



# CARSON CITY FIRE DEPARTMENT

*"Service with Pride, Commitment, Compassion"*

---

## Carson City FD FPB Guidelines

### MARIJUANA ESTABLISHMENTS OR BUSINESSES

Effective Date: January 4, 2016

#### **Purpose:**

This document is designed to provide a policy for most common conditions and situations. In any given occupancy, all Fire Code requirements will be enforced, as adopted and required. The Fire Inspector will address these during a premises inspection.

#### **Scope:**

This policy shall apply to all Medical Marijuana Establishments (MMEs) and/or associated businesses as licensed by the City of Carson City. This will include, but is not limited to, independent laboratories, medical marijuana dispensaries, and facilities for the production of edible marijuana products or marijuana-infused products, as defined in NRS 453A, located in the City of Carson City. These establishments or businesses involve unique operations which create significant life safety and fire hazards. As such, all establishments or businesses engaging in these activities shall be required to obtain all applicable annual operational permits, as listed in this document, and the International Fire Code (IFC).

For the purposes of this document, the following shall apply:

- An MME shall refer to NRS 453A.116 for the definition of "Medical marijuana establishment".
- Production facility shall refer NRS 453A.105 for the definition of "Facility for the production of edible marijuana products or marijuana-infused products".
- Lab shall refer NRS 453A.107 for the definition of "Independent testing laboratory".
- Dispensary shall refer to NRS 453A.115 for the definition of "Medical marijuana dispensary".
- Marijuana-infused products shall refer to NRS 453A.112 for the definition of "Marijuana-infused products".
- Production shall refer to NRS 453.130 and 453A.131 for the definition of "Production".
- Paraphernalia shall refer to NRS 453A.125 for the definition of "paraphernalia".

New MMEs, facilities or businesses shall be required to apply for new construction, tenant improvement, change of occupancy permits, and a new business license. These permits may include access control systems, electrical modifications, special process equipment, additions or deletions of walls within a building, modifications to mechanical systems (exhaust hood systems, exhausting systems), etc. Please see the Carson City Fire Department *Guideline for Construction Permitting for Marijuana Establishments/Businesses Located in Commercial Buildings* for further information during the construction permitting process.

## **Definitions:**

For the purposes of this policy, all marijuana terms in this document shall be as those defined in NRS 453 and 453A. This document may change as changes are made to NRS 453, to accommodate the requirements under the NRS.

## **Permits:**

Operational permits will be issued during the new business license inspection and anytime there is a change in a process, equipment, or machinery that requires an operational permit.

The following operations are required operational permits for MME within the City of Carson City:

- Annual LPG Use and Storage Permit – required for 1 pound or more of propane or butane (i.e. extraction operations)
- Annual CO2 Enrichment System Permit – including natural gas generators and for any system containing more than 100lbs of CO2 (2-50lb containers)
- Annual Compressed Gas Use and Storage Permit
- Annual Fumigation /Thermal Insecticide Fogging
- Annual Flammable and Combustible Liquids Use and Storage Permit
- Annual Specific Process Equipment Permit

## **Specific requirements**

### **1. Fire suppression/alarm systems**

- An automatic fire suppression system may be required for cultivation and production facilities, regardless of square footage, based on fire official's determination of the operational hazards. This system shall be submitted for permit through the Carson City Building Department Permit Services, and approved by the Carson City Fire Department.
- A fire alarm system is required for all cultivation and production facilities for monitoring of the automatic fire suppression system in accordance with the IFC. This system shall be submitted for permit through the Carson City Building Department Permit Services, and approved by the Carson City Fire Department.

### **2. Exits and security**

- Required minimum exit access per the International Building Code (IBC) shall be provided.
- Enhanced building security measures shall by no means impede access or egress for the facilities occupants or firefighters in the event of an emergency.
- Fire Department Key Access (Knox Box) shall be provided and located at the main entrance to the facility. Knox Boxes shall be sized to accommodate access items and initial paperwork, as requested by the Carson City Fire Department. Should electronic access be provided, gates shall have access with a Knox Key Switch. If a building/facility electronic access card/FOB is used, one access card or FOB shall be provided in the Knox Box for emergency access. The Knox Box shall be sized to accommodate appropriate required contents. A permit shall be obtained from the Carson City Building

Department Permit Services for all electronic access gates. At no time shall electronic or non-electronic access impede emergency response or operations.

