



Common Questions for Marijuana Related Businesses

DEVELOPMENT SERVICES DIVISION

Building Permits and Inspections

225 Webster. Norman OK 73069

Permits: (405) 366-5339

Question: Can I have a medical marijuana business (growing, processing, or dispensary) at a given location?

Answer: The Planning Department can help answer your question and can be reached at 405-307-7112. Additionally, the Zoning Ordinance can be found [HERE](#) and the city's Interactive Map which shows the Zoning for a property can be found [HERE](#).

Question: What does the overall process look like to start a Medical Marijuana Business in Norman?

Answer: See the Certificate of Compliance Process [HERE](#). It will require either the submission for a building permit or application for a license. You can apply for a license or permit [HERE](#).

Question: What fees are associated with a City License?

Answer: You can find the related Fees [HERE](#).

Question: What documentation will I need for a City License?

Answer: You will need to apply for a license. You can do so online [HERE](#). After setting up an account click on "Apply for a License". You will be prompted to provide details about your business and ultimately be required to provide a copy of your OMMA license.

Question: How do I get a State of Oklahoma Medical Marijuana license?

Answer: Please refer back to [OMMA](#). For a NEW license, you will have to complete a Certificate of Compliance. Refer back to the Certificate of Compliance Process [HERE](#), before seeking signatures on the Certificate of Compliance Form as your business may require a building permit.

Question: If I am renewing a license do I have to complete the OMMA Certificate of Compliance form?

Answer: No. If you are current on your business licenses with OMMA, the City of Norman, and are only renewing your license you will need to complete the Certificate of Compliance Renewal Attestation Form for OMMA instead of the regular COC. *This only applies to businesses that have previously submitted a valid Certificate of Compliance showing full compliance in accordance with 63 O.S. §

426.1(E) and have no changes that would require any additional inspections, licensure, or permitting by the state or municipality.

Question: The OMMA is now requiring a copy of a Certificate of Occupancy on a renewal. Our business does not have one what do we do?

Answer: If your business received, a BUILDING PERMIT and all your inspections were concluded a Certificate of Occupancy would have been issued previously. If you have lost it, staff can easily produce a new copy for you.

If the business did not permit the work, the City of Norman cannot give you a copy of a document that does not exist. In addition, we have some business that equate their prior Certificate of Compliance OMMA document with a Certificate of Occupancy they are NOT the same.

In cases where there is not a Certificate of Occupancy, your business will need to apply for a Building Permit, get the proper inspections and after these are approved you can get a Certificate of Compliance.

Exception: Outdoor Grows and most dispensary's are two cases that a Building Permit likely would not have required a building permit and therefore a Certificate of Occupancy would not exist. In these instances with your City License submission we can do site inspections and if the business doesn't have any notable life safety issues we have provided communications to these business's that while we do not have a C.O. they should be accepted by the OMMA in spite of this. To date the OMMA has accepted this alternate type communication.

Question: Will I be required to get a building permit for my medical marijuana business?

Answer: If the business is an indoor grow or processing business, yes. If the business is for a dispensary that is going into an existing building and there is no moving or adding walls, then no. If the business is an outdoor grow, then no. Click [HERE](#) for more details.

Question: So my business has a Certificate of Occupancy or was one of the few that did not require a Building Permit. Who signs the signatures on the State Certificate of Compliance Form?

Answer:

- Line 1 is from our Planning staff, it is advised to pursue this first, and you can inquire in person at 225 Webster they can be reached at 405-366-5433.
 - Lines 2 and 3 will be reviewed by the Fire Marshall's office when you make a license request this inspection will populate for Fire Staff but you can inquire with them by calling 405-366-5242.
 - Lines 4 and 5 will be reviewed by Development Services. Once you make a license request, an inspection will be created and Development Services Staff will attempt to coordinate a site inspection with you. They can be reached at 405-366-5346
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- Once all signatures are received, you will go to the City Clerk's office at 201 W. Gray for signature on Line 6.
 - **For projects that require a Building Permit, you will need a Certificate of Occupancy before staff can approve your CoC signatures/inspections.**
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Question: What submittals do I need to apply for a building permit for a growing or processing building.

Answer:

- 1) Commercial Application for construction. It should be applied for on the City of Normans Permitting Portal. Click [HERE](#) to be taken to it.
 - 2) General scope of work listing all chemical(s) quantities/amounts to be stored onsite.
 - 3) Site plan showing location in overall building, parking areas, and emergency vehicle access lane.
 - 4) Plans that, at a minimum will include:
 - A scaled floor plan that must show growing aisle and/or tables (not just the room locations).
 - Mechanical, electrical and plumbing plans (possibly by an Oklahoma Professional Engineer depending if CO2 or other hazardous processes are used.).
 - For new construction, a foundation and structural framing plan by a licensed Engineer.
 - If processing a narrative of your process, equipment data, layouts and similar.
 - 5) If building is connected to a private sewer system, a soil profile report for new or perk test information for septic system (ODEQ).
 - 6) Energy Compliance report for building envelope and mechanical compliance required for new construction and certain additions/alterations. (A free version can be found [HERE.](#))
 - 7) For NEW buildings you can find a more thorough checklist [HERE.](#)
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Question: What are items that commonly result in a rejected submittal for a permit for growing and Processing?

