

2.17 Submittal Guidelines for Cannabis and Plant Cultivation Facilities (2022)

Reference: 2022 San Francisco Fire Code (SFFC) §§ 916, 5001, 5307, Chapters 50, 55, 57, 58

Purpose: The purpose of developing comprehensive guidelines is to provide consistent methods to assist designers and engineers in the submittal requirements for review by the San Francisco Fire Department (SFFD) for all cannabis and plant growth cultivation facilities and operations. This information is not intended to be a complete list of all required information. The items below are highlighted for use as a guideline when submitting plans for review by SFFD, as they are not typical review items with Tenant Improvement, Change of Use, and MEP plans. Additional information may be required if regulated elsewhere in the applicable provisions of the SFFC, San Francisco Building Code (SFBC), or as sanctioned by the California State Fire Marshal.

Scope: The guidelines in this administrative bulletin shall apply to all cannabis and plant growth cultivation facilities and operations in the City and County of San Francisco. All plans relating to these uses and occupancies shall be reviewed on intake (submittal) basis only. These facilities shall be considered by the SFFD as F-1 Occupancy group per the 2022 CBC.

Requirements for Review:

For any of the following items, a building permit is required to be filed through San Francisco Department of Building Inspection (SFDBI) for review by SFFD. Two sets of overall site plans drawn to a minimum scale of 1 inch equals 8 feet shall be submitted for review. Plans shall be submitted on a minimum sheet size of 11" X 17". Callouts and labels shall be legible and clear, with minimum 1/8" text size. The scope of work shall be indicated on the plans per each relevant item outlined below. No additional information that would make the plan difficult to review shall be included on the plans. This review is not part of the over the counter plan review service provided by the SFFD. Plans will be reviewed in the order they are received. Designers and Engineers are encouraged to submit plans as far in advance as possible to avoid any costly changes in the later stages of a project.

All plans shall include a Hazardous Materials Management Plan and a Hazardous Materials Inventory Statement per SFFC 5001.5. If no hazardous materials will be used or stored, this declaration shall be clearly made on the cover of the plans submittals. A letter containing a statement of competency and experience shall be signed/stamped by a Certified Industrial Hygienist or a Professional Engineer with relevant knowledge of hazardous materials safety.

Hazardous Materials Management Plan (HMMP) shall include information per SFFC 5001.5.1, and the following:

- Each storage and use area shall include the names of chemicals to be used, and quantities
- Name of the trained Fire Department Liaison and contact information
- Container Unit size, type, and material when in use or being handled
- Label locations/areas where heat applications take place

Hazardous Materials Inventory Statement (HMIS) shall include information per SFFC 5001.5.2, and the following:

- Provide locations where the material is stored/used, and which control area
- For each control area, provide an aggregate tabulation showing whether each control area exceed Maximum Allowable Quantities (MAQs) or not.
- Identify whether or not a physical hazard exists per SFFC 5001.2.2.1

All fuel fired appliances shall comply with 2022 SFFC 603 and the 2022 CA Mechanical Code (CMC).

All electrical equipment wiring and hazards must comply with 2022 SFFC 604 and 2022 CA Electrical Code (CEC). Plans shall clarify what, if any heating methods are to be used. Provide an equipment listing and schedule. Clarify if there are any fuel fired heating or boiler equipment, use of electrical, natural gas, or any oil-burning equipment. Plans should clearly show how warmth/heating will be achieved for cultivation of plant growth. Please refer to 2022 SFFC 603, 2018 NFPA 37, 2018 NFPA 54, 2022 CMC and California Plumbing Code. Use of propane as a fuel source to produce carbon dioxide is not allowed.

No storage is allowed in corridors.

Sprinkler system minimum design shall be Ordinary Hazard Group 2 for the entire cultivation facility. The design may be increased depending on Hazardous Materials use/storage quantities, miscellaneous and high-piled storage conditions.

CONSTRUCTION / BUILDING PERMIT REQUIREMENTS

Hazardous Materials – (for amounts greater than CFC Table 105.6.20)

- A construction/building permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI permit application form shall also include the term “hazardous materials”, the material name(s) and quantities for SFFD review. If on addenda schedule, this must be included in one of the addendum titles.
- Plans Submittals shall include specific information and details per CFC Chapter 50 and respective chapters relevant to the material being used/stored, and its form.

Compressed Gases (for amounts greater than CFC Table 105.5.9)

- A construction/building permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI permit application form shall also include the term “compressed gas” and/or “compressed gas piping” for SFFD review. If on addenda schedule, this must be included in one of the addendum titles. Please identify the quantity and material name(s) to be used/stored in the permit application scope of work.
- Plans Submittals shall include specific information and details per CFC Section 5307 – Compressed Gases Not Otherwise Related, and if applicable 2022 CFC Section 916 – Gas Detection Systems

Cryogenic Fluids (for amounts greater than CFC Table 105.5.11)

- A construction/building permit is required for installation of or alteration to outdoor stationary cryogenic fluid storage systems.
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI permit application form shall also include the term “cryogenic fluid” and/or “cryogenic fluid/gas piping” for SFFD review. If on addenda schedule, this must be included in one of the addendum titles.
- Plans Submittals shall include specific information and details per CFC Chapters 55 and 58.
- Please identify the quantity and material names(s) to be used/stored in the permit application scope of work.

Flammable and Combustible Liquids

- A construction/building permit is required to install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI permit application form shall also include the term “flammable liquid”, “combustible liquid”, and/or “flammable/combustible liquid tank” for SFFD review. If on addenda schedule, this must be included in one of the addendum titles.
- Please identify the quantity and material names(s) to be used/stored in the permit application scope of work.
- Plans Submittals shall include specific information and details per CFC Chapter 57.

Gas Detection Systems

- A construction/building permit is required for installation of or modification to gas detection systems.
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI permit application form shall also include the term “Gas Detection System per CFC Section 916” for SFFD review. If on addenda schedule, this must be included in one of the addendum titles.
- Plans Submittals shall include specific information and details per CFC Section 916.

SFFD OPERATIONAL PERMIT REQUIREMENTS

Operational permits may be required including **Plant Extraction Systems, Indoor Cannabis Cultivation, Compressed Gases, Cryogenic Fluids, Flammable and Combustible Liquids, Hazardous Materials, High-Piled Storage, Miscellaneous Combustible Storage**. Please review SFFC 105.6 for detailed requirements. A copy of the approved plans reviewed by SFFD Plan Check and issued by SFDBI may be required for reference in order to apply for issuance of SFFD Operational Permits. Please contact the SFFD Permit Center at (628) 652-3260 for more information.