

BUILDING PERMIT GUIDELINES FOR DESIGN PROFESSIONALS: Constructing or Remodeling for a Marijuana Production (Grow) or Processing Business

THIS GUIDE...

...Provides an overview of the process you and your design professional will need to follow to get a permit for your construction or remodeling work, including documents and other material you will need to give us before we can issue a permit.

We will review your plans, issue building permits, perform inspections and, once these steps are successfully completed, issue a certificate of occupancy.



If you will be constructing or remodeling a building as you begin your business, the staff of the Building Codes Division is here to help and to issue the permits you will need to protect your investment and ensure the safety of your structure. We look forward to working with you!

If your project will involve a substantial remodel, construction of a new building or bringing an unpermitted building up to code, we strongly encourage you to use the expertise of design professionals (architect or engineer). These experts can help make sure your project is on track, safe and meets all the necessary code requirements.

We're here to help you be successful!

Let's get started!

GENERAL GUIDELINES

This flyer provides an overview of the information you'll be asked to give us when you submit a project for review. Please note:

- a) Since we cannot anticipate all the types of projects submitted for review, you may find some information to be very technical. The information is written for design professionals and not all of it will be applicable to any one project. Once we know the scope of your project, we will be able to help you understand which provisions apply to you.
- b) These guidelines apply to constructing a new building, remodeling a building or changing the use of a building (for example, converting an electronics store to a dispensary).
- c) Because each building is different, there may be additional project-specific code requirements for your business. We will identify and inform you about any of these requirements during the plan review process.
- d) If the building is currently Ag Exempt or built without a permit, an Oregon-licensed architect or engineer must evaluate whether the building meets code requirements or if modifications must be made to be in compliance with code.
- e) For more information about work performed without permits, please refer to our *Guide to Navigating the Permit Process*, at <http://www.clackamas.us/building/permitprocess.html>.



TIMELINE

We can help guide you through the process of submitting your project. Depending on its complexity and scope, it will most likely take 6 to 8 weeks to complete the process, from when you first submit your plan for review to when we give you your permit and you can begin construction. Please discuss timelines with us so you can phase your project accordingly.

STEP 1: PLANNING/LAND USE REVIEW

Planning (land use), the first step, is critical because we cannot issue permits unless you have land use approval. To find out your project's requirements and how to get any needed land use permits, please contact the [Planning & Zoning Division](mailto:zoninginfo@clackamas.us) at zoninginfo@clackamas.us, 503-742-4500 or in the Public Service Lobby on the second floor of the Development Services Building, 150 Beaver Creek Rd., Oregon City, from 8 a.m.-4 p.m., Monday-Thursday and 8 a.m.-3 p.m., Friday.

STEP 2: GATHER YOUR DOCUMENTS

Your documents tell us a story about your business, your building and your project. They are a very important part of getting your business started. Some of the documents and information you will need are outlined below. Additional information about documents and information required for submitting projects can be found in the [Tri County Commercial Application Checklist](#) available online or by contacting us at BldService@clackamas.us or 503-742-4240.

- Code Summary:** description of the type of construction of the building and any previous uses. This summary should be based upon current state building code, the [2014 Oregon Structural Specialty Code \[2014 OSSC\]](#). Typically marijuana structures must conform to a (U / F1 / S1) use for growing and processing operations. (The type of construction and use of the building are terms covered in the building code.)
- Floor plan for the building**, which shows:
 - The location of each room (label each room on the plans)
 - Notes identifying which walls currently exist, which walls will be new and which walls are to be removed
 - The placement of grow containers (if any)
 - The location of the drying/curing area and indication of the drying/curing method (if any)
 - Placement of work tables, counters and equipment
 - A list of all fertilizers and how they are stored
- Details of a typical wall construction:**
 - Show the attachments of the wall to the floor and the wall to the roof or upper structure (or wall bracing, if not full height)
 - Include the type and size of wall studs and gypsum wallboard
- Ceiling plan and associated construction details** (or a note that no ceiling is proposed), including the location of grow lights, fans and other equipment
- Weights of lighting and other environmental control elements**, e.g. fans, heating or cooling equipment
- Type of locks or locking hardware** that will be installed on the doors that exit to the outside
- Location, type and size of all mechanical and/or heating, ventilating and air conditioning** (HVAC) equipment
- Fire access.** The fire department needs access to the site and into the building, if needed. After gathering the information noted below, you will need to show in the documents you give us how this access is provided.
 - Contact your local fire district for additional information and lock box requirements if access to the building will be blocked by a locked gate.
 - Contact your local fire district to determine firefighting water supply requirements.



STEP 3: SPECIAL CASES

Some information needed for a project can be very technical. This section covers some of these requirements. Ask us if they apply to your project. As noted above, for larger or more complex projects you will need a design professional and the list below will be useful for them as they prepare your project drawings.

- Chemicals/Carbon Enrichment/Hazardous Materials.** If you have any of these, provide a comprehensive outline of the nature of use of the entire building, including:
 - Quantities and Material Safety Data Sheets (MSDS) for any hazardous materials
 - A list of any fumigation chemicals or pesticides on site, with the product name(s) and quantity(ies)
 - Information on any carbon enrichment systems*, including a CO₂ detection system and associated alarm. (**Separate permits are required for carbon enrichment systems and extraction equipment. These permits can be combined with the HVAC work if installed by the same contractor.*)
- Extraction.** For businesses that include extraction, provide:
 - Information on the extraction process used
 - Technical specifications for the extraction equipment
 - Detailed plans and information about the room in which extraction will take place, including equipment, hoods, ventilation, monitoring, safety systems, etc.
- Accessibility.** Some projects will require compliance with the accessibility provisions of [2014 OSSC Chapter 11](#) and [International Code Council A117](#) (ICC A117). Design professionals, please address this in your submittal. Additionally, if not met, provide alterations in accordance with [ORS 477.241](#), *Standards for renovating, altering or modifying certain buildings*.
- Restrooms.** Show that restrooms will be provided in compliance with Chapter 29 of the [2014 OSSC](#)
- Air Filtration/Odor Control.** As part of the land use process, some projects will require air filtration. Please connect with the planning department for full details on these requirements. These types of systems will also require a mechanical permit. When submitting the system to the Building Codes Division for plans review, please provide a narrative describing the system, and plans that include full system detailing and equipment cut sheets.

STEP 4: COME VISIT US!

Once all your documents are ready, you can submit your project with us in the Public Service Lobby on the second floor of the Development Services Building, 150 Beaver Creek Rd., Oregon City. The lobby is open Monday-Thursday, 8 a.m.–4 p.m., and Friday, 8 a.m.–3 p.m.

When you arrive, our staff will orient you to the submitting process and assist you along the way.

Once your project is submitted, our plans examiner will be your main point of contact.

FOR MORE INFORMATION...

There is a lot of helpful information on our web site: <http://www.clackamas.us/building/>. We can also be contacted by email at BldServices@clackamas.us or by phone at 503-742-4240.