

CITY OF BULLHEAD CITY
Development Services/Building Division

Building, Infrastructure and Permit
Submittal Requirements



MEDICAL MARIJUANA
DISPENSARIES
CULTIVATION FACILITIES
INFUSION FACILITIES

Contact Information:

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MEDICAL MARIJUANA

DISPENSARIES, CULTIVATION FACILITIES AND INFUSION FACILITIES

This handout has been compiled in order to outline the minimum requirements for a Medical Marijuana Dispensary Facility, Medical Marijuana Cultivation Facility and/or Medical Marijuana Infusion Facility within the limits of Bullhead City, Arizona. Buildings, along with their infrastructure shall meet these standards. It is the applicant's responsibility to insure the permit application, submitted construction documents, all specifications and relevant data are true and complete, as outlined below, as incomplete, erroneous or missing data or information may cause delays in the processing of your application and hinder the issuance of your permit.

SECURITY

- A. To prevent unauthorized access to medical marijuana at the dispensary and, if applicable, the dispensary's growth/cultivation site and/or infusion site, the dispensary shall have the following:
- Security equipment to deter and prevent unauthorized entrance into limited access areas that include devices or a series of devices to detect unauthorized intrusion, which may include a signal system interconnected with radio frequency method, such as cellular, private radio signals, or other mechanical or electronic devices.
- B. Alarms and Closed-Circuit Television
- A 24-hour centrally monitored Burglar alarm is required.
 - A 24-hour centrally monitored Fire alarm is required.
 - A 24-hour centrally monitored Security alarm is required.
 - Closed-Circuit Television (CCTV) video monitoring shall be installed that meets the following criteria:
 - At least one 19 inch or greater call-up monitor.
 - A video printer capable of immediately producing a clear still photo from any video camera image.
 - Cameras to provide coverage of all entrances to and exits from limited access areas and all entrances to and exits from the building, capable of identifying any activity occurring in or adjacent to the building.
 - Video camera at each point of sale location allowing for the identification of any qualifying patient or designated caregiver purchasing medical marijuana.
 - A video camera in each growth/cultivation room capable of identifying any activity occurring within the growth/cultivation room in low light conditions.
 - Continuous 24-hour operation and recording with minimum archival period of thirty (30) calendar days.
 - A failure notification system that provides an audible and visual notification of any failure in the electronic monitoring system.

- Video cameras and recording equipment with sufficient battery backup to support at least ninety (90) minutes of recording in the event of a power outage.
- Sufficient cameras, angles of observation and lighting to allow facial feature identification of persons in interior and exterior areas where marijuana is present at any time.
- All CCTV recordings shall be accessible to law or code enforcement officers at all times during operating hours and otherwise upon reasonable request.
- All CCTV recording systems shall have the capability of producing tapes, DVD's or other removable media recordings made by the CCTV system.
- To prevent tampering, the recorder shall be kept in a secure location and all recordings shall be date and time stamped.
- Panic buttons shall be installed near all points of sale in a Dispensary Facility and in plant growth/cultivation areas.
- Panic buttons shall signal/alert law enforcement officials.

STRUCTURE

A. Protection

- An approved automatic fire sprinkler system, designed in compliance with NFPA 13, shall be provided in the building(s) and portions thereof used for or by the Dispensary Facility, Cultivation Facility or Infusion Facility.

B. Entrances, Exits, Doors

- A Dispensary Facility shall have a single plainly identified primary entrance/exit that is visible from public or common areas.
- Any exit or ingress/egress door that is not visible from a public or common area shall be plainly marked as an emergency exit only. Such emergency exits shall be self-closing, self-locking, equipped with an audible alarm (minimum 85db) and shall not be used except in an emergency.
- Any aluminum frame door shall be fitted with steel inserts at the lock receptacle(s).
- Any outward opening door shall be fitted with hinge stud kits, welded hinges or set-screw hinge pins.
- Panic exit hardware shall be of the "Push-Bar" design.
- Double doors shall be fitted with three-point locking hardware and push-bars consistent with Fire Department regulations or requirements.
- All emergency exits shall be solid-core doors featuring hinge-pin removable deterrence. Emergency exit doors shall have latch guards at least twelve (12) inches in length protecting the lock-bolt area. Latch guards shall be of minimum 0.125-inch thick steel, affixed to the

exterior of the door with non-removable bolts, and attached so as to cover the gap between the door and the doorjamb for a minimum of six (6) inches both above and below the area of the latch.

