

# MARIJUANA FACILITIES

STAKEHOLDER MEETING  
March 12, 2019



# Agenda

Plan Review Process

BFS Application Submittal

Plan Review Basics

Plan Review Pitfalls

Break

Inspection

Q & A



# Reference Materials

Medical Marijuana Facilities Licensing Act,  
2016 PA 281, MCL 333.27101

NFPA 1, 2018 – Fire Code

NFPA 101, 2018 – Life Safety Code

NFPA 10 – Standard for Portable Fire Extinguishers

NFPA 55 – Compressed Gases and Cryogenic Fluids Code

NFPA 91 – Standard for Installation of Blower and Exhaust Systems

NFPA 704 – Standard System for the Identification of the Hazards of Materials for  
Emergency Response.

# Adam A. Dailide

dailidea@Michigan.gov

517-373-6361

Bureau of Fire Services Plan Review Consultant


Master of Architecture

NFPA & State of Michigan Certified Fire Inspector I

# PLAN REVIEW PROCESS

# Plan Review Process

- First
  - Approval from Bureau of Marijuana Regulation (BMR)
  - At Completion of BMR Step 2
    - Letter sent from BMR informing you to Submit to the Bureau of Fire Services (BFS)

  
STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

VIA US MAIL

Date: 02/21/2019  
Addressee: |  
Address:  
Facility License Application No:  
Facility Type: Grower Class A  
RE: Bureau of Fire Services Plan Review

Dear Applicant:

Please contact the Bureau of Fire Services (BFS) to have the plan for your marijuana facility reviewed. BFS plan review is required for grower and processor marijuana facilities.

For details on the BFS plan review process, please access the [Plan Review Division page](#) on the BFS website. You will find information titled "BFS Plan Review for Marijuana Facilities" under the section titled "Details for Specific Regulated Facilities."

Please note, you will need your facility license application number listed above to be able to submit your plans for review.

Sincerely,

Applications Section  
Bureau of Marijuana Regulation  
Michigan Department of Licensing and Regulatory Affairs

BUREAU OF MARIJUANA REGULATION  
2407 NORTH GRAND RIVER • P.O. BOX 30205 • LANSING, MICHIGAN 48909  
[www.michigan.gov/BMR](http://www.michigan.gov/BMR) • 517-284-8599

# Plan Review Process

- Second
  - Submit **Application** for Fire Safety Plan Examination (FORM 979)
    - 2 Options
      - Complete by Hardcopy
        - Mail into BFS
      - Complete by ACCELA
        - Online portal for submittals
        - FAQ available at [www.Michigan.gov/lara](http://www.Michigan.gov/lara) - Fire Services

