

Planning & Building Agency  
 Building and Safety Division  
 20 Civic Center Plaza  
 P.O. Box 1988 (M-19)  
 Santa Ana, CA 92702  
 (714)-647-5800  
 www.santa-ana.org

**COMMERCIAL CANNABIS BUSINESS  
 SUBMITTAL CHECKLIST**

PCC-18

**THIS FORM SHALL BE COMPLETED BY A CALIFORNIA REGISTERED  
 ARCHITECT OR CIVIL ENGINEER.**

**Instructions:** In order to submit for plan check for Commercial Cannabis Business (CCB) projects, the architect or civil engineer shall complete all sections, check all boxes and sign the certification section below. This checklist shall be completed prior to the time of plan submittal. **Unless all answers are checked Yes, plans will not be accepted.**

**Project Address:** \_\_\_\_\_

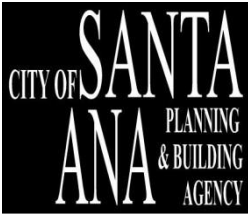
	Yes	No	
1.	<input type="checkbox"/>	<input type="checkbox"/>	All CCB plans shall be stamped and signed by a California registered architect or civil engineer.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Provide Architectural, Structural, Mechanical, Electrical, and Plumbing (MEP) plans at time of submittal. Deferred submittal is not acceptable for MEP.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Provide 4 separate submittal packages: 1) Architectural and Structural 2) Mechanical 3) Electrical 4) Plumbing (MEP).
4.	<input type="checkbox"/>	<input type="checkbox"/>	Provide 3 sets of Architectural and Structural plans and 2 sets of MEP plans.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Provide site plan, existing floor plan, proposed floor plan, egress plan. Provide equipment plan and structural plan if applicable.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Note on plan a list of all hazardous materials and quantities. If there are no hazardous materials, note on plan that there are no hazardous materials to be stored on site.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Plans are required to be submitted separately to Orange County Fire Authority (OCFA) for review prior to plan submittal. Indicate Service Route number: SR #: _____
8.	<input type="checkbox"/>	<input type="checkbox"/>	On the plan, describe in detail the manufacturing process from material delivery, storage, handling, packaging, and shipping of finished products.

**I certify under penalty of perjury under the laws of the State of California that the above is true:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Architect/Engineer License Number: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



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## COMMERCIAL CANNABIS BUSINESS PLAN CHECK REQUIREMENTS

PCC-01

Thank you for your interest in operating a commercial cannabis business in Santa Ana. The information below is intended to provide guidance on the requirements for commercial cannabis business plan check. This Information is not intended to identify every code requirement; therefore, applicants must follow all the requirements as stated in the California Code of Regulations (“CCR”), California Building Standards Code (“CBSC”) and the California Health and Safety Code (“CHSC”) as adopted and/or modified by the City and as referenced in the City of Santa Ana Municipal Code.

### **Plan Requirements**

All plans for cannabis projects including but not limited to cultivators, distributors, manufacturers, testing laboratories, and retailers shall be prepared, stamped and signed by a California licensed architect or registered professional engineer.

**Plan quality.** Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the project will conform to the provisions of the CCR, CBSC, CHSC and/or relevant laws, ordinances, rules and regulations of the City and State. Specify the floor area of the building or tenant space, previous and proposed occupancy group(s) and use(s), type of construction, number of stories, building height, type of fire sprinklers system and/or fire alarm system provided, fire separation distance or setback of building to property lines or other buildings on the lot, and the types and number of parking space(s) provided for the site on the first sheet or title sheet of the construction documents. Include justification and analysis for increase in area, height, and/or story where applicable. *Plans that do not meet this minimum level of information will be rejected.*

**Submittal requirements.** All commercial cannabis project submittals must include architectural, structural (if required), and Mechanical, Electrical, and Plumbing (MEP) at the time of submittal. Three (3) sets of architectural plans and two (2) sets each of the MEPs are required. Please separate MEPs by discipline, as each discipline will be routed to a separate plan checker.

**Facility operations.** Plans shall include a summary of the daily operations of the facility, and where these operations will occur. This may include, but is not limited to: growing, harvesting, drying, curing, trimming, washing/cleaning, extracting, post-processing, inspecting, testing, packaging, labeling, storing, retailing, etc. If plant extraction will occur in the facility, plans should provide a summary of the intended extraction process.

**List of systems and equipment.** A list of all mechanical systems, environmental systems, generation systems, and fuel gas equipment proposed to be utilized on the property shall be provided. This includes carbon dioxide generation systems, extraction equipment, etc. (CMC Section 302.1).

