

**SONOMA COUNTY CANNABIS  
HEALTH OFFICER REQUIREMENTS  
Cannabis Consumption Areas  
Version 1.0 (adopted by the Health Officer on DATE)**

**BACKGROUND**

Article VI (“Cannabis Dispensary and Edible Cannabis Product Manufacturing Premises”) of Chapter 14 of the Sonoma County Code requires that all cannabis facilities that manufacture edible cannabis products and/or provide retail sales of cannabis products obtain a health permit. Environmental Health requires plan review approval prior to construction on all new facilities.

Section 14-6-060, subdivision (o) of the County Code requires that the Health Officer, with the approval of Director, adopt written requirements for cannabis dispensaries with on-site consumption.

The Department of Cannabis Control (DCC) licenses and regulates commercial cannabis activity within California. California cannabis businesses must comply with DCC regulations and applicable local laws and requirements, including but not limited to all applicable local cannabis ordinances, smoking and noise ordinances, and any applicable use permit requirements.

All cannabis dispensaries and microbusinesses operating a cannabis consumption area in Sonoma County shall comply with this Health Officer Requirements document, Chapter 14 of the County Code, Proposition 64: The Adult Use of Marijuana Act and associated Department of Cannabis Control (DCC) requirements, whichever requirements are more restrictive.

Cannabis Consumption Area has the same meaning as “consumption area,” defined in section 14-6-030 of the County Code.

**REQUIREMENTS**

All cannabis consumption areas shall operate in conformance with the following California State and local jurisdiction requirements:

- No one under twenty-one years of age is allowed in the cannabis consumption area. (Business and Professions Code section 26200(g))
- Cannabis consumption areas shall not be visible to the public or by any persons under twenty-one years of age from any public place or nonage-restricted area. (Business and Professions Code section 26200(g))
- There shall be no on-site sales of alcohol or tobacco, and no on-site consumption of alcohol or tobacco products by patrons or employees on the licensed premises. (Business and Professions Code section 26200(g))
- Hours of operation shall comply with the local jurisdiction’s requirements and state law, whichever is more restrictive. (DCC Regulations, 4 CCR § 15403)

- Cannabis consumption areas shall only provide cannabis to an individual in an amount reasonable for on-site consumption and consistent with personal possession and use limits allowed by the state. (See Health and Safety Code § 11362.1, and generally Health and Safety Code, Division 10)
- The establishment shall comply with the State distance requirement of 600 feet from any school, day care and youth center or local jurisdiction requirement if more restrictive. (Business and Professions Code § 26054; see also Health and Safety Code § 11362.3)
- Cannabis consumption areas shall post all required California’s Proposition 65 specific warning language, set forth in Title 27 of the California Code of Regulations, which must be provided in designated cannabis smoking, vaping, or dabbing areas (27 C.C.R. §§ 25607.46, 25607.47)

All cannabis consumption areas shall operate in conformance with the following Department of Health Services requirements:

- Cannabis consumption areas shall have a responsible person in charge on the premises to act as manager and supervise employees at all times during business hours.
- Cannabis consumption areas located on the same premises as a cannabis retail business shall be well-ventilated private areas that are not accessible from all other areas of the retail establishment and are designed to prevent the flow of smoke to any other area of the establishment.
- All doors leading to the designated cannabis smoking area shall be self-closing and installed with a gasket to provide a seal where the door meets the stop.
- Indoor cannabis consumption areas shall have smoke absorbing ventilation and an exhaust system which must be installed so that smoke generated inside the business is not detected outside the property or lease area boundaries, or anywhere on the adjacent property or public rights-of-way, or within any other unit located within the same building as the cannabis use. The smoke and odor control system shall be designed by a licensed engineer, and a stamped plan shall be submitted to Environmental Health. Appropriate technologies may include carbon filtration, negative pressure, odor neutralizers, and similar technologies. The establishment must comply with the PLAN REVIEW PACKET for CANNABIS DISPENSARIES.

#### Employee Training and Customer Education

- The business shall train their employees about the various products that the dispensary sells, and/or the consumption area allows for on-site consumption, including potency of the products, absorption time, and effects of the products.
- Cannabis consumption area employees shall educate all customers on all items mentioned above in an effort to ensure responsible consumption.

