



Commercial Cannabis — Building Permit Process —



Planning & Development Department
Plan Check Division
www.CoronaCA.gov/Building

Tenant Improvement and Construction Permit Review Process For Commercial Cannabis Businesses

The purpose of this handout is to provide a comprehensive outline of the city's plan review process for tenant improvements and related construction for commercial cannabis businesses. A business owner should use the information provided in this handout when selecting an architect and engineer to perform the scope of work associated with the plan review process. The requirements listed can be submitted online or in person. The city's online plan check submittal process can be found on the [Plan Check Submittal Requirements](#) webpage.

1) Required Submittals:



Tenant improvements for commercial cannabis businesses may require any combination of the following submittals. **To prevent delays in the plan review or construction process, these plan submittals should be submitted at the same time.** Plans submitted at different times may extend the plan review or construction timeline.

Building Plan Submittal

- Tenant improvement plans are submitted to the Plan Check Division.

Exterior Signage Plan Submittal (If applicable)

- Plans for any exterior illuminated or non-illuminated signs are submitted to the Plan Check Division.

Fire Sprinkler and Alarm Plan Submittals (If applicable)

- Fire sprinkler and fire alarm plans for the tenant improvements are submitted to the Plan Check Division.

Racking and High Pile Storage Plan Submittal (If applicable)

- Plans needed for racking and high-pile storage are submitted to the Plan Check Division.

Public Improvements (If applicable)

- Any plans needed for public improvements such as backflow valve upgrades are submitted to the Development Services Division.

A separate plan submittal and permits may also apply for landscaping or other alterations - if this might apply to your business please contact our department for more information. All submittals require the payment of plan check fees, inspection fees & other miscellaneous fees which can be found using the links below:

[Building Fees](#)

[Fire Fees](#)

[Development Services Fees](#)

[Planning Fees](#)

2) Plan Review:



Building Plans (Reviewed by Building, Planning, Fire, and Development Services)

- Building plan check submittal requirements can be found at [Plan Check Submittal Requirements](#)
- Structural plans shall be prepared by a California State Licensed [Architect](#) or [Engineer](#).
- Parking spaces shall be provided at a rate of 1 per 500 square feet of building area, per CMC 5.36.170(AA). Parking for other on-site tenants shall also be provided on-site, based on the parking requirement for their respective uses.
- Odor control: Show compliance with the odor control system requirements of Corona Municipal Code 5.36.170(J). Compliance shall be certified by a registered design professional (i.e., a mechanical engineer).
- Building security: Show compliance with the building security requirements contained in CMC 5.36.170(U), 5.36.170(W) and 15.52.080. All cannabis retailers shall also comply with the requirements of CMC 5.36.180. The City's Planning Division will route security plans to the Chief of Police or designee for review and approval. **An Alarm Permit through the Police Department is required.**
- Power outage: show compliance with locking and egress requirements during a power outage as required by CMC 5.36.170(X)
- Any special egress control devices shall be detailed on the plans and included with the fire alarm plans.
- Doors and windows in storefront retailers or in retail areas of storefront microbusinesses shall not be blocked with permanent security grills or window bars. Front main entry doors are permitted to have interior security grills during non-operational hours per CMC 5.36.180(D)
- Exterior lighting shall be provided for all parking areas, exterior paths of travel, and building entrances at retailers and microbusinesses at a rate of one foot candle during hours of darkness per CMC 5.36.180(H). Permits are required for any added light poles or fixtures and details shall be included in the plans or submitted as a deferred submittal and Finalized prior to issuance of Certificate of Occupancy. The Chief of Police or his designee shall review and approval all lighting plans.
- Machinery and electrical equipment shall be listed and labeled by an approved testing laboratory.
- Building plans for facilities where hazardous processes or operations will take place involving combustible or flammable dusts, liquids, gases or vapors shall be accompanied by a Hazardous Process Analysis Report upon submittal prepared by a qualified fire protection engineer or industrial engineer, and the facility's building plans shall be designed and coordinated based on the parameters and criteria of the report and submitted for review. The report shall specify the maximum allowable quantities of materials.
- Premises that will be used for manufacturing, distribution or testing labs shall submit a hazardous materials inventory statement and management plan to the Fire Department for review per CMC 5.36.190(D).
- Fire sprinklers and any exterior signs may be a deferred plan submittal but shall receive permits and Final Approval prior to issuance of the Certificate of Occupancy.
- A Certificate of Occupancy shall not be issued for a cannabis business until the cannabis business obtains all State licenses required by the state laws to authorize the operation of the business.
- Building permits shall be issued to a [California State Licensed Contractor](#) or to the [Property Owner](#) or their Lessee.

City Review Times:

First Plan Review: 10 business days
Subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing time are not included in the plan review times.
Permit issuance: 3 business days to calculate fees.

The department's goal is to have building plans approved no later than third plan check. Applicant's may request meetings with City staff to address plan check corrections.