- All glass doors or doors with glass panes or doors with side-panel glazing shall have shatter-resistant film affixed to prevent breakage.

C. Windows

- Windows and glass panes shall have vandal-resistant glazing, shatter-resistant film, or bars installed and equipped with latches that may be released quickly from the inside to allow egress in the event of an emergency.
- Windows vulnerable to intrusion by a vehicle must be protected by bollards or landscaping grade separation reasonably sufficient to prevent such intrusion.
 - Bollards shall be of not less than four (4) inches in diameter of steel embedded a minimum of three (3) feet in undisturbed soil with a 3,000 psi concrete encasement of six (6) inches, with at least 42-inches of concrete-filled bollard visible above finished grade.
 - Natural landscape elements may be substituted for bollards. All acceptable landscape elements shall have a minimum five (5) foot diameter or a minimum weight of 1,000 pounds. Landscape elements shall be placed or positioned in such a manner so no distance between elements is greater than three feet (<3ft).

D. Roofs, Roof Hatches, Skylights, Ceilings

For any structure or building in which a Dispensary Facility, Cultivation Facility or Infusion Facility is located:

- All means of gaining unauthorized access to the roof shall be eliminated. Exterior roof ladders shall be secured with lockable ladder covers.
- Roof Hatches and Skylights shall be secured so as to prevent intrusion.
- Where a Dispensary Facility, Cultivation Facility or Infusion Facility is located in a building/structure with other tenants, the facility shall be secure against unauthorized access from other tenant spaces or common areas, including access through crawl spaces, ceiling spaces, ventilation systems, mechanical systems or other access points concealed from the common areas.

E. Visibility

- No marijuana may be visible from any location off the immediate property on which the Dispensary Facility, Cultivation Facility or Infusion Facility is located.

- Exterior landscaping within ten (10) feet of any building/structure in which a Dispensary Facility, Cultivation Facility or Infusion Facility is located shall be free of locations which could reasonably be considered places where a person or persons could conceal themselves considering natural or artificial illumination.
- Exterior building/structure lighting and parking area lighting must be in compliance with local Bullhead City Planning and Zoning Ordinances and the International Building Code.
 - Lighting must be of sufficient foot-candles as to allow facial feature identification of persons in parking and exterior areas where marijuana is present at any time.
 - A Photometrics Report shall be filed with the Bullhead City Building Division prior to receipt of a Certificate of Occupancy for the Dispensary, Growth/Cultivation or Infusion Facility.

F. Parking

- A Dispensary Facility, Cultivation Facility or Infusion Facility shall conform to the requirements of the Bullhead City Zoning Ordinances, the International Building Code and all Accessibility Requirements for parking space sizing, identification and number of spaces required. Dispensary Facilities shall be considered as a “Business Occupancy” for purposes of code application.

G. Mechanical, Electrical, Plumbing

- Mechanical systems for a Dispensary Facility, Cultivation Facility or Infusion Facility shall conform to the requirements of the Bullhead City Zoning and Building Ordinances, the International Building Code, the International Mechanical Code, the International Fuel-Gas Code, the International Plumbing Code and International Fire Code.
- Electrical power distribution systems and Low-Voltage systems for a Dispensary Facility, Cultivation Facility or Infusion Facility shall conform to the requirements of the Bullhead City Zoning and Building Ordinances, the International Building Code and the National Electrical Code (NFPA 70).
 - Minimum size electrical service for a Dispensary Facility or Infusion Facility where there is no on-site marijuana plant growth/cultivation shall be 200 amperes.
 - Minimum size electrical service for a Dispensary Facility or Infusion Facility where there is on-site marijuana plant growth/cultivation shall be 600 amperes or as prescribed by Building Official after review of submitted construction documents.
- Plumbing systems for a Dispensary Facility, Cultivation Facility or Infusion Facility shall conform to the requirements of the Bullhead City Zoning and Building Ordinances, the International Building Code, the International Plumbing Code.