- Educational materials shall be made available for customers, and signage shall be posted, that address all items mentioned above and specifically focusing on edible products.
- Cannabis consumption area operators shall ensure that their staff is properly trained to ask for ID prior to allowing patrons into the consumption area, and prior to providing or serving patrons with any cannabis.
- Cannabis consumption area operators shall make sure that information about dosage and onset time is provided for all cannabis goods which they provide and shall also post signage warning patrons to go “low and slow” in terms of their consumption. Similar reminders about combining cannabis with food or drinks shall also be provided, with an additional note to exercise care with food or drinks containing allergens.
- Cannabis consumption area employees shall be trained to spot signs of over-intoxication and stop serving patrons who’ve had too many cannabis products.
- The business shall make available outreach materials on driving high, DUIs, and the risks of cannabis use during pregnancy, provided by the Sonoma County Department of Health Services.
- The business shall require all staff working in the dispensary, cannabis consumption area, and any cannabis delivery drivers to attend an ID Recognition and/or Responsible Cannabis Vendor Training upon hire and annually thereafter.

#### Safety Requirements and Signage

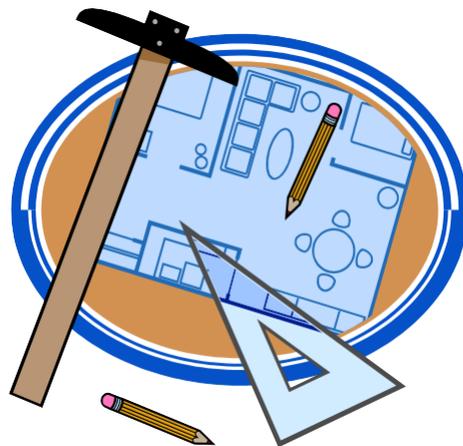
- Cannabis consumption area operators shall display conspicuously posted signage stating that:
  - underage consumption is prohibited, and
  - no smoking or vaping of tobacco and nicotine products is allowed.
- The conspicuously posted signage shall include:
  - reminders about responsible consumption,
  - warnings about driving or operating machinery after consuming cannabis,
  - reminders about the activation time for different types of cannabis products,
  - pertinent restrictions regarding what can and cannot be brought in or out of the lounge according to relevant law, and
  - warnings regarding any allergens (if food is served or allowed in the consumption area).
- A record of patrons shall be maintained along with the name or employee ID number of the staff member who reviewed their ID and the date and time of the patron’s visit. In the event that a minor attempts to gain access to the consumption lounge

after being explained the age restriction, staff shall take appropriate actions to safely remove the minor from the premises.

- Prior to entering the cannabis consumption area, all patrons shall sign an acknowledgement of lounge policies that includes a statement informing patrons that driving while intoxicated is illegal. Policies should be posted inside the lounge in a conspicuous location.
- The cannabis consumption area staff shall discourage inappropriate patron conduct and discontinue service to impaired patrons. Facility operators shall consider temporarily or permanently barring patrons who fail to consume responsibly or who violate other posted rules.
- Cannabis consumption areas shall consider limiting the amount of time each patron is allowed to spend at the facility, in an effort to prevent over-consumption and deter loitering.
- Illegal or suspicious activity outside of the business shall be promptly reported to law enforcement agencies by employees who observe or are informed about the activity.
- The business shall otherwise maximize opportunities for surveillance and control of the premises and areas around the perimeter of the premises, including but not limited to providing cameras, well-lit paths/parking, and security guards, at a minimum meeting all local agency and DCC requirements.
- The business shall prepare written procedures for preventing and handling intoxicated patrons who may not be fit to drive. The procedures shall incorporate the sharing of educational materials that address the synergistic effects of using THC with other substances, such as alcohol or pain medications.
- Procedures shall include methods to support and encourage "designated drivers" and to encourage alternative methods of transportation such as ride share services, taxis, and buses. Information on rideshare services shall be made available to patrons.
- Litter and trash receptacles shall be monitored to make sure no cannabis waste is disposed of with solid waste or recycling.