Fire Sprinkler Plan (Reviewed by Fire & Development Services)

- Plan check submittal requirements can be found at [Fire Sprinkler Submittal Requirements](#)
- The fire sprinkler plan is a separate submittal from the building plan.
- The plan shall be prepared by a California State Licensed [Fire Sprinkler Contractor](#) or [Fire Engineer](#).
- A building permit shall be issued at the same time or prior to issuance of a fire sprinkler permit.

City Review Times:

First review: 10 business days
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing time are not included in the plan review times.
Permit issuance: 3 business days to calculate fees.

Fire Alarm Plan (Reviewed by Fire)

- Plans shall be prepared by a fire protection engineer or licensed C-10 or C-7 contractor.
- Fire alarm permit requirements can be viewed on [Fire Prevention's web page](#).

Racking (Reviewed by Building and Fire) and **High Pile Storage Plan** (Reviewed by Fire)

- Plans shall be prepared by a licensed architect or engineer.
- Storage rack plans shall include structural calculations if required.
- Permits can be issued to a licensed general contractor or an owner/builder.
- See [Storage Racks handout](#) for more information.

Sign Plan (Reviewed by Building and Planning)

- Any exterior signage may be submitted as a deferred submittal.
- Facilities used for cannabis manufacturing, distribution, or laboratories, and non-storefront retailers, shall not have any evidence of those uses when viewed from a public right-of-way, other than signage authorized by CMC 5.36.
- Illuminated signs shall be listed for their installation location by an approved product testing laboratory and shall include electrical plans and the appropriate energy code compliance forms.
- Wall mounted signs shall include attachment details. Pole or monument signs shall include structural details and calculations.
- Include color elevation views for all signs in the submittal.
- A separate sign permit and fees will be required by the Planning Division.

City Review Times:

First review: 10 business days
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing time are not included in the plan review times.
Permit issuance: 3 business days to calculate fees.

Public Improvements (Reviewed by Development Services and Public Works)

- Public Improvement Plan submittal requirements can be found on the [Development Services](#) webpage.
- The plans shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering](#) webpage)
- The [requirements for obtaining an encroachment permit](#) can also be found on the Development Services webpage.
- An encroachment permit shall be issued to a Class "A" or appropriate Class "C" [California State Licensed Contractor](#).

City Review Times:

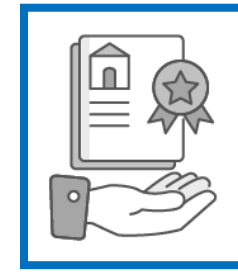
First Plan Review: 20 business days
Second Plan Review: 15 business days
All subsequent Reviews: 10 business days

Processing times are included.

3) Plan Approval & Issuance of Construction Permits:

Plan Approvals:

- Permit fees assessed.
- Public improvement bonds posted by applicant, if applicable.
- Email sent to applicant on permit fees to be paid.
- Permit issued.
- Move to the field inspection phase once construction starts.
- Business License is issued for the commercial cannabis business prior to CofO.
- A Certificate of Occupancy is required for each commercial cannabis business prior to occupancy.



4) Final Approval of Commercial Cannabis Permits:

The final approval of the applicant's Commercial Cannabis Permit (CCP) will not be granted until an applicant does the following:

- Completes the construction of their tenant improvements, pursuant to approved plans.
- Obtains a City of Corona business license.
- Obtains a Certificate of Occupancy.
- Obtains all required state cannabis license authorizations.
- Completes all steps required to open to the public (storefront) or otherwise commence business (non-storefront).

Development Services

Email: DSCounter@CoronaCA.Gov

Phone#: 951-736-2259

Building (Plan Check & Inspection)

Plan Check Email: BuildingPlanCheck@CoronaCA.Gov

Inspection Email: BuildingInspection@CoronaCA.gov

Phone#: 951-736-2250

Planning

Email: PlanDev@CoronaCA.Gov

Phone#: 951-736-2262

Fire

Email: Fire.Prevention@CoronaCA.gov

Phone#: 951-736-2220

Tips:

- Use the provided flow chart and checklists to stay on track with your schedule.
- We are here to help you and always more than happy to speak with you over the phone, via web conference, over the counter, or by appointment.
- Review all handouts for required information. Following the information in the handouts will ensure things stay on track.
- Ask your architect or engineer for your city plan check number and stay up to date on the status of your plan check by creating an [Etrakit account](#).

Handouts and Links:

[Plan Check Submittal Flow Chart](#)
[Submittal Requirements for Tenant Improvements](#)
[Fire Department Requirements](#)
[Corona Design Parameters](#)
[Plan Check Submittal Checklist](#)
[Resubmittal Checklist](#)
[Inspections Flowchart](#)
[Plan Revision Requirements](#)
[Certificate of Occupancy Requirements](#)
[Storage Rack Submittal Guidelines](#)
[Business Licenses](#)
[Burglar Alarm Permits](#)