



DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco

49 South Van Ness Avenue, Suite 400 – San Francisco CA 94103

STAFF REPORT

DATE: September 15, 2020

SUBJECT: **COC meeting to provide DBI permit and inspection process**

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Deputy Director

Inspection details: This document is a summary of Building Department progress of all Cannabis businesses inspected in conjunction with various departments including the OOC that govern cannabis businesses and offers an overview of the permitting process.

This Guide is a summary document and is not exhaustive. Please refer to the webpages and materials that are referenced and linked throughout this document for further information. The Guide is divided into seven sections:

Required Permit(s) Building Permits:

Building permits authorize altering properties either physically or in function and use. For cannabis business to be fully permitted, they need building permit(s) to officially authorize any physical changes and tenant improvements to buildings, as well as to establish any new land uses that are associated with the business. To obtain a building permit, projects must be compliant with all applicable regulations, including the Planning Code, Building Code, and Fire Code. Building permit applications also must meet all applicable process requirements. For example, businesses that require Conditional Use Authorization (CUA) from the Planning Department must complete that phase first. There are two kinds of building permits. "Site Permits" are broken into phases, where the initial application and is a basic set of plans and more detailed drawings, such as electrical, and mechanical plans, are submitted later once the Project has been approved. "Full Permits" mean that a full plan set including all technical drawings are submitted and reviewed at the same time. "Site Permits" may save applicants money because they do not invest in multiple drafts of full plan sets, whereas "Full Permits" may save applicants time because all plans and drawings are reviewed at once.

Cannabis business applicants may choose the type of building permit that best suits them. Generally, if your project requires neighborhood notice or a Conditional Use Authorization, only a “Site Permit” should be submitted first. Applicants can apply for Building Permits in person or online. In-person applications are submitted to the Permit Center, located at 49 South Van Ness Ave. Permits can also be submitted online at: <https://sf.gov/apply-building-permit>

Life Safety Inspection:

From December of 2017 to early 2018 Building Department performed multiple life safety inspections to approx. 75 Cannabis businesses these inspections were performed in conjunction with various departments; Office of Cannabis (OOC), Department of Building Inspection (DBI), Department of Public Health (DPH), and Fire Department (SFFD)

Based on these life safety inspections some facilities were found to be in compliance with the minimum standards of the building code

In some instances, other facilities were issued a corrective action report to correct violations observed based on The San Francisco Building, Mechanical, Plumbing and Electrical code that were observed at the time of inspection. If other, or similar, concealed violation become evident as corrective work progresses, they also shall be corrected in accordance.

Permit Status

PERMIT_TYPE	STATUS	PERMIT COUNT
BID	COMPLETE	51
BID	FILED	30
BID	ISSUED	34
BID	APPROVED	2
BID	CANCELLED	2
BID	WITHDRAWN	3
EID	EXPIRED	8
EID	COMPLETE	56
EID	ISSUED	34
EID	CANCELLED	2
PID	ISSUED	121

Types of Business Activities

Cannabis Activities, Licenses, and Land Uses

Code Enforcement Section

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Office (628) 652-3430 – FAX (628) 652-3439 – www.sfdbi.org

Type of Business Activity	OOB Permits	Equivalent BCC License	CPC Land Use Type & Category
Selling Cannabis Products to both Adult-Use and Medical Customers at a Retail Store	Cannabis Retailer	10, 10A	Cannabis Retail (Sales and Service)
Selling Cannabis Products to ONLY Medical Customers at a Retail Store	Medical Cannabis Retailer	10, 10A	Medical Cannabis Dispensary (Institutional)
Cultivation	Cannabis Cultivation Facility	Type 1A, Type 2A, Type 3A, Processor	Industrial Agriculture (Agricultural)
Manufacturing using Volatile Organic Compounds	Cannabis Manufacturing Facility	Type 7	Agriculture and Beverage Processing 2 (Industrial)
Manufacturing NOT using Volatile Organic Compounds	Cannabis Manufacturing Facility	Type 6, Type N, Type P, Type S	Light Manufacturing (Industrial)
Testing Products	Cannabis Testing Facility	Type 8	Laboratory (Sales and Service)
Distributing Products at Wholesale	Cannabis Distributor	Type 11, Type 13	Wholesale (Sales and Service)
Dispensing Medical and/or Adult Use Cannabis by Delivery Only	Delivery-Only Cannabis Retailer	Type 9	Parcel Delivery Service (Sales and Service)

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