



## **Marijuana Establishment Change in Use/ Building Permit**

### Primary Mandatory Items

1. ☐ Development (Universal) Application
2. ☐ Application fee \$130 + 65% of permit valuation\*
3. ☐ Site Plan including parking and landscape plans
4. ☐ Proof of ownership or lease agreement
5. ☐ Proof of water and sewer services
6. ☐ Proof of Utilities (e.g. electric and gas)
7. ☐ Traffic Study or Letter from certified engineer
8. ☐ Drainage study, if applicable

### Building Safety Required Project Specific Items\*\*

1. ☐ Architectural plans, including foundation/structural plans
2. ☐ Mechanical plans
3. ☐ Electrical and plumbing plans

### Cultivation:

4. ☐ CO2 enrichment systems
5. ☐ Fumigation operations

### Testing:

6. ☐ Fixed continuous CO2 detection system and hazardous exhaust system
7. ☐ Safety data sheets (SDS) for all combustible/flammable liquids, including quantities.
8. ☐ Please contact the applicable Fire District for plans review.

\*Determined by staff at submittal

\*\*All building plans must be wet stamped and signed by a professional engineer licensed in Colorado



## Development Application

### Application Type:

Conceptual Review	Preliminary PUD	Temporary Use
Subdivision, Preliminary	Final PUD	Variance
Subdivision, Final	Rezone	Conditional Use
Plat Correction/ Vacation	Special Use	Other: _____

Have you attended a Conceptual Review? YES ☐ NO

If Yes, please list PRE#:

### APPLICANT

Name(s):  Company:   
Address:   
City, State, Zip:   
Phone #:  Email:

### OWNER

Name(s):  Phone #:   
Address:   
City, State, Zip:   
2nd Phone #:  Email:

### TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)

Name:  Company:   
Address:   
City, State, Zip:   
Phone #:  Email:

## DESCRIPTION OF SITE

Address:	<input type="text"/>
City, State, Zip:	<input type="text"/>
Area (acres or square feet):	<input type="text"/>
Tax Assessor Parcel Number	<input type="text"/>
Existing Zoning:	<input type="text"/>
Existing Land Use:	<input type="text"/>
Proposed Land Use:	<input type="text"/>

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:	<input type="text"/>	Date:	<input type="text"/>
-------	----------------------	-------	----------------------

Owner's Printed Name

Name:	<input type="text"/>
-------	----------------------

Owner's Signature



**PERMIT APPLICATION**  
**ADAMS COUNTY BUILDING SAFETY DIVISION**  
4430 South Adams County Parkway Brighton, Colorado 80601  
Main Number 720.523.6825      Inspection Line 720.523.6320

Date:    /    /	BDL _____
-----------------	-----------

**JOB INFORMATION**

JOB ADDRESS			CITY		ZIP	
LEGAL DESCRIPTION			SUBDIVISION	FILING NO	BLOCK	LOT
SECTION	TOWNSHIP	RANGE	¼ SECTION	USE ZONE		

**PERMIT CLASSIFICATION**

<input type="checkbox"/> BUILDING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> MECHANICAL		
USE OF BLDG. OR IMPROVEMENT ( IF CHANGE IN USE ATTACH DETAILED DESCRIPTION CHECK ONE)		
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> AGRICULTURAL		
CLASS OF WORK		
<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLISH <input type="checkbox"/> CHANGE IN USE		
TYPE OF HEATING FUEL:		TYPE OF SEWAGE DISPOSAL:
<input type="checkbox"/> NATURAL GAS <input type="checkbox"/> PROPANE		<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE
		TYPE OF WATER SUPPLY:
		<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE

**VALUATION-COST OF LABOR AND MATERIALS**

**TOTAL PROJECT VALUATION: \$** \_\_\_\_\_

**PARTY INFORMATION**

PROPERTY OWNER	ADDRESS	CITY	PHONE	E-MAIL	
APPLICANT/CONTACT NAME	ADDRESS	CITY	PHONE	E-MAIL	
<input type="checkbox"/> OWNER					
<input type="checkbox"/> PRIMARY CONTRACTOR					
ARCHITECT   DESIGNER	ADDRESS	CITY	PHONE	E-MAIL	REGISTRATION #
ENGINEER	ADDRESS	CITY	PHONE	E-MAIL	REGISTRATION #