# PLAN REVIEW PACKET

## CANNABIS DISPENSARIES



### **The Plan Review Packet Includes:**

1. Procedure for Cannabis Dispensary Plan Review and Approval
2. Procedure for Cannabis Dispensary with Lounge Plan Review and Approval
3. Quick Reference for Building Departments
4. Plan Review Application

**TO:** Contractors, Consultants and Facility Owners

**SUBJECT:** Procedure for Cannabis Dispensaries Plan Review and Approval

**BACKGROUND:** Sonoma County Code requires that all cannabis facilities that manufacture edible cannabis products and/or provide retail sales of cannabis products obtain a health permit. Environmental Health requires plan review approval prior to construction on all new facilities. Plan reviews and inspections will be based on relevant sections of the California Retail Food Code (CALCODE) and related state regulations.

### **New Dispensaries**

Environmental Health will review plans within 20 working days of receipt. If plans are not approved, a notice will be sent to the applicant detailing additional information needed. Plans may be submitted via mail and must be accompanied with a completed Plan Review Application and required fees. Environmental Health will not begin the plan review process until all plan review fees, the application and required plan documents and copies are submitted.

Upon completion of plan review, two of the three approved sets of plans must be picked up by the applicant or a representative of the applicant. The yellow copy of the approved Plan Review Application is attached to the applicant's copy of the plans and shall remain at the construction site. The pink copy of the approved Plan Review Application is attached to the set of plans designated for the local building department and must be signed by them. It is the responsibility of the applicant to submit the pink set of plans to the building department and obtain necessary building permit(s). **Building permit(s) cannot be issued without plan review approval from Environmental Health.** It is the responsibility of the applicant to obtain a use permit from the building department (if required).

Construction of your project must be completed, final construction approval must be granted by Environmental Health and verification of approval from the jurisdictional building department obtained before the applicant may submit a Health Permit application. Contact this office at (707) 565-6565 at least one week prior to your completion date to schedule a construction inspection.

### **Additional Information for Submitting a Plan Review Application**

The following information is necessary for timely review and approval. Please review the list carefully and be sure to provide the required information where applicable.

- Complete and sign the **Plan Review Application and pay the required fee** (see fee schedule). Plans will not begin the review process without completion of a plan check application and payment of the required fees. Plan check review, construction inspection(s) and travel fees are separate from the operational permit fee. Plan check fees are a prepaid estimate of time and are based on the current hourly rate fee (see fee schedule). Any additional time over the plan check fees (> 10 hours) will be invoiced after the project is complete.
- Submit **THREE sets of detailed plans** and **ONE set of manufacturer equipment specification sheets, plus ONE electronic set of the plans and manufacturer equipment specification sheets.** Electronic documents may be submitted in PDF format via CD, flash drive or, if under 1 MB, email to [EH@sonomacounty.gov](mailto:EH@sonomacounty.gov). Please be sure to include your cannabis facility's name in the subject line.
- **Scale:** Plans shall be drawn to a minimum scale of  $\frac{1}{4}'' = 1 \text{ foot}$ . Identify each room or area on the plans.
- **Site plan:** Submit details of the entire site, including proximity to road, driveway, parking, building footprint, other structures/infrastructure and refuse enclosure.
- **Floor plans:** Submit plans of the entire facility including plumbing layout, electrical layout, reflected ceiling plan, equipment layout details and equipment elevations.
- **Square footage:** Provide square footage of the cannabis facility.

