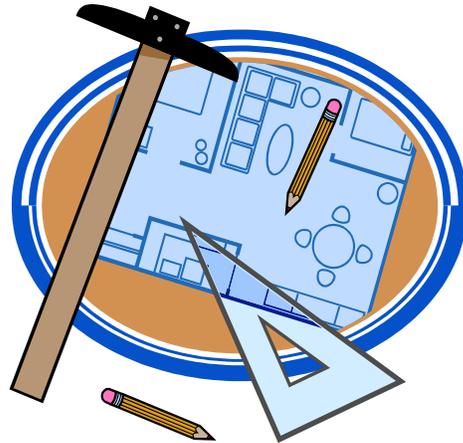


# PLAN REVIEW PACKET

## CANNABIS DISPENSARIES



### **The Plan Review Packet Includes:**

1. Procedure for Cannabis Dispensary Plan Review and Approval
2. Quick Reference for Building Departments
3. Plan Review Application

**TO:** Contractors, Consultants and Facility Owners

**SUBJECT:** Procedure for Cannabis Dispensaries Plan Review and Approval

**BACKGROUND:** Sonoma County Code requires that all cannabis facilities that manufacture edible cannabis products and/or provide retail sales of cannabis products obtain a health permit. Environmental Health requires plan review approval prior to construction on all new facilities. Plan reviews and inspections will be based on relevant sections of the California Retail Food Code (CALCODE) and related state regulations.

### **New Dispensaries**

Environmental Health will review plans within 20 working days of receipt. If plans are not approved, a notice will be sent to the applicant detailing additional information needed. Plans may be submitted via mail and must be accompanied with a completed Plan Review Application and required fees. Environmental Health will not begin the plan review process until all plan review fees, the application and required plan documents and copies are submitted.

Upon completion of plan review, two of the three approved sets of plans must be picked up by the applicant or a representative of the applicant. The yellow copy of the approved Plan Review Application is attached to the applicant's copy of the plans and shall remain at the construction site. The pink copy of the approved Plan Review Application is attached to the set of plans designated for the local building department and must be signed by them. It is the responsibility of the applicant to submit the pink set of plans to the building department and obtain necessary building permit(s). **Building permit(s) cannot be issued without plan review approval from Environmental Health.** It is the responsibility of the applicant to obtain a use permit from the building department (if required).

Construction of your project must be completed, final construction approval must be granted by Environmental Health and verification of approval from the jurisdictional building department obtained before the applicant may submit a Health Permit application. Contact this office at (707) 565-6565 at least one week prior to your completion date to schedule a construction inspection.

### **Additional Information for Submitting a Plan Review Application**

The following information is necessary for timely review and approval. Please review the list carefully and be sure to provide the required information where applicable.