**Relevant energy codes.** The California Energy Code will apply to newly constructed buildings, building additions and building alteration for project submitted to the City for plan review. The California Energy

Code may impact the design and installation, including but not limited to, the building envelope, space-conditioning systems, water-heating systems, solar ready buildings, indoor lighting systems of buildings, outdoor lighting systems and signs located either indoors or outdoors.

**Relevant Green Building codes.** The California Green Building Code will apply to all newly constructed buildings, building addition and alteration per California Green Building Code 2019.

### **Permit Issuance**

**Relevant codes.** The currently adopted building codes and standards that have been adopted by the City are as follows:

- 2019 California Building Code (“CBC”)
- 2019 California Existing Building Code (“CEBC”)
- 2019 California Mechanical Code (“CMC”)
- 2019 California Plumbing Code (“CPC”)
- 2019 California Fire Code (“CFC”)
- 2019 California Electrical Code (“CEC”)
- 2019 California Energy Code
- 2019 California Green Building Standards Code (“CalGreen”)
- 2019 California Health and Safety Code (“CHSC”)
- California Code of Regulations (“CCR”)
- Santa Ana Municipal code

Prior to permit issuance, all cannabis projects must obtain the following clearances/approvals as applicable:

1. Internal agencies/divisions:
  - a. Building Division
  - b. Planning Division
  - c. Police Department
  - d. Public Works Agency
2. External agencies:
  - a. Orange County Fire Authority (OCFA)
  - b. Orange County Sanitation District (OCSD)

**Contractor qualifications.** All construction and remodeling work must be performed by CA licensed Class A or Class B contractors. All building trades work must be performed by a State of California licensed contractor(s).

**Accessibility to commercial buildings.** All areas of newly designed and newly constructed buildings and facilities and altered portions of existing buildings and facilities shall comply with the CBC Chapter 11B to ensure that barrier-free design is incorporated and accessible-to and usable-by persons with disabilities.

## **Odor Control, Gas Detection, and Environmental Control Systems**

**Odor control.** Every Cannabis Business shall implement adequate ventilation system and odor control filtration measures to prevent odors from inside the cannabis facility from being detected outside the cannabis facility, to include building and the unit. A licensed Mechanical engineer shall design the system that is capable of preventing odors from inside the cannabis facility from being detected outside the cannabis facility. The design of the ventilation and filtration system shall be based on industry-specific best control technologies and best management practices to effectively mitigate cannabis odors. The system shall use a range of odor mitigation practices to control odor-emitting activities, sources, and locations (per the Mechanical handout).

**Carbon dioxide enrichment gas detection.** A gas detection system shall be provided in rooms and indoor areas in which carbon dioxide enrichment processes are located.

**Extraction gas detection.** Please note on the drawings: “For extraction processes utilizing flammable gases as solvents, a continuous gas detection system shall be provided.”

Note on the floor plan the square footage of each of the following areas:

1. Cultivation canopy
2. Distribution/secured storage
3. Manufacturing and processing
4. Testing laboratory (as licensed by the State of California)
5. Retail

Please note that these figures will be used for both occupancy and business license taxation purposes.

**Environmental control systems.** Environmental control systems shall be implemented to minimize and/or prevent the likelihood of mold and mildew growth and shall include a range of environmental control technologies and practices to control humidity levels, illumination, heating, cooling, air circulation, and ventilation. The system shall be compatible with odor prevention and ventilation systems to prevent cannabis odors from being detected outside the cultivation facility, while still allowing for the permittee to successfully cultivate.



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# INFORMATION REQUIRED FOR COMMERCIAL CANNABIS BUSINESS MECHANICAL PLAN CHECK

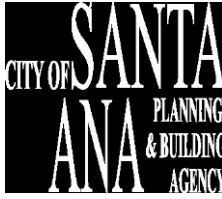
MEC\_CCB-01 CMC

## A. APPLICABLE BUILDING STANDARDS

California Building Code (CBC)	California Electrical Code (CEC)
California Green Building Standards (CAL Green)	California Mechanical Code (CMC)
California Plumbing Code (CPC)	California Fire Code (CFC)
Santa Ana Municipal Code (SAMC)	California Energy Code (Title 24, Part 6)