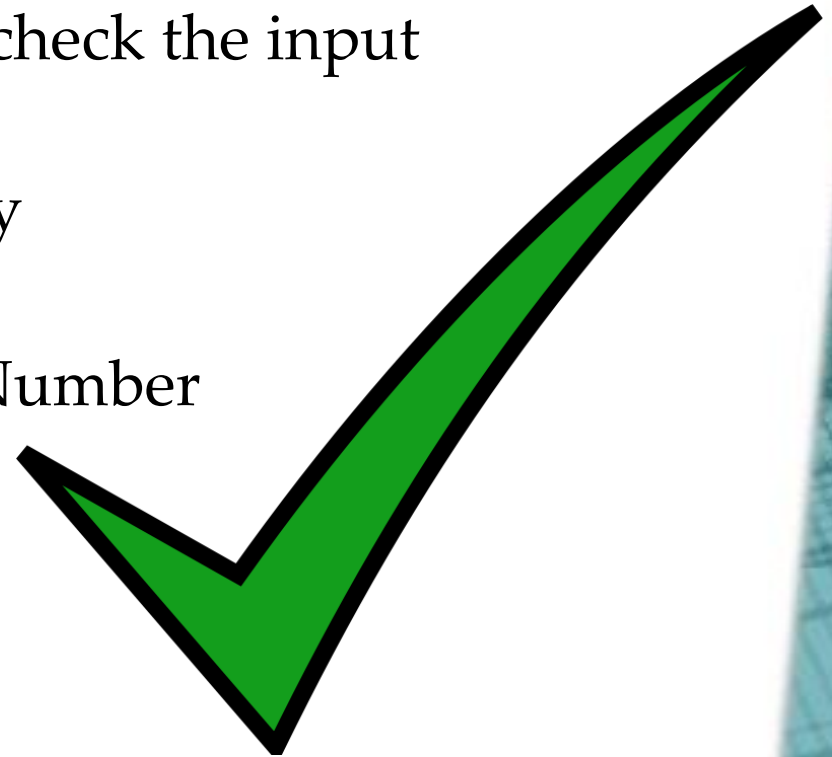
Application for Fire Safety Plan Examination Michigan Department of Licensing and Regulatory Affairs Bureau of Fire Services Plan Review Division P.O. Box 30700 Lansing, MI 48909 (517) 241-8847				AGENCY USE ONLY Project #			
Authority: 1941 PA 207		The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.					
Note: The architect / engineer / certified firm is responsible for all fees applicable to this application.							
Project Description							
Facility Name		Street / Site Address		Fire Department (Required)			
City or Village in which facility is located		City		Village of			
County		Zip Code					
Estimated Project Cost (REQUIRED) (All Facilities - See Page 2)		Fee Submitted					
Project Description (Type of work: Addition, Renovation, HVAC, etc. Location of work: Floor, Wing, etc. BE SPECIFIC)							
Review Requested		Facility / Project to be Reviewed		Building Data			
<input type="checkbox"/> Construction Plans / Specs <input type="checkbox"/> Consultation (\$155 fee) <input type="checkbox"/> *Addendum / Bulletin # <input type="checkbox"/> *Modification Request (\$155 Fee) <input type="checkbox"/> Fire Alarm (specify below) <input type="checkbox"/> Door Locking <input type="checkbox"/> *Hood Suppression (specify below) <input type="checkbox"/> Sprinkler (specify below) <input type="checkbox"/> Clean Agent (specify below) <input type="checkbox"/> School Site Plan (\$155 Fee, non-refundable) <input type="checkbox"/> NOT related to a current FS project <input type="checkbox"/> Related to existing FS project # #		Review/Inspection Fee <b>REQUIRED**</b> <input type="checkbox"/> College / University (253) <input type="checkbox"/> Dormitory (253) <input type="checkbox"/> FSOF (257) <input type="checkbox"/> Hospital (257) <input type="checkbox"/> Mobile Health Care Unit Serial # <input type="checkbox"/> Phased <input type="checkbox"/> Hospital within a Hospital (257) <input type="checkbox"/> Hospice Residence (257) <input type="checkbox"/> Schools/Charter (253) <input type="checkbox"/> Penal Institutions**		Review/Inspection Fee <b>NOT Required</b> <input type="checkbox"/> Adult Foster Care <input type="checkbox"/> 7 - 12 <input type="checkbox"/> 13 - 20 <b>**Attach form BCAL 1712</b> <input type="checkbox"/> Home for the Aged <b>**Attach form BCAL 1605</b> <input type="checkbox"/> Nursing Home <input type="checkbox"/> Phased <input type="checkbox"/> Medical Marijuana <input type="checkbox"/> Grow Facility <input type="checkbox"/> Processor Facility <input type="checkbox"/> Multi-license Facility		Original Year Constructed Your AIA/PE Job # No. of Stories (including basement) Sprinklers: <input type="checkbox"/> Completely <input type="checkbox"/> Partially <input type="checkbox"/> None This Submittal: <input type="checkbox"/> Addition <input type="checkbox"/> New Building <input type="checkbox"/> Conversion <input type="checkbox"/> Remodeling or Alteration *Type of Construction (per NFPA 220)	
*See Page 2 - Miscellaneous Instructions		**See Page 2 - Fee Schedule & Phasing Project					
Facility Contact Person		Telephone (Including Area Code)		Email Contact (REQUIRED)			
Name							
Architect / Engineer / Certified Firm		License No / BFS Certified Firm No		E-mail Address (REQUIRED)			
Name (Licensed Individual)							
Name of Company		Address					
City		State		Zip Code			
Telephone (Including Area Code)		Telephone (Including Area Code)					