- Locking hardware on doors (interior or exterior) shall be in accordance with applicable codes. At no time shall access/egress doors be blocked or rendered inoperable. Single point entry doors, as required by NRS, shall be in accordance with the IBC and IFC.
- Clear egress aisles shall be maintained throughout grow rooms in accordance with applicable codes.
- Upon activation of the fire alarm system, all locking doors within the facility shall release, as required by the IFC. If a “man-trap” security set-up is used, it shall be in accordance with the requirements of Chapter 10 of the IFC.

### **3. Classification**

- All MME dispensaries strictly used for the sale of marijuana or products containing marijuana shall be classified as a “B” occupancy under the IFC.
- All MME dispensaries that sell marijuana or products containing marijuana and associated paraphernalia shall be classified as an M occupancy.
- All MME cultivation or production facilities shall be classified as a F-1 occupancy. This will include any facilities operated as a “greenhouse”.
- All production (extraction) facilities shall be classified as an F-1 or H occupancy, as required under the IFC.

### **4. Fire Extinguishers**

- Portable fire extinguishers shall be provided within the facility, near exits, per the IFC.
- Travel distance to extinguishers shall not exceed 75 feet of travel.
- Minimum extinguisher size permitted is 2A:10BC.

### **5. Graphic Map**

- An 8 1/2 x 11 map displaying a general floor plan of the MME facility shall be provided near the main entrance in a clear protective cover for the facility, where the floor plan of the building is complex or may be confusing to first responders in the event of an emergency. An additional map shall be provided to the Carson City Fire Department for their records and response.

### **6. Interior Components/Finishes**

- Hanging plastic films shall not be used to create walls, ceilings or rooms. Where plastic films are applied to the walls or ceiling as an interior finish material, the installation shall comply with the requirements of Chapter 8 of the IFC. A construction permit may be required for installation.
- All interior finishes shall comply with the requirements of the IFC. Verification of compliance shall be provided.
- Rooms constructed or otherwise moved into a building or facility shall comply with the requirements of the Carson City Building and Fire Codes. This includes PODS or similar independent containers. The fire sprinkler, alarm and all associated mechanical devices shall be required to be installed in the rooms and/or containers.

### **7. Electrical**

- Extension cords, power strips, multi-outlet assemblies, etc., are prohibited from being used as permanent wiring.

- All electrical modifications require review and approval. Permanent wiring (new circuits, etc.) shall require an electrical permit from the Carson City Building Department. Electrical panel load schedules (from engineered electrical permit drawings) shall be posted at each panel.
- Emergency generators shall only be operated after obtaining permits from the Carson City Fire Department.
- Exit and emergency lighting shall be provided and maintained. At no time shall the exit signs be removed, covered, or rendered inoperable.
- All equipment shall be listed and installed in accordance with manufacturer's instructions.
- Class 1 Division 1 wiring shall be provided in all areas where hazardous materials or flammable/combustible liquids are used for extraction and/or production per NEC.

#### **8. Hazardous Materials/Conditions/Processes**

- All hazardous materials shall be properly stored, used and labeled per the IFC.
- All compressed gas use and/or storage shall be in accordance with the *NFPA 55 Compressed Gases and Cryogenic Fluids Code*, and the IFC.
- Fumigation processes and pesticides applications shall not be performed without proper permits and advance notification to the Carson City Fire Department.
- Pesticides, Fungicides, Herbicides and Fertilizers shall be properly stored and used in strict accordance with manufactures recommendations, specifically, and approved for use inside of closed buildings on consumable products.
- Extraction processes shall not be conducted until all rooms, solvents, and equipment have been reviewed/approved by the Carson City Fire Department. All equipment shall be reviewed, stamped and be provided with a letter of review by a licensed Engineer per section 104.7.2 of the IFC.
- All hazardous material use shall be reviewed for the need for fume hoods, exhaust ducting, detection, etc. Ducting shall be in accordance with the Uniform or International Mechanical Code, NFPA, and IFC.
- All production areas shall be provided with detection appropriate for the chemical used in the process.
- All grow/cultivation facilities shall be provided with CO2 sensors, /CO detection, and other mechanical appurtenances as deemed necessary. This will include all proprietary applications. Allowed ppm shall not exceed 5,000. An interlock shall be provided for activation of exhausting systems.
- Hazardous exhaust hoods shall be required where LEL are greater than 25%.
- Product and waste from a flammable/combustible liquid or LPG extraction shall be left under the hood for off-gassing of product and waste
- Any use of pesticides shall be recorded and notification shall be placed on the exterior of the building AND the exterior of the room where the pesticides were used. Notification shall include the date and time of pesticide application, the name and amounts/concentration of the pesticide being used, the method of application of the pesticide, the time that the room/building will be rendered safe and all pesticide residues will have been exhausted from the building.
- Luminaires inside the extraction room shall comply with the NEC. Luminaires attached to the walls or ceilings of an extraction room or booth, but outside of any classified area and separated from the flammable vapor areas by vapor-tight glass panels, shall be suitable for use in ordinary hazard locations. Such luminaires shall be serviced from outside the flammable vapor areas.