The building used by a Dispensary Facility, Cultivation Facility or Infusion Facility shall have:

- At least one toilet room, and each toilet room shall contain:
 - A flushable toilet
 - Mounted toilet tissue dispenser

- A lavatory with running water
 - Soap contained in a dispenser
 - Disposable, single-use paper towels in a mounted dispenser or mechanical air hand dryer
- At least one (1) hand-washing sink not located in a toilet room.
- == A Dispensary Facility, Cultivation Facility or Infusion Facility which has more than five (5) employees shall have separate accessible facilities for male and female.
- == Minimum size water service for a Dispensary Facility or Infusion Facility where there is no on-site marijuana plant growth/cultivation shall be a one (1) inch.
- == Minimum size water service for a Dispensary Facility, Cultivation Facility or Infusion Facility where there is on-site marijuana plant growth/cultivation shall be one and one-quarter (1 ¼) inch or as prescribed by Building Official after review of submitted construction documents.
- == For a Dispensary Facility, Cultivation Facility or Infusion Facility where there is on-site marijuana plant growth/cultivation, the building/structure shall have a dilution tank installed on the building drain system prior to the building sewer to neutralize chemical waste from plants, potting soil or hydroponic residue. The dilution/neutralization tank shall be of sufficient size to accommodate 125% capacity of drainage fixture units (dfu's) for all marijuana plant growth/cultivation receptacles.

PERMIT

The following criteria is the minimum required for permitting a Dispensary Facility, Dispensary/Cultivation Facility or a combination Dispensary Facility and Infusion/Cultivation Facility

A. Application for a Dispensary Facility, a Dispensary/Cultivation Facility or a combination Dispensary Facility and Infusion/Cultivation Facility.

- == Provide proof of identity.
- A non-expired Arizona Driver's License or
 - A non-expired Arizona Identification Card or
 - A non-expired United States Passport
- == Completed Building Permit Application Form.

B. Construction Documents (Existing Structure)

- == Site Plan
- Site Plan shall be drawn to scale.
 - Site Plan shall show/illustrate the location of the Dispensary Facility, Cultivation Facility or Infusion Facility and the relationship/location of abutting streets, property

lines, other buildings, accessory building/structure, parking areas, outdoor areas, common areas, fences, retaining walls, fire hydrants, security features, access to electrical service, access to water service and all utility easements.

- Site Plan shall clearly show/illustrate distance to nearest school as defined in the Bullhead City ordinance.
(Minimum 1,000 feet per BHC ordinance)

— Floor Plan

- Layout and dimensions of each room
- Name and function of each room
- Location of each hand-washing sink/lavatory
- Location of each toilet room
- Location of each video camera
- Location of each panic button
- Location of all natural and artificial lighting sources
- Means of Egress

(New Structure)

— Design

- Dispensary Facilities, Cultivation Facilities, Infusion Facilities or combination facilities shall be designed by an Arizona Registrant/ Design Professional.
- All construction documents shall be signed and sealed by an Arizona Registrant/Design Professional.
- Four (4) complete sets of construction documents, specifications, drawings, details, calculations, truss engineering, Fire Protection shop drawings and shoring, rendered/illustrated on acceptable material shall be submitted at the time of application.

— Site Plan

- Site Plan shall be drawn to scale.
- Site Plan shall show/illustrate the location of the Dispensary Facility, Cultivation Facility or Infusion Facility and the relationship/location of abutting streets, property lines, other buildings, accessory building/structure, parking areas, outdoor areas, common areas, fences, retaining walls, fire hydrants, security features, access to electrical service, access to water service and all utility easements.
- Site Plan shall clearly show/illustrate distance to nearest school as defined in the Bullhead City ordinance.
(Minimum 1,000 feet per BHC ordinance)

— Building

- Occupancy group (Business)
 - Occupant Load
 - Live Loads (floors)
 - Dead Loads (floors)
- Minimum type of construction
 - Square Footage – Total Building
 - Square Footage – Per Floor

- Fire –resistant construction requirements shall include the following components:
 - Calculated Fire Resistance
 - Fire-resistant protection for type of construction
 - Fire-resistant separations
 - Fire Blocking and Draftstopping (locations)
 - Protection of openings and penetrations of Fire-Resistance-Rated Walls
- Fire suppression systems shall include:
 - Riser diagram
 - Standpipe (Locations)
 - Fire Sprinkler Plan
 - Fire Sprinkler Head (type and temperature activation)
 - Helyon or other types of suppression systems (if applicable)
 - Early warning smoke evacuation systems
 - Emergency Egress (Stairwell) Pressurization Systems
- Occupant load and egress capacities/requirements shall include:
 - Gross Occupancy load
 - Net Occupancy load
 - Means of egress
 - Exit access
 - Exit(s)
 - Exit discharge
 - Horizontal exits/exit passageways
 - Stair(s) construction/geometry
 - Stair protection
 - Doors
 - Door hardware (panic; automated; etc.)
 - Emergency lighting and exit signs
 - Specific occupancy requirements
 - Construction requirements (no occupancy)
- Life Safety Systems shall be determined and shall include the following requirements:
 - Early warning (smoke detectors; carbon monoxide detectors; duct detectors)
 - Smoke control (pressure systems; smoke vents; smoke exhaust fans; etc.)
 - Stair pressurization
 - Systems schematic
 - Central Fire Command Station
 - Construction Fire Protection Plan
- Structural requirements shall include:
 - Soil conditions/analysis
 - Structural calculations (if required)
 - Design loads
 - Seismic requirements
 - Wind requirements
 - Building envelope
 - Foundation