- **Menu for Edible Cannabis Products offered for sale at the dispensary:** Submit a list of edible cannabis products to be sold at the dispensary.
- **Finish schedule:** Specify materials and finishes for floors, floor bases, walls, ceiling, shelving and cabinets. This schedule should include the type of material and the surface finish.
- **Toilet facilities:** Toilet facilities are required for every dispensary facility. Contact your local building department for specific American with Disabilities Act (ADA) requirements regarding toilet room design and number of required restrooms prior to submitting plans to this office. Handwashing facilities shall be provided within all restrooms. Handwashing facilities shall be equipped to provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100 degrees Fahrenheit, but not greater than 108 degrees Fahrenheit.
- **Handwash sink(s):** A sink to be used exclusively for handwashing with hot and cold water must be provided within every dispensary, and shall be equipped with mounted soap and towel dispensers. Hand wash sinks must be easily accessible.
- **Water heater:** Specify size and output in BTU/hour, KW or GPM of the water heater. If you are proposing an on demand water heater please include the name and model number. **A water heater with a minimum storage capacity of 10 gallons must be provided.**
- **Flooring:** Flooring in areas where cannabis products are stored shall be smooth, non-permeable and easily cleanable. The minimum flooring required for toilet facilities is ceramic tile with a four inch coved base tile or a commercial grade sheet vinyl having chemically-welded seams with a four inch self-coved base.
- **Mop sink:** Mop sinks located in the dispensary shall be installed in compliance with applicable local plumbing ordinances. At least one curbed cleaning facility or janitorial sink equipped with hot and cold water and a drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. The flooring inside the room where the mop sink is located shall be constructed of a commercial grade material that is smooth, durable, nonabsorbent and easy to clean. Floor surfaces shall be coved at the juncture of the floor and wall with a 3/8 inch minimum radius coving and shall extend up the wall at least 4 inches. Walls shall be constructed so as to be smooth, durable, nonabsorbent and easy to clean.
- **Employee clothes storage:** A room, enclosure, or designated area separated from toilets and product storage must be provided where employees may change and store clothes. Facilities with fewer than 10 employees per shift can meet this requirement by providing employee lockers or similar cabinets.
- **Storage of Cannabis Products/Inventory:** Cannabis goods shall be stored in a building designed to permit control of temperature and humidity and shall prevent the entry of environmental contaminants such as smoke and dust. The area in which cannabis goods are stored shall not be exposed to direct sunlight. Operators shall store harvest batches and edible cannabis products that require refrigeration at 35 to 42 degrees Fahrenheit. In addition, harvest batches shall be stored in a darkened area with no more than 60% humidity.

Edible cannabis products shall be protected from contamination by storing the products in a clean, dry location, where they are not exposed to splash, dust, vermin or other forms of contamination or adulteration, and at least six inches above the floor. This area must include cleanable shelves.

Storage areas must be under continuous video-monitoring and recording and secured in accordance with their Security Plan.

- **Lighting:** Shatterproof shields are required on lights above where cannabis products are stored. At least 50 foot candles of lighting intensity shall be provided in areas where employees are working.
- **Refuse:** All cannabis waste shall be quarantined and rendered unusable and unrecognizable under video monitoring and shall be disposed of as stipulated by State and county regulations.
- **Vermin:** The facility shall be vermin proof and shall be constructed and maintained so as to prevent

the entrance and harborage of vermin.

- **Water supply:** The water supply shall be from a water system approved by the Health Officer or the California Department of Public Health, Drinking Water Division. Water wells must be permitted and approved by the California Department of Public Health, Drinking Water Division. Provide appropriate documentation for state regulated transient non-community water systems and non-transient non-community water systems.
- **Sewage disposal:** The establishment must be connected to a municipal sewer system or an individual sewage disposal system. If the operation is to be served by an individual sewage disposal system, contact the Sonoma County Permit and Resource Management Department for current requirements.

**Cannabis facility plans must comply with all applicable local and state building codes, including structural, electrical, plumbing, mechanical, and fire safety requirements.**

**TO:** Contractors, Consultants and Facility Owners

**SUBJECT:** Procedure for Cannabis Dispensaries with Lounge Plan Review and Approval

**BACKGROUND:** Sonoma County Code requires that all cannabis facilities that manufacture edible cannabis products and/or provide retail sales of cannabis products and/or operate a cannabis lounge obtain a health permit. Environmental Health requires plan review approval prior to construction on all new facilities. Plan reviews and inspections will be based on relevant sections of the California Retail Food Code (CALCODE) and related state regulations.

### **New Dispensaries with Lounge**

Environmental Health will review plans within 20 working days of receipt. If plans are not approved, a notice will be sent to the applicant detailing additional information needed. Plans may be submitted via mail and must be accompanied with a completed Plan Review Application and required fees. Environmental Health will not begin the plan review process until all plan review fees, the application and required plan documents and copies are submitted.