\*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

BFS-979 (4/18)

# Plan Review Process

- Third
  - After Submittal of Application, BFS will check the input
    - Are drawings submitted correctly?
    - Is all the information filled out correctly
    - Mark it for Plan Review to Proceed
  - Project given a new unique BFS Project Number
    - EX. 2019BFS-000000



# Plan Review Process

- Fourth
  - Plan Review
    - Review Plans
    - Produce Plan Review Letter
      - Uploaded to Project File
    - Approved Contingent or Disapproved
    - Push Information to Submitter



# Plan Review Process

- Fifth
  - If Disapproved
    - Read the Plan Review Letter
    - Correct or address the items in **BOLD** and/or “special attention to”
    - Resubmit required materials
  - If Approved Contingent
    - Read the Plan Review Letter
    - Ensure your Construction Manager is aware of the requirements in the letter.
    - Approval is contingent on the comments contained in the letter.

# Plan Review Process

- Sixth
  - Inspection
    - Inspector will be assigned to the Facility
    - Inspector will contact to schedule an inspection.
      - If **NEW** construction typically at 50% and final benchmarks

# BFS APPLICATION SUBMITTAL

# BFS APPLICATION SUBMITTAL

- Who has submitted to BFS through the ACCELA system online?

# Submitting a Facility for BFS Plan Review

Once Registered and Signed in

- Click on “Plan Review” then on “Create an Application”



- Read through the information, select that you have read and accepted the terms, and click “Continue Application”

Click [here](#) to see detailed instructions on how the plan files should be formatted.

**PLEASE READ THESE INSTRUCTIONS**

If you would like to contact one of the Bureau's directly, please select an email address below.

BCC at: [BCCplanreviewcodemail@michigan.gov](mailto:BCCplanreviewcodemail@michigan.gov)

BFS at: [BFSPlanReview@michigan.gov](mailto:BFSPlanReview@michigan.gov)

HFES at: [LARA-BCC-HFES@michigan.gov](mailto:LARA-BCC-HFES@michigan.gov)

## LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access

☒ I have read and accepted the above terms.

**Continue Application »**

# Submitting a Facility for BFS Plan Review

Step 1: Facility/Contact > Location and Applicant

\* indicates a required field

## Project Information

\* Facility Name / Project: ?

Dunder Mifflin, LLC

\* Detailed Description: ?

Complete renovation of facility. Work involves relocating walls, new finishes, new ceiling layout, updating fire alarm and suppression system. BMR License # GRA-X-XX-XXXXXX

## Project/Facility Location

REQUIRED

If you have a known project/facility address, please enter the individual address fields. For a project/facility with no address please enter as much location information you can provide, utilizing the Address Line 1 and 2 fields.

Street No.:

3101

Street Name:

TECHNOLOGY

Street Type:

BLVD

Address Line 2:

City:

LANSING

State:

MI

Zip:

48910

County:

INGHAM

Township:

CITY OF LANSING

Clear

## Applicant

REQUIRED

Select from Account

Add New Contact

Look Up

- Enter the Facility and Applicant information
  - Please be sure to fill out ALL required information.
  - Put your BMR Facility Number in with the Detailed Description.
  - Applicant will be the person that will receive all ACCELA notifications, including the Plan Review Letter

# Submitting a Facility for BFS Plan Review

- To enter an Applicant
  - Click “Select from Account”

## Applicant

REQUIRED

Select from Account

Add New Contact

Look Up

- Select a Mailing Address for Applicant, click Continue. A Green Check Mark and “Contact Added Successfully” will appear if done correctly

### Select Contact from Account

Andrea M. Keown  
Applicant

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address	Status
<input checked="" type="checkbox"/>	Mailing	3101 Technology Blvd.	Active

[Continue](#) [Discard Changes](#)

## Applicant

REQUIRED

✓ Contact added successfully.