- Wall systems
- Floor systems
- Roof systems
- Stair systems
- Termite protection
- Special or Threshold inspection plan
- Shoring Plan
- Re-Shoring Plan
- Post-Tension Shop Drawings
- Post-Tension Elongation Calculations
- Components and Cladding (identification; product approval; pressures; etc.)
- Tilt-Wall Panel Plan
- Tilt-Wall Reinforcing Steel Shop Drawings
- Tilt-Wall Erection Support Plan and Drawings
- Materials shall be reviewed and shall at a minimum include the following:
 - Aluminum
 - Carpeting (includes padding)
 - Concrete
 - Glass
 - Gypsum board
 - Insulation
 - Insulating materials (mechanical)
 - LEED materials
 - Masonry materials
 - Paints
 - Plaster and mix materials
 - Plastic
 - Roofing materials – includes decking or sheathing, fasteners, adhesives, flashings, coverings, etc.
 - Roofing underlayment materials
 - Steel (structural and reinforcing)
 - Skylights
 - Wood
 - Components and Cladding
 - Sound Transmission Materials with Sound Transmission Class Number
- Accessibility requirements shall include the following:
 - Site requirements (crosswalks; sidewalks; passing areas; refuge areas; etc.)
 - Detectable Warning Devices (location and type)
 - Signs (tactile; parking; designation; directional; etc.)
 - Accessible route to / from parking area(s)
 - Accessible route to / from special areas (pools; spas; parks; recreational areas)
 - Accessible route to / from Public Transportation
 - Vertical accessibility
 - Accessible passenger vehicle loading areas

- Accessible Restroom facilities
- Accessible Bathing facilities
- Accessible Drinking fountains
- Accessible Public Communication facilities
- Accessible ingress and egress
- Accessible Equipment (ramps; lifts; chairs; etc.)
- Special Occupancy requirements
- Interior requirements shall include the following:
 - Heating, Cooling and ventilation (mechanical ventilation)
 - Electrical Lights and Outlets
 - Food preparation areas
 - Hot and Cold Water Supply
 - Interior finishes (flame spread/smoke development) all surfaces
 - Light and ventilation (natural)
 - Water heating facilities
 - Sanitation
 - Ceilings (Hard and/or Acoustical – type required)
 - Sound Transmission Requirements
 - Floor Covering(s)
 - Wall Covering(s)
 - Common Area Access (Elevator Lobbies; Reception Lobbies; Break Rooms; Conference Rooms, Meeting Rooms and incidental use areas)
- Special systems:
 - Elevators
 - Escalators
 - Lifts
 - Special Ingress/Egress Doors
- Electrical shall include:
 - Electrical Load calculations
 - Service Entrance Voltage Drop Calculations (<3% per NEC)
 - Feeder Circuits Voltage Drop Calculations (<3% per NEC)
 - Branch Circuits Voltage Drop Calculations (<3% per NEC)
 - Electrical rooms
 - Electrical Equipment (voltage size; type; disconnect type; etc.)
 - Special Equipment (lighting arrestor systems; remote motor controller systems; etc.)
 - Wiring Methods and Materials shall include:
 - Service Entrance Cable – Size, Type and Ampacity
 - Feeder Circuits Wire – Size, Type and Ampacity
 - Branch Circuits Wire – Size, Type and Ampacity
 - AFCI's – Locations and Branch Circuit Served
 - GFCI's – Locations and Branch Circuit Served
 - Overcurrent protection
 - Bonding and Grounding Methodology