- Exit doors from the extraction room shall swing in the direction of egress and be provided with panic hardware where hazardous materials are used in the extraction process.
- Openings and penetrations into extraction rooms shall only be provided for egress, mechanical, electrical, or plumbing systems serving the extraction room. Penetrations shall be sealed vapor tight. Non-operable glazing is permitted where glazing does not interfere with required exhaust systems.
- Electrical equipment installed in extraction rooms, hoods, or booths containing LPG extraction processes shall be in accordance with NFPA 70 (NEC) as a Class I Division I location. Areas adjacent to classified locations shall be in accordance with NFPA 70 (NEC). Electrical equipment installed in areas of flammable liquid extractions or post oil processing shall be in accordance with NFPA 70 (NEC).
- Extraction and post oil processing, utilizing LPG or flammable liquids shall be provided with an exhaust system in accordance with the IFC and Uniform or International Mechanical Code. The exhaust system shall be in operation at all times when extractions or post oil processing is being performed and until LPG is off gassed from oil and/or plant material removed from LPG extraction equipment. Fans shall be of the type approved for use when flammable or explosive vapors are present in accordance with the Uniform or International Mechanical Code (IMC 503).
- A hazardous exhaust system engineered in accordance with Uniform or International Mechanical Code (IMC 510) shall be provided for LPG extraction processes including LPG degassing from processed plant material or oil removed from extraction equipment.
- For LPG extraction the exhaust system shall be interlocked with the room power, such that when the exhaust system is not operating, power and lighting will be disabled.
- A continuous gas detection system shall be provided within rooms containing CO<sub>2</sub> or LPG extraction processes. Actuation of the gas detection shall initiate a local alarm within the room. CO<sub>2</sub> gas detection systems shall alarm at 5000ppm. LPG gas detection systems shall alarm at 10% of the LFL.
- Refrigerators, freezers, and other cooling equipment used to store or process flammable liquids shall be in accordance with NFPA 45 and applicable provisions of the IFC and IBC.

## 9. Equipment

- All equipment used in an MME shall be submitted to Carson City Building and Fire Departments for review and approval prior to use.
- All equipment shall be listed for its intended use and shall be reviewed and approved by Carson City Building and Fire Departments. The equipment shall be reviewed as stand-alone equipment and, once installed, be reviewed for application and installation within the facility. The equipment shall have all required mechanical, electrical, fire, etc. systems, as required, installed and approved prior to operation of the equipment.
- All processes shall be detailed and include all equipment, piping, process chemicals, storage amounts, specific process, etc. This includes the initial extraction process and also refinement and/or winterization/extraction.
- All special process equipment shall be permitted by the Carson City Fire Department with a serial number and the location where that the equipment is approved for use. This permit shall be generated by the Carson City Fire Department at the time of review.

All documentation from the review shall be kept at the facility with the permitted equipment.

### **Site Inspection**

Upon approval of permit from the Carson City Fire Department, an inspection of the site shall be performed. Compliance with **ALL** Fire Code requirements shall be maintained at all times. Permits shall be kept on site and posted. The permit is valid only for the owner, site address, and time frame listed on the permit. Any changes to these items shall initiate new permit and new inspection.

A permit may be revoked for the following reasons:

1. Any of the conditions or limitations set forth in the permit has been violated.
2. Compliance with written orders has not been achieved.
3. False statements or misrepresentation of information are provided in any application.
4. The permit is issued in error or in violation of any City ordinance or regulation.

### **Notice**

Any and all occupancies discovered operating MME or businesses (included but not limited to marijuana infused product operations, marijuana cultivation, testing labs, and marijuana sales occupancies) not in compliance with all requirements of the Carson City Fire Department and the requirements listed in these guidelines, may result in the issuance of a "Stop Work Order" under Chapter 1 of the IFC and a summons issued to all offending parties.