**CONTRACTOR INFORMATION-ALL GENERAL CONTRACTORS AND SUB-CONTRACTORS ARE REQUIRED TO BE LICENSED AS A CONTRACTOR IN ADAMS COUNTY AND REQUIRE A SIGNATURE FROM EACH CONTRACTOR.**

GENERAL CONTRACTOR	ADDRESS	CITY	PHONE	E-MAIL	REGISTRATION #
			Signature: _____	Date: _____	
ELECTRICAL CONTRACTOR	ADDRESS	CITY	PHONE	E-MAIL	REGISTRATION #
			Signature: _____	Date: _____	
PLUMBING CONTRACTOR	ADDRESS	CITY	PHONE	E-MAIL	REGISTRATION #
			Signature: _____	Date: _____	
MECHANICAL CONTRACTOR	ADDRESS	CITY	PHONE	E-MAIL	REGISTRATION #
			Signature: _____	Date: _____	



**PERMIT APPLICATION**  
**ADAMS COUNTY BUILDING SAFETY DIVISION**  
4430 South Adams County Parkway Brighton, Colorado 80601  
Main Number 720.523.6825      Inspection Line 720.523.6320

**BUILDING PERMIT INFORMATION-PLEASE FILL OUT ALL THAT APPLY.**

Building Use:		Occupant Load:		Occupancy Class:		Foundation Type:		Construction Type:	
Gross Building Area:		Total Finished Area:		Total Unfinished Area:		Total Lot Area:		Total Impervious Area:	
Main Floor Area:		Second Floor Area:		Third Floor Area:		Unfinished Basement Area:		Finished Basement Area:	
Total # Stories:		Garaged Attached?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Unfinished Garage Area:		Finished Garage Area:		# of Stall Garage:	
# Bedrooms:		# Baths:		# Fireplaces		Uncovered Deck Area:		Covered Deck Area:	
Fire Sprinkler:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Roof Pitch:		Felt Type:		Shingle Type:		Other:	

**DETAILED DESCRIPTION OF WORK:**

**BUILDING VALUATION OF WORK (COST OF LABOR AND MATERIALS): \$**

**ELECTRICAL PERMIT INFORMATION-CHECK ALL THAT APPLY**

☐ Construction Meter   ☐ Temp Building Service   ☐ Electrical Wiring   ☐ Tenant Finish      ☐ Service Change   ☐ New Single Family Dwelling

☐ Air Conditioner      ☐ New Service      ☐ Sub Panel      ☐ Evaporative Cooler   ☐ Furnace/ Boiler   ☐ Construction Trailer

☐ Mobile Home      ☐ Solar      ☐ Unit Heater      ☐ Outside Lighting   ☐ Swimming Pool   ☐ Sign

☐ Other \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK:**

**ELECTRICAL VALUATION OF WORK (COST OF LABOR AND MATERIALS—WIRE, PANELS, BREAKERS, ETC): \$**

**PLUMBING PERMIT INFORMATION- CHECK ALL THAT APPLY**

☐ Fixtures (sink, tub, etc.)      ☐ Drains, Waste, Vents   ☐ Gas line      ☐ Water Heater

☐ Water Supply Pipe      ☐ Shower Pan      ☐ Boiler      ☐ Water Softener   ☐ Other \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK:**

**PLUMBING VALUATION OF WORK (COST OF LABOR AND MATERIALS): \$**

**MECHANICAL PERMIT INFORMATION- CHECK ALL THAT APPLY**

☐ Air Conditioner   ☐ Water Heater   ☐ Furnace      ☐ Duct Work      ☐ Evaporative Cooler      ☐ Roof Top Unit (RTU)

☐ Boiler      ☐ Fireplace      ☐ Unit Heater      ☐ Gas Piping-Natural      ☐ Gas Piping-Liquid Propane   ☐ Other \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK:**

**MECHANICAL VALUATION OF WORK (COST OF LABOR AND MATERIALS): \$**



**PERMIT APPLICATION**  
**ADAMS COUNTY BUILDING SAFETY DIVISION**  
4430 South Adams County Parkway Brighton, Colorado 80601  
Main Number 720.523.6825      Inspection Line 720.523.6320

**AUTHORIZATION**

**NOTICE:** THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

**WARNING:** THE ISSUANCE OF THIS BUILDING PERMIT DOES NOT ABRIDGE, CANCEL OR AUTHORIZE VIOLATION OF PRIVATE RIGHTS, COVENANTS OR RESERVATIONS WHICH MAY BE ASSOCIATED WITH THE BUILDING SITE, NOR DOES THIS PERMIT CERTIFY COMPLIANCE WITH ANY APPLICABLE STATE OR FEDERAL LAWS.