Answer: Not including or inadequate details on plans for: emergency lighting, exit signage, bathroom locations and dimensions, service sink, water fountain or bottle fillers, not to scale equipment or plant locations, inadequate paths of egress due to plants, parking locations not shown, fire department access locations, fire hydrant locations, not depicting walls and doors and how they swing, not providing the construction type for the building, paths of egress are in excess of what's allowed by code, improper number of exits.

Question: What can I expect the permit to cost?

Answer: The minimum cost would be \$50.00 or \$.14/sqft whichever is greater plus \$4.00 for a State fee. If this is a new building there would be an erosion control fee and if the new building requires new utility connections there would be additional fees for waste water excise tax, water and sewer connection fees, water meter fees. An average of some sampled rural grows with no utility connections was around \$0.20/sqft for all permit fees. An average of some sampled grows in the urban areas that went into existing buildings was \$0.20/sqft. If a new building is, being built you should expect hire fees to account for the wastewater excise tax. You can find a summary of fee's [HERE](#).

Question: Do my plans have to be designed by an architect or engineer?

Answer: Generally, no. The State of Oklahoma has a guide to answer the question, which can be found [HERE](#). There are many times a professional engineer is required for structural components like foundations/walls/roofs and for a case by case need like CO2. There are also times the nature of the work is very technical and engineered mechanical, electrical, plumbing plans would be needed.

Question: What codes are applicable to medical marijuana and where can I find them?

Answer: Norman has adopted the 2018 IBC and 2018 IFC codes as modified by the State of Oklahoma. Read only versions of these codes can be found [HERE](#).

Question: What occupancy classification do you consider an indoor grow or processing?

Answer: In most instances an F-1 Occupancy although on rare occasion an occupancy could be viewed as hazardous depending on chemicals being used and what processes are being done.

Question: What Occupancy Classification do you consider a greenhouse?

Answer: A greenhouse in which the Sun is the primary lighting source in most instances will be viewed as a U Occupancy.

Question: Will I have to install fire sprinklers in my indoor grow or processing building?

Answer: Presuming a single story normal indoor grow if the building or fire area is less than 12,000 sqft sprinklers wouldn't be required. If the processing/growing taking place is determined to be a hazardous type occupancy, then sprinklers would be required in all instances.

Question: We are considering using CO2 in our grow process; how will this affect our permit and inspections?

Answer: If you are using in excess of 100 pounds of CO2 the Code does obligate a number of additional requirements. The IFC requires a number of items including detection systems, ventilation, signage, and many other considerations. In instances where an applicant desires to use this process a professional engineer must design the CO2 system, safety features, and mechanical systems with plans demonstrating compliance with the codes submitted with the permit. The submittal must clearly state, "The system was designed in accordance with the 2018 IFC with amendments from the OUBCC."

Question: Can we install exposed visqueen or plastic/polyethylene sheathing materials in a building?

Answer: Typically no. Building materials must pass flame and smoke spread ratings. To be used in most areas a flame spread index 76-200 and a smoke spread of 0-450 are required. If it is a greenhouse permitted as a U occupancy, materials are not required to comply with this standard.

Question: How many and where will I be required to install portable fire extinguishers in my medical marijuana related business?

Answer: The building must meet 2018 NFPA 10 Standard for portable fire extinguishers; you can find a read only version [HERE](#).

Question: What considerations have to be made for fire department access to the building?

Answer: The fire access road must meet 2018 IFC Appendix D. You can find a read only version [HERE](#).

Question: I received a building permit for a medical marijuana business. What inspections should I expect?

Answer: A new building will likely have the following inspections: foundation, slab, plumbing ground, plumbing sewer service, plumbing water service, exterior sheathing, electrical rough in and permanent service, plumbing top out, framing, wall insulation, mechanical duct overhead, Plumbing Final, Mechanical Final, Electrical Final, Building Final, Fire Marshal Final, Planning Final, Public Works Final.

An existing building being converted is likely to need all the following inspections: electrical rough in and permanent service, plumbing top out, framing, wall insulation, mechanical duct overhead, Plumbing Final, Mechanical Final, Electrical Final, Building Final, Fire Marshall Final, Planning Final, Public Works Final.

Question: How do I schedule inspections?

Answer: You may request inspections online from your portal account [HERE](#). IF you are having troubles, you can call 405-366-5346.

Question: Who is responsible for scheduling inspections?

Answer: The contractor or responsible party of the construction project has to coordinate requesting inspections. In the case of electrical, plumbing, mechanical work the sub-contractor will schedule their own inspections in coordination with the contractor or responsible party.

Question: What can a contractor do to help coordinate inspections?

Answer: Good communication is the key. When scheduling inspections, information can be passed on to the inspector by a voice message or notes left with the inspection. Good information to provide is how to access the work, be it a key, lock box or similar. What work is being requested. A phone number of the party requesting the inspection.

Question: How do I close out my permit?

Answer: You will have to get all final inspections completed and request a Certificate of Occupancy. A Certificate of Occupancy Checklist can be found [HERE](#).

Question: If I have still have questions who are they best directed to?

Answer: It will depend on the nature of the question if it is a Permitting question you should email review@normanok.gov, if it is a question about an existing permit you can email Building_Permits@NormanOK.gov or you can call 405-366-5346.

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