Upon completion of plan review, two of the three approved sets of plans must be picked up by the applicant or a representative of the applicant. The yellow copy of the approved Plan Review Application is attached to the applicant's copy of the plans and shall remain at the construction site. The pink copy of the approved Plan Review Application is attached to the set of plans designated for the local building department and must be signed by them. It is the responsibility of the applicant to submit the pink set of plans to the building department and obtain necessary building permit(s). **Building permit(s) cannot be issued without plan review approval from Environmental Health.** It is the responsibility of the applicant to obtain a use permit from the building department (if required).

Construction of your project must be completed, final construction approval must be granted by Environmental Health and verification of approval from the jurisdictional building department obtained before the applicant may submit a Health Permit application. Contact this office at (707) 565-6565 at least one week prior to your completion date to schedule a construction inspection.

### **Additional Information for Submitting a Plan Review Application**

The following information is necessary for timely review and approval. Please review the list carefully and be sure to provide the required information where applicable.

- Complete and sign the **Plan Review Application and pay the required fee** (see fee schedule). Plans will not begin the review process without completion of a plan check application and payment of the required fees. Plan check review, construction inspection(s) and travel fees are separate from the operational permit fee. Plan check fees are a prepaid estimate of time and are based on the current hourly rate fee (see fee schedule). Any additional time over the plan check fees (> 10 hours) will be invoiced after the project is complete.
- Submit **THREE sets of detailed plans** and **ONE set of manufacturer equipment specification sheets, plus ONE electronic set of the plans and manufacturer equipment specification sheets.** Electronic documents may be submitted in PDF format via CD, flash drive or, if under 1 MB, email to [EH@sonomacounty.gov](mailto:EH@sonomacounty.gov). Please be sure to include your cannabis facility's name in the subject line.
- **Scale:** Plans shall be drawn to a minimum scale of ¼" = 1 foot. Identify each room or area on the plans.
- **Site plan:** Submit details of the entire site, including proximity to road, driveway, parking, building footprint, other structures/infrastructure and refuse enclosure.
- **Floor plans:** Submit plans of the entire facility including plumbing layout, electrical layout, reflected

ceiling plan, equipment layout details and equipment elevations.

- **Square footage:** Provide square footage of the cannabis facility.
- **Menu for Edible Cannabis Products offered for sale at the dispensary and cannabis lounge:** Submit a list of edible cannabis products to be sold at the dispensary and cannabis lounge.
- **Finish schedule:** Specify materials and finishes for floors, floor bases, walls, ceiling, shelving and cabinets. This schedule should include the type of material and the surface finish.
- **Toilet facilities:** Toilet facilities are required for every dispensary and cannabis lounge. Contact your local building department for specific American with Disabilities Act (ADA) requirements regarding toilet room design and number of required restrooms prior to submitting plans to this office. Handwashing facilities shall be provided within all restrooms. Handwashing facilities shall be equipped to provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100 degrees Fahrenheit, but not greater than 108 degrees Fahrenheit.
- **Handwash sink(s):** Sinks to be used exclusively for handwashing with hot and cold water must be provided within every dispensary and cannabis lounge, and shall be equipped with mounted soap and towel dispensers. Hand wash sinks must be easily accessible.
- **Water heater:** Specify size and output in BTU/hour, KW or GPM of the water heater. If you are proposing an on demand water heater please include the name and model number. **A water heater with a minimum storage capacity of 10 gallons must be provided.**
- **Flooring:** Flooring in areas where cannabis products are stored shall be smooth, non-permeable and easily cleanable. The minimum flooring required for toilet facilities is ceramic tile with a four inch coved base tile or a commercial grade sheet vinyl having chemically-welded seams with a four inch self-coved base.
- **Mop sink:** Mop sinks located in the dispensary and in the cannabis lounge shall be installed in compliance with applicable local plumbing ordinances. At least one curbed cleaning facility or janitorial sink equipped with hot and cold water and a drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. The flooring inside the room where the mop sink is located shall be constructed of a commercial grade material that is smooth, durable, nonabsorbent and easy to clean. Floor surfaces shall be coved at the juncture of the floor and wall with a 3/8 inch minimum radius coving and shall extend up the wall at least 4 inches. Walls shall be constructed so as to be smooth, durable, nonabsorbent and easy to clean.
- **Employee clothes storage:** A room, enclosure, or designated area separated from toilets and product storage must be provided where employees may change and store clothes. Facilities with fewer than 10 employees per shift can meet this requirement by providing employee lockers or similar cabinets.
- **Storage of Cannabis Products/Inventory:** Cannabis goods shall be stored in a building designed to permit control of temperature and humidity and shall prevent the entry of environmental contaminants such as smoke and dust. The area in which cannabis goods are stored shall not be exposed to direct sunlight. Operators shall store harvest batches and edible cannabis products that require refrigeration at 35 to 42 degrees Fahrenheit. In addition, harvest batches shall be stored in a darkened area with no more than 60% humidity.  
Edible cannabis products shall be protected from contamination by storing the products in a clean, dry location, where they are not exposed to splash, dust, vermin or other forms of contamination or adulteration, and at least six inches above the floor. This area must include cleanable shelves. Storage areas must be under continuous video-monitoring and recording and secured in accordance with their Security Plan.
- **Lighting:** Shatterproof shields are required on lights above where cannabis products are stored. At