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATION GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME OR GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.**

SIGNATURE OF CONTRACTOR/ AUTHORIZED AGENT/OWNER

SUBMITTAL DATE:

X

**BELOW AREA FOR OFFICE USE ONLY**

CONSTRUCTION TYPE	OCCUPANCY	STORIES	DWELLING UNITS	OCCUPANT LOAD	BEDROOMS	BATHROOMS	TOTAL BUILDING AREA
Special Conditions:							

**APPROVALS**

DEPARTMENT	APPROVED	DENIED	DATE	CONDITIONS
PLANNING				<input type="checkbox"/> YES <input type="checkbox"/> NO
PLAN REVIEW FEE	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID		CHECK # <input type="checkbox"/> YES <input type="checkbox"/> NO
T.I.F.	<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID		CHECK # <input type="checkbox"/> YES <input type="checkbox"/> NO
TRANSPORTATION				<input type="checkbox"/> YES <input type="checkbox"/> NO
STORMWATER				<input type="checkbox"/> YES <input type="checkbox"/> NO
ENGINEERING				<input type="checkbox"/> YES <input type="checkbox"/> NO
R.O.W.				<input type="checkbox"/> YES <input type="checkbox"/> NO
CONSTRUCTION				<input type="checkbox"/> YES <input type="checkbox"/> NO
HEALTH DEPARTMENT				<input type="checkbox"/> YES <input type="checkbox"/> NO
FIRE DISTRICT			SPRINKLER	<input type="checkbox"/> YES <input type="checkbox"/> NO

**PAYMENT INFORMATION**

CHECK #	CREDIT CARD CONF #	CASH
---------	--------------------	------

**VALIDATION**

PERMIT VALUDATION BY:	DATE:
PERMIT ISSUED BY:	DATE:
PERMIT NUMBER:	

**PERMIT FEES**

DOUBLE FEE   BDC	\$
BUILDING PERMIT FEE	\$
ELECTRICAL PERMIT FEE	\$
PLAN REVIEW FEE	\$
E-470 EXPANSION FEE	\$
TOTAL	\$

## Guide to Development Application Submittal

The submittal documents for all Marijuana Establishment Development Applications are listed below. Detailed explanations of the submittal documents are also provided.

All development application submittals shall comprise of one (1) electronic copy (USB or CD) and one (1) hard copy of each document. **Application submittals that do not conform to these guidelines shall not be accepted.**

---

### Electronic Copies:

- (1) PDF file which includes all documents as listed on the checklist.

### Hard Copies:

- All plans must be wet stamped and signed by a Colorado licensed professional engineer. Plans shall be 24 by 36 in size.

### Zoning:

- Prior to approval of any building/change in use permit, a license must be obtained from the state of Colorado.
- Please see Section 4-18 of the County's Development Standards and Regulations for permitted zone districts and required setbacks.
- Distances are measured from property line to property line.

### Site Plan:

- Should be to scale and include:
  - a north arrow, date of preparation, identify setbacks, streets and roads, intersections, driveways, access points, parking areas, existing structures, wells, Onsite Wastewater Treatment Systems, easements, utility lines, lot dimensions, no build or hazardous areas.
- Parking and landscape plans in conformance with Chapter 4 of the Adams County Development Standards and Regulations.
- An Improvement Location Certificate or Improvement Location Survey may be required during the official review.

### Proof of Ownership:

- A deed may be found in the Office of the Clerk and Recorder.
- A title commitment is prepared by a professional title company.

### Proof of Water:

- A written statement from the appropriate water district indicating that they will provide service to the property **OR** a copy of a current bill from the service provider.

- Well permit(s) information can be obtained from the Colorado State Division of Water Resources at (303) 866-3587.