- Panel Schedule(s)
- Branch Circuit Identification Schedule(s)
- Luminaires
- Low-Voltage (cabling; bundling; support; etc.)
- Special Systems shall include:
 - Emergency systems (includes generators and automated switchgear)
 - Dedicated systems (critical electrical systems; Life-Safety electrical systems; etc.)
 - Communication systems – Intercom (voice and or video)
 - Low voltage systems (Voice / Data / Video; Burglar Alarm; Fire Alarm; Annunciator systems; Warning systems; Motor Controller systems; etc.)
 - Electrical Instantaneous Water Heaters
- Energy Conservation shall include:
 - Not required.
- Special Occupancies shall include:
 - CCTV
 - Fire Command Modules
 - Security Command Modules
 - Fire Pumps
 - Circulation Pumps
 - Special Equipment (motors; fans; etc.)
- Plumbing shall include:
 - DWV Piping – Type and Size(s)
 - Water Supply Piping – Type and Size(s)
 - Roof Drainage Piping – Type and Size(s) also include Secondary Drain System
 - Storm Water Removal System Piping – Type and Size(s)
 - Storm Water Removal System – Retention Areas and Ultimate Discharge Point
 - Total Fixture Units
 - Total Drainage Fixture Units Vents
 - Backflow Prevention (Size and Location)
 - Water Supply Pressure Reducing
 - Water Supply Pressure Boosting
 - Grease traps, Dilution Tanks and/or Interceptors
- Water Heater(s) shall include:
 - Boiler – Size, capacity and recovery time. (Circulation data also required)
 - Instantaneous – Size and capacity. (Manufacturers’ data is required)
 - Storage Type – Size, capacity and recovery time.
- Fixture Requirements (Schedule for make; model; color; tub aprons; tub motors; etc.)
 - Anti-Scald Requirements
 - Water Hammer Arrestors – Location, type and size required
 - Shower Gooseneck Heights
 - Bathroom Counter Heights (Fair Housing and ADA requirements)
 - Handicapped Bathing Facilities (Fair Housing and ADA requirements)
 - Drinking Fountains (ADA requirements)
- Minimum Plumbing Facilities shall include:
 - Men

- Women
- Unisex
- Environmental requirements shall include:
 - Fire Department Hose Connections Points (FDC)
 - Fire and Jockey Pumps
 - Fire / Water Post Indicating Valves
 - Irrigation System
 - Decorative Fountains (includes automated fill and drainage for cleaning)
- Exhaust systems shall include:
 - Bathroom Exhaust
 - Clothes Dryer Exhaust
 - Kitchen Equipment Exhaust
 - Specialty exhaust systems (i.e. - Early warning smoke evacuation systems; etc.)
- Equipment shall include:
 - Air Handling Unit, VVA's, VAV's – Make; Model; Manufacturers' Specifications
 - Equipment Location – roof; closet; mechanical room; off-site; etc.
 - Roof-Mounted equipment – RTU's require curb, flashing and roofing details
 - Fresh Air Intake
 - Combustion Air
 - Make-Up Air
 - Access to Equipment – i.e. ladders; walkways; platforms; etc.
 - Physical Protection of Equipment
- Ventilation shall include:
 - Natural
 - Mechanical
 - Mechanical – Forced
- Duct Systems shall include:
 - Type – Metal; Ductboard; Flex-duct; combinations
 - Support – Type and Location
 - Insulation – 'R' factor and Installation requirements
 - Duct Detectors – location and sensitivity (includes fan shutdown switches)
 - Smoke Evacuation System ductwork and fans
 - Smoke Control
 - Stairwell Pressurization Ducts and Fans
- Boilers – Location; Make; Model; BTU capabilities
- Refrigeration (includes cooling towers; pumps; fans; etc.)
 - Primary Refrigerant (R-22; Ammonia; etc.)
 - Secondary Refrigerant
 - System Specifications – individual; Chill Water Circulating; etc.
- Electrical Requirements shall include:
 - Disconnects Required for Mechanical Equipment
 - Lights and Outlets Required for Maintenance
 - Overcurrent Protection
- Gas shall include:
 - Gas Piping Plan

- Type of Supply – Natural; Butane; Propane; etc.
- Point of Delivery – Location; Closest Ignition Source
- Pressure at Delivery - ½ #, 2 #, 5 #, 10 #
- Piping Size(s)
- Total BTU's supplied
- BTU per Gas Appliance – Schedule required
- Pressure Reducers – Location/Appliance
- Shutoff Valve – Point of Delivery and Each Appliance
- Gas Venting shall include:
 - Size and Type
 - Individual Appliance
 - Multiple Appliance
 - Combustion Air
 - Make-Up Air
- Gas Tanks shall include:
 - Above or Below Ground
 - Size – in U.S. Gallons
 - Location on Property
 - Bonding and Grounding requirements
 - Anode requirement