- Complete and sign the **Plan Review Application and pay the required fee** (see fee schedule). Plans will not begin the review process without completion of a plan check application and payment of the required fees. Plan check review, construction inspection(s) and travel fees are separate from the operational permit fee. Plan check fees are a prepaid estimate of time and are based on the current hourly rate fee (see fee schedule). Any additional time over the plan check fees (> 10 hours) will be invoiced after the project is complete.
- Submit **THREE sets of detailed plans and ONE set of manufacturer equipment specification sheets, plus ONE electronic set of the plans and manufacturer equipment specification sheets.** Electronic documents may be submitted in PDF format via CD, flash drive or, if under 1 MB, email to [eh@sonoma-county.org](mailto:eh@sonoma-county.org). Please be sure to include your cannabis facility's name in the subject line.
- **Scale:** Plans shall be drawn to a minimum scale of 1/4" = 1 foot. Identify each room or area on the plans.
- **Site plan:** Submit details of the entire site, including proximity to road, driveway, parking, building footprint, other structures/infrastructure and refuse enclosure.
- **Floor plans:** Submit plans of the entire facility including plumbing layout, electrical layout, reflected ceiling plan, equipment layout details and equipment elevations.
- **Square footage:** Provide square footage of the cannabis facility.
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- **Menu for Edible Cannabis Products offered for sale at the dispensary:** Submit a list of edible cannabis products to be sold at the dispensary.
- **Finish schedule:** Specify materials and finishes for floors, floor bases, walls, ceiling, shelving and cabinets. This schedule should include the type of material and the surface finish.
- **Toilet facilities:** Toilet facilities are required for every dispensary facility. Contact your local building department for specific American with Disabilities Act (ADA) requirements regarding toilet room design and number of required restrooms prior to submitting plans to this office.
- **Water heater:** Specify size and output in BTU/hour, KW or GPM of the water heater. If you are proposing an on demand water heater please include the name and model number. **A water heater with a minimum storage capacity of 10 gallons must be provided.**
- **Flooring:** Flooring in areas where cannabis products are stored shall be smooth, non-permeable and easily cleanable. The minimum flooring required for toilet facilities is ceramic tile with a four inch coved base tile or a commercial grade sheet vinyl having chemically-welded seams with a four inch self-coved base.
- **Handwash sink(s):** A sink to be used exclusively for handwashing with hot and cold water must be provided within every dispensary, and shall be equipped with mounted soap and towel dispensers. Hand wash sinks must be easily accessible.
- **Employee clothes storage:** A room, enclosure, or designated area separated from toilets and product storage must be provided where employees may change and store clothes. Facilities with fewer than 10 employees per shift can meet this requirement by providing employee lockers or similar cabinets.
- **Storage of Cannabis Products/Inventory:** Cannabis goods shall be stored in a building designed to permit control of temperature and humidity and shall prevent the entry of environmental contaminants such as smoke and dust. The area in which cannabis goods are stored shall not be exposed to direct sunlight. Operators shall store harvest batches and edible cannabis products that require refrigeration at 35 to 42 degrees Fahrenheit. In addition, harvest batches shall be stored in a darkened area with no more than 60% humidity.

Edible cannabis products shall be protected from contamination by storing the products in a clean, dry location, where they are not exposed to splash, dust, vermin or other forms of contamination or adulteration, and at least six inches above the floor. This area must include cleanable shelves.

Storage areas must be under continuous video-monitoring and recording and secured in accordance with their Security Plan.

- **Lighting:** Shatterproof shields are required on lights above where cannabis products are stored. At least 50 foot candles of lighting intensity shall be provided in areas where employees are
- **Refuse:** All medical cannabis waste shall be quarantined and rendered unusable and unrecognizable under video monitoring and shall be disposed of as stipulated by State and county regulations.
- **Water supply:** The water supply shall be from a water system approved by the Health Officer or the California Department of Public Health, Drinking Water Division. Water wells must be permitted and approved by the California Department of Public Health, Drinking Water Division. Provide appropriate documentation for state regulated transient non-community water systems and non-transient non-community water systems.
- **Sewage disposal:** The establishment must be connected to a municipal sewer system or an individual sewage disposal system. If the operation is to be served by an individual sewage disposal system, contact the Sonoma County Permit and Resource Management Department for current requirements.



Environmental Health ❖ 625 5<sup>th</sup> Street, Santa Rosa, CA 95404 ❖ 707-565-6565 ❖ [EH@sonoma-county.org](mailto:EH@sonoma-county.org)  
<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

## **Quick Reference for Building Departments**

**City of Cloverdale**  
126 N. Cloverdale Blvd.  
Cloverdale, CA 95425

Community Development  
707-894-1701  
[www.cloverdale.net](http://www.cloverdale.net)

**City of Cotati**  
201 W. Sierra Ave.  
Cotati, CA 94931

Building Department  
707-665-3636  
[www.ci.cotati.ca.us](http://www.ci.cotati.ca.us)

**City of Healdsburg**  
435 Allan Ct.  
Healdsburg, CA 95448

Community Development  
707-431-3346  
[www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

**City of Petaluma**  
11 English St.  
Petaluma, CA 94952

Community Development  
707-778-4301  
[www.cityofpetaluma.net](http://www.cityofpetaluma.net)