### Proof of Sewer:

- A written statement from the appropriate sanitation district indicating that they will provide service to the property **OR** a copy of a current bill from the service provider.
- A written statement from Tri-County Health indicating the viability of obtaining Onsite Wastewater Treatment Systems.

### Proof of Utilities:

- A written statement from the appropriate utility provider indicating that they will provide service to the property.
- Copy of a current bill from the service provider.

### Traffic Study:

- A Traffic Impact Study (TIS) in accordance with Chapter 8 of the Adams County Development Review Manual is required to be completed by a registered professional engineer.

### Drainage Study:

- If 3,000 square feet of impervious area is installed on the project site, a drainage report and plan in accordance with Chapter 9 of the Adams County Development Review Manual are required to be completed by a registered professional engineer.

### Building Safety Requirements:

- Submittals must follow all appropriate Codes as adopted by Adams County.
- Fire Department specific requirements may also exist. Please contact the applicable Fire Department for regulations.
- For existing buildings:
  - Provide plans showing primary architectural elements of each building by floor level. Graphically represent walls, doors, windows, identify rooms

- (i.e. office, bathroom), and other features.
- Show separation from neighboring tenants, and the occupancy classification of those existing spaces.
- A complete set of mechanical, electrical and plumbing plans must be submitted.
- For new construction:
  - Submit a complete set of plans, including architectural, mechanical, electrical and plumbing.
  - Foundation/structural plans must also be submitted.

#### **Optional Premise Cultivation:**

- Regulated as F-1 occupancy.
- **Co2 enrichment systems** and type must be denoted on the plans. Technical specifications for all associated equipment must be submitted with the application package. Any area or room where Co2 gas is discharged or generated shall be provided with a control system that utilizes Co2 sensor(s) and limits the Co2 levels to a maximum of 5,000 ppm.
- **Fumigation operations** must be defined on the building plans and in the scope of work.
- **Interior finishes** must be installed in accordance with the International Building Code. Include manufacturer cut sheets showing the flame spread ratings and details of how the product will be installed in compliance with applicable Codes.
- **National Electrical Code (NEC) 2014** prohibits the use of extension cords or power strips as permanent wiring to equipment, lighting, fans, etc. The electrical loads and wiring for grow lighting, fans, etc will need to be reviewed and permitted for use. An electrical submittal will need to be included to justify that electrical loads are size adequately. Also note for field installation of lighting, all electrical wiring (including wiring from ballasts to grow lamps) is required to be supported in accordance with the 2014 NEC.
- **Proposed locking hardware** on all exit doors must be submitted for review.

#### **Marijuana Extraction Facilities:**

- Extraction equipment, including equipment used for winterization or other oil refining processes, that use hazardous materials (i.e. flammable / combustible liquids, Carbon Dioxide (CO2), liquefied petroleum gases (i.e. butane), etc) are required to be listed or approved.

- Only closed-loop type LPG extraction equipment is permitted. Because there is no listing (such as UL, ETL, etc) available for compressed-gas extraction systems using hazardous materials, extraction equipment approval is required from the Building Safety Division for use in Adams County. To obtain equipment approval, an engineering report (signed and sealed by a licensed Colorado engineer) must be submitted for approval.
- A fixed continuous Co2 detection system is required within CO2 extraction rooms set to alarm at 5000 ppm. Co2 extraction equipment is required to have releases of Co2 piped to the exterior.
- A hazardous exhaust system is required to be installed in accordance with the Mechanical Code for extraction processes using LPG. The engineer of record must design and/or specify a system to meet the minimum requirements of a hazardous exhaust system.
- The location of the LPG extraction process must be considered a Class I Division I location in accordance with the National Electric Code (NEC); depending on the type of exhaust system provided, this could be the entire room or the area inside of a hood or booth.
- Provide Safety Data Sheets (SDS) for all combustible/flammable liquids that detail quantities and how they will be stored.

#### **Recreational Retail Store and Testing Facilities:**

- Retail stores will be classified as B-occupancy group.
- For recreational sales within an existing building, any construction (i.e., new walls, electrical circuits, mechanical work, etc.) will require a building permit.
- New construction will require a complete submittal based on the commercial requirements checklist.