CITY OF BOULDER
Planning and Development Services

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Marijuana Inspection Checklist

Compliance Due Date: Building permit application must be submitted, approved and work completed by , 2015.

Address:_____

Owner/Agent:_____

( ) Retail outlet ( ) Grow Facility ( ) M.I.P. Facility ( ) Testing Facility

Served/Posted by:_____ **Date:**_____

This report is the determination of this department of the City of Boulder, and does not reflect a determination of any other department of the City Marijuana Licensing Authority. This report will be provided to the Marijuana Licensing Authority. Any violations identified in this report may result in the filing of criminal charges and may also result in the suspension, revocation, non-renewal, or denial of the City of Boulder Marijuana Business License for this business.

A COPY OF THIS CHECKLIST SHALL ACCOMPANY THE BUILDING PERMIT APPLICATION

Building Guidelines

A building permit is required for work conducted to create a marijuana business as required by B.R.C. 1981, 16-14-3 (b) and 6-16-8 (h)(r)(s).
In addition, the applicant must meet the requirements of B.R.C. 1981, Title 10.

☐1. Plans and permits are required per the International Building Code (IBC) Section 105 and 106

☐2. Provide address numbers and/or unit number

☐3. Provide registered design professional seal and signature

☐4. Unsafe structures and equipment shall be removed or made safe per IBC Section 115

☐5. Grow facilities, testing facilities and infused product processing (MIPs) facilities are to meet IBC, Chapter 3 requirements based on Use and Occupancy Classification for a Factory Industrial, F-1,

Moderate-hazard Occupancy per IBC 306.2 and applicable Types of Construction based on IBC Chapter 6

☐6. Marijuana retail outlets are to meet IBC Chapter 3 requirements based on Use and Occupancy Classification for a Mercantile Occupancy M (IBC 309.1), Business Occupancy B (304.1) and applicable Types of Construction based on IBC Chapter 6

☐7. Guards, IBC 1013.1 required on stairways and walkways with 30" or more drop off to floors and grade below

☐8. Handrails, IBC 1009.10 required on each side of stairway

☐9. Applicable Means of Egress requirements based on IBC Chapter 10

☐ Door operations, IBC 1008.1.8. Except as specifically permitted by this section egress doors shall be readily operable from egress side without use of a key or special knowledge or effort

☐ Hardware, IBC 1008.1.8.1. Door handles, pulls, latches shall not require tight pinching, grasping, or twisting

☐ Locks and Latches, IBC 1008.1.8.3 (similar). In buildings in occupancy Group B, F, M the main exterior door or doors are permitted to be equipped with key-operated locking devices from the egress side provided:

- The locking device is readily distinguishable as locked.
- A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED
- The sign shall be in letters 1 inch (25mm) high on a contrasting background
- Keyed and Full-throw deadbolts shall indicate green for "open" and red for "closed"

☐ **Doors shall require only one operation to open the lock, latch or both. There are three general types of door hardware that meet this requirement:**

- Panic bar hardware
- Mortise locksets (this hardware has a lever knob that releases the latch and the deadbolt in one motion)
- Full-throw (ADA accessible) type deadbolts or keyed deadbolts are allowed at the main exterior door (see locks and latches above for requirements)

NOTE:

- All new door hardware shall be accessible per IBC Chapter 11
- Use commercial grade II door hardware at main door and security room door per State of Colorado requirements
- Existing doors other than the main entrance door that currently require more than one motion to open will need to be changed to door hardware that allows only one operation to open the door
- The occupant load factor (O.L.F.) for retail outlets is 30 sq. ft. per person. The O.L.F. for grow and business areas is 100 sq. ft. per person

- Spaces with one means of egress, IBC 1015.1. Two exits are required with an occupant load of 50 and 75’ common path travel distance. (100’ if sprinklered)

☐10. Class “C” flame spread rating for interior finishes per IBC section 803 or covered with a thermal barrier per IBC 2603.4. The following products must be rated or covered with an approved thermal barrier

- Plastic film
- Foam plastic insulation
- Paper facing on fiberglass insulation

☐11. Applicable glass and glazing requirements based on IBC 2406.3, #6 (within 24” of a door, tempered glazing or approved film will meet this requirement)

☐12. Storage lofts shall be designed to a 100 psf floor live load

☐13. Walls sealed between units to avoid odors migrating into adjacent spaces per B.R.C. 1981, 6-14-8 (h)

[ ]14. A minimum of a one-hour fire separation between a recreational marijuana business and any adjacent business per 6-16-8 (r) (2).

Mechanical Guidelines

☐**1. A ventilation system will be required to filter the odor from a business so that it cannot be detected at the exterior of the business or at any adjoining property as detailed in B.R.C. 1981, 6-14-8 (h). The ventilation system for a medical marijuana business requires, at a minimum:**

☐2. Exhaust systems that house sources of contaminants are to be designed and constructed so as to prevent spreading of contaminants or odors to other occupied parts of the building per International Mechanical Code per IMC 401.6 and 501.2

☐3. The required outdoor ventilation air per IPMC Table 403.3: for grow facilities use 8 persons per 1000 sq. ft. at a ventilation rate of 60 cfm/person, (similar to smoking lounge requirements): for retail outlets and M.I.P.s use 8 persons per 1000 sq. ft. and 15 cfm per person (similar to a florist)

☐4. Contaminated air shall not be re-circulated per IMC 510.4

☐5. The inlet for the exhaust system shall be located in the area(s) of highest contaminant concentration, B.R.C. 1981, 6-14-8 (h) and IMC 502.1.1