## B. PLAN CHECK REQUIRED

1. In addition to the requirements in the “Information Required for Mechanical Plan Check” handout (MEC-01), the following requirements shall be included as part of a mechanical plan submitted for a Commercial Cannabis Businesses (CCB).
  - a. CCBs shall be required to provide an engineered air treatment system that ensures off-site odors shall not result from its operations. The system shall be designed to provide sufficient odor-absorbing ventilation and exhaust systems so that any odor generated inside the location is not detected outside of the building, on adjacent properties or public rights-of-way, or within any other unit located within the same building as the business if the use occupies only a portion of a building.
  - b. The exhaust system shall have a means of replacing the exhausted air with makeup air. Either interlocked mechanically or negative pressure natural ventilation.
  - c. Calculations will be required on the plans to show that the exhaust system will be creating a negative pressure in the business so as to draw in fresh ventilation air. A note will be added to the plans stating that an air balance report will be required to show compliance with the approved plans. The complete report, including a statement of compliance on company letterhead from the entity designated by the design engineer shall include a wet-stamp and wet signature.
  - d. The inlet of each exhaust will have a filter installed which provides compliance with Section B.1.a. of this handout. The filters will have a replacement schedule of monthly. Owner/Operator shall maintain written service records and provide them to the Authority Having Jurisdiction (AHJ) upon request.
  - e. Each exhaust fan will be independently ducted out through the roof of the business.
  - f. Penetrations larger than 96 square inches will require Police department approval before rough mechanical inspection can be approved.
  - g. New and existing roof top units shall have their filters upgraded to comply with Section B.1.a of this handout and shall have a replacement schedule of monthly. Owner/Operator shall maintain written service records and provide them to the AHJ upon request.
2. This list of CCB requirements does not give permission for the installer/owner/operator, of said CCB, to violate any of the provisions set forth in the California Building Codes.



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# INFORMATION REQUIRED FOR COMMERCIAL CANNABIS BUSINESS ELECTRICAL PLAN CHECK

ELC\_CCB-01 CEC

## A. APPLICABLE BUILDING STANDARDS

California Building Code (CBC)	California Electrical Code (CEC)
California Green Building Standards (CAL Green)	California Mechanical Code (CMC)
California Plumbing Code (CPC)	California Fire Code (CFC)
Santa Ana Municipal Code (SAMC)	California Energy Code (Title 24, Part 6)

## B. PLAN CHECK REQUIRED

1. In addition to the requirements in the “Information Required for Electrical Plan Check Submittal” handout (ELC-01), the following requirements shall be included as part of an electrical plan submitted for a Commercial Cannabis Businesses (CCB).
  - a. CCBs that perform extraction operations often use hazardous materials—volatile materials or asphyxiants. If the project includes the use of hazardous materials, detailed information is required. Without acceptable information, plan approval will not be given.
    - i. Classification of hazardous areas or locations is not the responsibility of the authority having jurisdiction or the installing electrical contractor but of the design professional.
    - ii. Classification requires the disclosure of materials involved, quantities, storage location and methods, handling, etc.
    - iii. Hazardous area classification requires reference to other applicable standards to determine the classification of an area and the extent of that area or location. This process should include a team of professionals (experts in their fields) in the risk analysis and assessment. NFPA 497 Recommended Practice for the Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Area is among the other standards that must be used.
    - iv. All hazardous (classified) locations must be properly documented. The documentation must be available to those who are authorized to design, install, inspect, maintain, or operate the electrical equipment. 2019 California Electrical Code (CEC) 500.4
  - b. For Hazardous locations, refer to CEC Articles 500, 501, and 502.
  - c. All equipment located within hazardous locations must be approved. This requires that listing information and manufacturer’s installation instructions be provided.
  - d. Any measures to mitigate the hazard or processes that cannot be suddenly stopped without increasing the hazard must be provided with a 2-hour emergency system as per CEC Articles 700, 701.
  - e. Any generators and ATS equipment must be fully designed and detailed. Refer to CEC Articles 445, 700, 701, 702, 705.
2. This list of CCB requirements does not give permission for the installer/owner/operator, of said CCB, to violate any of the provisions set forth in the California Building Codes.

## CANNABIS FACILITY PROCEDURES

Email [rates@ocsan.gov](mailto:rates@ocsan.gov) a detailed description of the business and processes along with:

- general floor plans for tenant improvements
- plumbing plans in a separate attachment (if available)
- the specific water usage, wastewater discharge and any cleaning of machinery and/or floors that will take place

OC San will review the information (including a separate review by our Resource Protection Division). Once the review is complete, staff will email with the amount of any fees due.

OC San Emails:

General: [Rates@ocsan.gov](mailto:Rates@ocsan.gov)

Shallee Milligan Riley: [smmilligan@ocsan.gov](mailto:smmilligan@ocsan.gov)

Angela Brandt: [abrandt@ocsan.gov](mailto:abrandt@ocsan.gov)