least 50 foot candles of lighting intensity shall be provided in areas where employees are working. Shattered proof lighting over the area where people are eating the cannabis products shall be shielded, coated or otherwise shatter- resistant.

- **Refuse:** All cannabis waste shall be quarantined and rendered unusable and unrecognizable under video monitoring and shall be disposed of as stipulated by State and county regulations.
- **Vermin:** The facility shall be vermin proof and shall be constructed and maintained so as to prevent the entrance and harborage of vermin.
- **Water supply:** The water supply shall be from a water system approved by the Health Officer or the California Department of Public Health, Drinking Water Division. Water wells must be permitted and approved by the California Department of Public Health, Drinking Water Division. Provide appropriate documentation for state regulated transient non-community water systems and non-transient non-community water systems.
- **Sewage disposal:** The establishment must be connected to a municipal sewer system or an individual sewage disposal system. If the operation is to be served by an individual sewage disposal system, contact the Sonoma County Permit and Resource Management Department for current requirements.
- **Sale or preparation of food:** If the sale or preparation of food or non-alcoholic beverages is being proposed, please submit a plan to Environmental Health. The plan shall include a floor plan that reflects the location and square footage for food display and backstock with a list of all the non-Potentially Hazardous Food and beverage products that will be sold. The sale and consumption of alcohol or tobacco products are not allowed.

### **Cannabis Consumption Lounge Ventilation Requirements**

Documentation for the following ventilation standards shall be included with the application if smoking is allowed.

A cannabis consumption lounge must meet the following ventilation standards:

- 1) The cannabis consumption lounge must have a separate heating, ventilation, and air-conditioning (HVAC) system such that none of the air in the cannabis consumption lounge will be recirculated into other parts of the cannabis business' premises.
- 2) The air from a cannabis consumption lounge must be directly exhausted to the outdoors by a filtration system that, at a minimum, eliminates all odor and smoke.
- 3) Smoke from the cannabis consumption lounge must not drift to other portions of the premises.
- 4) The cannabis consumption lounge must be completely separated from the remainder of the premises by solid partitions or glazing without openings other than doors, and all doors leading to the cannabis consumption lounge must be self-closing. All doors to the cannabis consumption lounge must be installed with a gasket to provide a seal where the door meets the stop.

**Cannabis facility plans must comply with all applicable local and state building codes, including structural, electrical, plumbing, mechanical, and fire safety requirements. The smoke and odor control system shall be designed by a licensed engineer, and a stamped plan shall be submitted to Environmental Health. Appropriate technologies may include carbon filtration, negative pressure, odor neutralizers, and similar technologies.**



Environmental Health ❖ 463 Aviation Blvd, Santa Rosa, CA 95403 ❖ 707-565-6565 ❖ [EH@sonomacounty.gov](mailto:EH@sonomacounty.gov)  
<https://sonomacounty.gov/environmentalhealth>

## **Quick Reference for Building Departments**

**City of Cloverdale**  
126 N. Cloverdale Blvd.  
Cloverdale, CA 95425

Community Development  
707-894-1701  
[www.cloverdale.net](http://www.cloverdale.net)

**City of Cotati**  
201 W. Sierra Ave.  
Cotati, CA 94931

Building Department  
707-665-3636  
[www.ci.cotati.ca.us](http://www.ci.cotati.ca.us)

