC § 306.2. or as determined by the registered design professional preparing the plans.</p>	
<p>Grow facilities such as greenhouses for the exclusive use of plant production may be classified as a U occupancy and shall be consistent with the requirements of CBC Appendix C.</p>	
<p>Grow lights must be installed per the manufacturer’s instructions and wired per CEC article 410.</p>	
<p>NM cable (Romex) is not allowed for use in damp locations (grow rooms) (CEC § 334.10). Approved wiring methods utilized in grow facilities shall be in accordance with wet use “Wiring Methods and Materials”, (CEC Chapter 3).</p> <p>5. Cultivation facility exhaust outlets must be located 10’ from the property lines, operable openings into the building and from mechanical air intakes (CMC § 506.9)</p>	
<p>13 Manufacture Facility</p>	
<p>Volatile manufacturing is not permitted in the City of South Lake Tahoe .</p>	
<p>Portions of the cannabis Infused Product facilities may be considered a Hazardous Location based on the method used for the THC extraction and the amount of hazardous material stored. Full disclosure of the extraction process will be required at the time of building permit submittal.</p>	
<p>Cannabis manufacturing facilities shall submit as a part of their permit application a comprehensive description of the program and process proposed for the operation and production at the facility. The documentation shall, as applies, include all of the following:</p> <p>A. A plan that specifies all means to be used for extracting, heating, washing, or otherwise changing the form of the cannabis plant or for testing any cannabis or cannabis product and safety measures for each such process.</p> <p>B. A description of all toxic, flammable, or other materials regulated by a federal, state, or local government that will be used, kept, or created at the facility, the quantities and location of such materials, and the manner in which such materials will be stored.</p> <p>C. A description of the processes used to extract or distill cannabis derivatives from their source and the processes used to incorporate cannabis derivatives into all retail cannabis products produced.</p>	
<p>Concentrations of grease, smoke, heat, steam or products of combustion created when cannabis is manufactured into products including, but not limited to, foods, beverages, salves, inhalants and tinctures are to be contained as detailed in the CMC §§ 506 and 507 (Type I and Type II hoods).</p>	
<p>Facilities used for processing cannabis into foods, beverages, salves, inhalants, tinctures or other forms for human consumption or use are subject to review and approval by the California Department of Public</p>	

	Health, Manufactured Cannabis Safety Branch. A separate license application is required through their office.	
	Sanitation requirements for facilities used for processing cannabis into foods, beverages, salves, inhalants and tinctures shall meet the California Department of Public Health guidelines that are to be detailed on the drawings.	
	Infused product extraction and hazard containment equipment must be listed, labeled and installed per CEC 110.3.	
	Storage, use and handling of compressed gases in compressed gas containers, cylinders, tanks and systems shall comply with CFC, NFPA Standards, H&SC and CCR, including those gases regulated elsewhere in this code. Partially full compressed gas containers, cylinders or tanks containing residual gases shall be considered as full for the purposes of the controls required. Compressed gases classified as hazardous materials shall also comply with CFC Chapters 50 and 53 for general requirements and chapters addressing specific hazards, including Chapters 58 (Flammable Gases), 60 (Highly Toxic and Toxic Materials), 63 (Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids) and 41 (Pyrophoric Materials).	
14	Testing/Laboratory	
	Testing/Laboratory facilities are most likely to meet CBC requirements based upon Use and Occupancy Classification for a Business Group, B, and Occupancy CBC § 304 or Laboratories Group, L Occupancy CBC § 313 as determined by the registered design professional preparing the plans. Required hoods shall meet the requirements of CMC §§ 506, 507 and 508.	
	Hazardous materials storage, use, handling and wastes shall be permitted and reported through the Fire Department prior to operation.	
15	Dispensaries	
	Dispensary facilities are most likely to meet CBC to meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Mercantile Group, M, Occupancy. CBC § 309.1 . or as determined by the registered design professional preparing the plans	
16	Separate Required Approvals	Check Off
	Disabled Access 20% Upgrade Form http://cityofslt.us/DocumentCenter/View/12140/Accessibility-Worksheet-MultiJurisdiction-Fillable-Form?bidId=	
	Special Inspection Forms http://www.cityofslt.us/DocumentCenter/View/5715	
	Planning Division: Final acknowledgment of the planning permit (530) 542-6020	
	Public Works Department: Clearance to assure compliance with encroachments and storm water permits may be required for certain activities or structures (530) 542-6034	
	El Dorado County Environmental Management Department (EMD): Stamps must be on plans prior to project submittal (530) 573-3450	
	Clearance from South Tahoe Public Utility District (STPUD) – Stamps must be on plans prior to project submittal STPUD - (530) 544-6474	
	Clearance from Liberty Utilities – Stamps must be on plans prior project submittal Liberty Utilities - (530) 543-5281 Cherie.slimp@libertyutilities.com	

DEFERRED SUBMITTALS

All Deferred items must be listed on title sheet of plans “as separate permit required”.
Anticipated submittal date for each deferred submittal must be listed.

If there are extenuating circumstances, some documents or required information may be accepted as a “Deferred Submittal”. Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.

**All construction shall comply with the minimum requirements of the following codes effective
January 1, 2017**

2016 California Building Code (CBC) <http://www.bsc.ca.gov/codes.aspx>
2016 California Plumbing Code (CPC)
2016 California Mechanical Code (CMC)
2016 California Electrical Code (CEC)
2016 Residential and Non-Residential Energy Standards
2016 CALGreen
2017 California Retail Food Code (CRFC) <https://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>
California Health and Safety Code (HS&C)
National Fire Protection Association Standards (NFPA)
Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA)
Other prevailing City Ordinances and State Laws

Design requirements shall apply as follows:

- Minimum soil bearing pressure of 1,500 pounds per square foot (the project Engineer may claim up to 2,000 psi without a soils report)
- The Basic Wind Speed is 110 mph, 3 second gust, Exposure B (within 300 feet of the Lake Shore = Exposure C)
- Seismic Site Design Category D
- Climate Zone 16
- Ground Snow Load 150 lbs.
- Wildland Urban Interface (WUI) Codes and Standards

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____