☐6. Flexible duct > 7’ is not allowed per B.R.C. 1981, 10-9-2 (f) & (g)

☐7. For grow facilities and MIPs: Exhaust outlets 10 feet from: property lines, operable openings into a building and from mechanical air intakes per IMC 501.2.1 (1)

☐8. For retail outlets: Exhaust outlets 3 feet from: property lines, operable openings into a building and from mechanical air intakes per IMC 501.2.1 (3)

☐9. Fuel fired appliances shall not be located in storage areas per IMC 303.3

☐10. Provide access to equipment and appliances on roofs or elevated structures per IMC 306.5

☐11. Condensate disposal for air conditioning units required per IMC 307

Electrical Guidelines

All electrical systems and permitting are required to be done by licensed electricians and contractors, "Electrical Contractor Registration," B.R.C. 4-8-1. In addition:

☐1. A single line diagram of the existing and proposed electrical system, including the main electrical service National Electric Code (NEC) 215.5, shall be provided to the city

☐2. All electrical equipment is to be listed and labeled by an approved testing agency, NEC 110.3

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☐3. Flexible cords (extension cords) are not to be used as a substitute for fixed wiring nor run through or concealed by holes in walls, structural ceilings, suspended ceilings, dropped ceilings or floors; run through doorways, windows or similar openings; attached to building surfaces, NEC 400.8

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_____

☐4. Approved wiring methods utilized in grow facilities in accordance with NEC Chapter 3

☐5. NM cable (romex) is not allowed for use in damp locations (grow rooms) per NEC 334.10

[ ] 6. A three foot clear space is required around electrical breaker panels

☐6. Prior to stocking of any medical marijuana products all building components and electrical equipment shall be completed, inspected and approved per IBC 109

Additional Requirements for Grow Facilities:

☐1. Carbon dioxide generation systems must be listed and labeled, properly installed and functioning with a concentration level of no more than 1500 ppm per IMC 301.4

☐2. Provide cable or chain to restrain CO2 tanks per the fire code

☐3. Backflow prevention on hose bibs and faucets required per IPC 608.1

[ ]4. Organization of Cultivation Facilities. All cultivation facilities shall be organized in orderly rows with aisles at least there feet wide, and no more than eight feet between an aisle and the next aisle or the aisle and a wall, and clear access to all exits, unless the city manager determines that the business has provided a dimensioned floor plan that provides equivalent access and separation between plants and to exits, per 6-16-8 (w)

Additional Requirements for Marijuana Infused Products (MIP's)

☐1. An industrial hygienist and/or State licensed design professional shall provide detailed plans and specifications on the process for extracting canibinoids from marijuana plant products with flammable solvents, gasses and solids per IBC 307, IMC 510 and NEC chapter 5. Additionally, sanitation shall be maintained through design and implementation of the guidelines detailed below.

- Concentrations of flammable liquids and gasses in excess of 25 % of the lower flammability level of the products will require a system designed in compliance with IMC section 510 to mitigate the potential for explosion or fire (see also IBC section 307 and IFC chapters 34 – 37)
- Concentrations of grease, smoke, heat, steam or products of combustion created when medical marijuana products are processed into foods, beverages, salves, inhalants and tinctures are to be contained as detailed in the IMC sections 506 and 507 (Type I and Type II hoods)
- Sanitation requirements for facilities used for processing marijuana into foods, beverages, salves, inhalants and tinctures shall meet the following guidelines that are to be detailed on the drawings submitted for review.
    - Location of hand wash sinks;
    - How dishes will be washed. IPC section 802.1 requires all food handling and health care related fixtures, devices, and equipment to discharge through indirect waste lines into a floor sink;
    - Contact surfaces shall be smooth, free of breaks, open seams, cracks, chips, pits and similar imperfections, free from sharp internal angles, corners, crevices, finishes to have smooth welds and joints;
    - Equipment containing bearings and gears shall be designed, constructed and maintained to ensure that it meets food and health requirements (washing machines are not listed for food or health related preparations);
    - All rooms shall have sufficient ventilation to keep them free from excessive heat, steam, condensation, vapors, odors, smoke and fumes per IMC chapters 4 and 5;
    - Table or counter mounted equipment shall be installed to facilitate the cleaning of the equipment and adjacent areas by being sealed to the surface or elevated by at least four inches;

- Three compartment sinks are required for washing, rinsing, and sanitizing equipment and utensils;
- Hand sinks must be conveniently located for employees;
- Hand sinks shall only be used for hand washing (maximum water temperature of 110 degrees is to be maintained through an appropriate mixing valve);
- Sinks used for food or medicine preparation or for washing equipment shall not be used for hand washing;
- At least one utility or mop sink must be provided;
- Garbage and refuse shall be stored in a manner to be inaccessible to insects and rodents;
- Floors shall be smooth, durable, nonabsorbent, light colored and maintained in good repair;
- The junction between the floor and wall shall be closed and sealed; and
- Walls and ceilings must be smooth and easily cleanable

☐2. Infused product extraction and hazard containment equipment must be listed, labeled and installed per NEC 110.3 and IMC 301.4

Other Code Related Items

☐**1.** _____

☐**2.** _____

☐**3.** _____

☐**4.** _____

☐**5.** _____

☐**6.** _____

☐**7.** _____

Please call Dale Goetz, 303-441-4051 to schedule a re-inspection when all items are in compliance.

Other specific requirements are on the city webpage: www.bouldercolorado.gov/medicalmarijuana