**City of Healdsburg**  
435 Allan Ct.  
Healdsburg, CA 95448

Community Development  
707-431-3346  
[www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

**City of Petaluma**  
11 English St.  
Petaluma, CA 94952

Community Development  
707-778-4301  
[www.cityofpetaluma.net](http://www.cityofpetaluma.net)

**City of Rohnert Park**  
130 Avram Ave.  
Rohnert Park, CA 94928

Development Services- Building  
707-588-2240  
[www.ci.rohnert-park.ca.us](http://www.ci.rohnert-park.ca.us)

**City of Santa Rosa**  
100 Santa Rosa Ave.  
Santa Rosa, CA 95401

Community Development  
707-543-3200  
<http://ci.santa-rosa.ca.us>

**City of Sebastopol**  
7120 Bodega Ave.  
Sebastopol, CA 95472

Building Department  
707-823-8597  
<http://ci.sebastopol.ca.us>

**City of Sonoma**  
1 The Plaza  
Sonoma, CA 95416

Building Department  
707-933-2205  
[www.sonomacity.org](http://www.sonomacity.org)

**Town of Windsor**  
9291 Old Redwood Hwy.  
Windsor, CA 95492

Building Department  
707-838-5341  
[www.ci.windsor.ca.us](http://www.ci.windsor.ca.us)

**Permit Sonoma**  
2550 Ventura Ave., Santa Rosa, CA 95403  
Unincorporated Sonoma County  
Forestville, Guerneville, Bodega Bay, Bodega,  
Occidental, Graton, Geyserville, Penngrove

PRMD-Building Department  
707-565-1900  
[www.sonoma-county.org/prmd](http://www.sonoma-county.org/prmd)



**CANNABIS PLAN REVIEW APPLICATION - CANNABIS SITE EVALUATION FORM**

**APPLICANT:** Complete all areas below (please print or type), sign and date below, and submit to Environmental Health and Safety with the applicable fee.

- New Construction     Remodel Existing Cannabis Facility     Change of Ownership
- Dispensary     Dispensary with Cannabis Lounge     Edible Manufacturing     Microbusiness

Facility Name \_\_\_\_\_ Sq. Ftg. of Facility Interior \_\_\_\_\_

Site Address \_\_\_\_\_ Ste # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Business Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_ Ste # \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Ste # \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

Water Supply:  Public     Private Well\*    Sewage Disposal:  Public     On-Site/Septic\*\*    Name of Water System \_\_\_\_\_  
\*CDPH Drinking Water Branch clearance is required prior to issuance of permits    \*\*PRMD clearance is required prior to issuance of permits

Change of Ownership/ Proposed First Date of Operation \_\_\_\_\_

Additional information for a change of ownership of an edible cannabis manufacturing facility or a cannabis microbusiness may be required.

I understand that these plans will be approved or disapproved (letter sent to contact person requesting additional information) within 20 working days for cannabis facility plans after being submitted to Environmental Health. The plans will not be approved until all the required information is submitted. It is the applicant's responsibility to obtain all necessary building permits. The building department will not issue a building permit for a cannabis facility until it has received an approved set of plans from this office. Plan check review and construction inspection fees (including travel time) are separate from the operational permit fee. Plan check fees are a prepaid estimate of time and are based on the current hourly rate fee (see fee schedule). Before opening for business, the following must be completed:

- Any additional time beyond the initial paid plan check fees must be paid
- All final construction must be approved
- The Cannabis Facility operational permit application must be completed and submitted with all fees paid
- The Cannabis Facility Permit must be received
- Approval by all applicable agencies must be obtained

If a cannabis facility opens for business without a valid Cannabis Facility Permit, the operator is subject to closure of the facility and a penalty of up to three times the cost of the Cannabis Facility Permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**For office use only:**

Application Date \_\_\_\_\_ FA # \_\_\_\_\_ SR # \_\_\_\_\_ Dist. \_\_\_\_\_

Comments: \_\_\_\_\_

Plans Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Plans Approved by \_\_\_\_\_ Date \_\_\_\_\_

Cash     Check     Credit Card Trans# \_\_\_\_\_ Date rec'd \_\_\_\_\_ by \_\_\_\_\_ Amount rec'd \$ \_\_\_\_\_