**City of Rohnert Park**  
130 Avram Ave.  
Rohnert Park, CA 94928

Development Services- Building  
707-588-2240  
[www.ci.rohnert-park.ca.us](http://www.ci.rohnert-park.ca.us)

**City of Santa Rosa**  
100 Santa Rosa Ave.  
Santa Rosa, CA 95401

Community Development  
707-543-3200  
<http://ci.santa-rosa.ca.us>

**City of Sebastopol**  
7120 Bodega Ave.  
Sebastopol, CA 95472

Building Department  
707-823-8597  
<http://ci.sebastopol.ca.us>

**City of Sonoma**  
1 The Plaza  
Sonoma, CA 95416

Building Department  
707-933-2205  
[www.sonomacity.org](http://www.sonomacity.org)

**Town of Windsor**  
9291 Old Redwood Hwy.  
Windsor, CA 95492

Building Department  
707-838-5341  
[www.ci.windsor.ca.us](http://www.ci.windsor.ca.us)

**Permit Sonoma**  
2550 Ventura Ave., Santa Rosa, CA 95403  
Unincorporated Sonoma County  
Forestville  
Guerneville  
Bodega Bay  
Bodega  
Occidental  
Graton  
Geyserville  
Penngrove

PRMD-Building Department  
707-565-1900  
[www.sonoma-county.org/prmd](http://www.sonoma-county.org/prmd)



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<https://sonomacounty.ca.gov/Health/Environmental-Health-and-Safety/>

**CANNABIS PLAN REVIEW APPLICATION  
CANNABIS SITE EVALUATION FORM**

**APPLICANT:** Complete all areas below (please print or type), sign and date below, and submit to Environmental Health and Safety with the applicable fee.

- New Construction     Remodel Existing Cannabis Facility     Change of Ownership
- Dispensary     Edible Manufacturing     Microbusiness

Facility Name \_\_\_\_\_ Sq. Ftg. of Facility Interior \_\_\_\_\_

Site Address \_\_\_\_\_ Ste # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Business Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_ Ste # \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Ste # \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

Water Supply:  Public     Private Well\*    Sewage Disposal:  Public     On-Site/Septic\*\*    Name of Water System \_\_\_\_\_

\*CDPH Drinking Water Branch clearance is required prior to issuance of permits    \*\*PRMD clearance is required prior to issuance of permits

Change of Ownership/ Proposed First Date of Operation \_\_\_\_\_

Additional information for a change of ownership of an edible cannabis manufacturing facility or a cannabis microbusiness may be required.

I understand that these plans will be approved or disapproved (letter sent to contact person requesting additional information) within 20 working days for cannabis facility plans after being submitted to Environmental Health. The plans will not be approved until all the required information is submitted. It is the applicant's responsibility to obtain all necessary building permits. The building department will not issue a building permit for a cannabis facility until it has received an approved set of plans from this office. Plan check review and construction inspection fees (including travel time) are separate from the operational permit fee. Plan check fees are a prepaid estimate of time and are based on the current hourly rate fee (see fee schedule). Before opening for business, the following must be completed:

- Any additional time beyond the initial paid plan check fees must be paid
- All final construction must be approved
- The Cannabis Facility operational permit application must be completed and submitted with all fees paid
- The Cannabis Facility Permit must be received
- Approval by all applicable agencies must be obtained

If a cannabis facility opens for business without a valid Cannabis Facility Permit, the operator is subject to closure of the facility and a penalty of up to three times the cost of the Cannabis Facility Permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**For office use only:**

Application Date \_\_\_\_\_ FA # \_\_\_\_\_ SR # \_\_\_\_\_ Dist. \_\_\_\_\_

Comments: \_\_\_\_\_

Plans Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Plans Approved by \_\_\_\_\_ Date \_\_\_\_\_

Cash     Check     Credit Card Trans# \_\_\_\_\_ Date rec'd \_\_\_\_\_ by \_\_\_\_\_ Amount rec'd \$ \_\_\_\_\_