**Andrea M. Keown**  
keowna@michigan.gov  
Primary phone: 517-241-8847  
Secondary Phone:  
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Start Date	End Date	Phone	Fax	Primary	Status	Action
Mailing		<a href="#">3101 Technology Blvd.</a>					No	Active	<a href="#">Actions</a>

# Submitting a Facility for BFS Plan Review

- You can leave the Owner/Parent and Architect/Engineer/Certified Firm sections blank or fill them out. It is your choice. Our preference would be to have these fields filled out.
- Click “Continue Application”.

## Owner/Parent Corp

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

These you can leave blank

## Architect/Engineer/Certified Firm

Add New

Look Up

Continue Application »

Save and resume later

# Submitting a Facility for BFS Plan Review

Step 1: Facility/Contact > Application Information

\* indicates a required field.

## Application Information

### PLAN TYPE

- Bureau of Construction Codes Plan Review: ☐
- Bureau of Fire Services Plan Review: ☒
- Health Facilities Plan Review: ☐
- Barrier Free Design Rule Exception: ☐
- Child Care Center: ☐
- Child Caring Institution (CCI): ☐
- Children's Camp or Adult Foster Care Camp: ☐

### EXPENDITURES

\* Estimated Capital Expenditure (Including Construction Costs, Professional Fees, and Fixed Equipment):

500000.00

\$

### Custom Fields

#### PAYMENT METHOD

Once a payment method is selected it will not be able to be modified.

\* Payment Method:

Paper Check

Continue Application »

Save and resume later

- Select “**Bureau of Fire Services Plan Review**”
- Enter Expenditures Amount
- **ALWAYS** select **Paper Check** as your payment method. Once you continue, you can not modify your payment method.

# Submitting a Facility for BFS Plan Review

## Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Plan Review

#### Project Information

[Edit](#)

Facility Name / Project: Dunder Mifflin, LLC  
Detailed Description: Complete renovation of facility. Work involves relocating walls, new finishes, new ceiling layout, updating fire alarm and suppression system. BMR License # GRA-X-XX-XXXXXX

#### Project/Facility Location

[Edit](#)

3101 TECHNOLOGY BLVD  
CITY OF LANSING  
LANSING INGHAM MI 48910  
3101 TECHNOLOGY BLVD

#### Applicant

[Edit](#)

Individual  
Andrea M. Keown  
3101 Technology Blvd, Suite H.  
Lansing, MI, 48910  
Primary Phone: 517-241-8847  
E-mail: keowna@michigan.gov

#### Owner/Parent Corp

[Edit](#)

#### Architect/Engineer/Certified Firm

[Edit](#)

#### Application Information

[Edit](#)

##### PLAN TYPE

Bureau of Construction Codes Plan Review:	No
Bureau of Fire Services Plan Review:	Yes
Health Facilities Plan Review:	No
Barrier Free Design Rule Exception:	No
Child Care Center:	No
Child Caring Institution (CCI):	No
Children's Camp or Adult Foster Care Camp:	No

##### EXPENDITURES

[Edit](#)

Estimated Capital Expenditure (Including Construction Costs, Professional Fees, and Fixed Equipment):	500000
---	--------

#### Custom Fields

[Edit](#)

##### PAYMENT METHOD

Payment Method:	Paper Check
-----------------	-------------

[Continue Application »](#)

[Save and resume later](#)

- Step 2 is just a Review Page.
- Make any modifications you may need in this area by clicking “Edit” next to the section.
- Click “Continue Application”

# Submitting a Facility for BFS Plan Review

- Click “Open” to take you to Step 1 of the Associated Forms

[Home](#) [BCC Licenses](#) [BCC Permits](#) **[Plan Review](#)** [Fire Services](#) [OLSR](#)

[Create an Application](#) [Search Applications](#)

**Plan Review**

1 Facility/Contact	2 Review	3 Associated Forms	4 Pay Fees	5 Record Issuance
--------------------	----------	--------------------	------------	-------------------

**Step 3: Associated Forms**  
**Plan Review Forms**  
*Listed below are the items added to this record. You must fill out an associated form for each item before this record can be submitted.*  
Added Items:  
Fire Safety Plan Review Dunder Mifflin, LLC

[Open](#) [Remove](#)

# Submitting a Facility for BFS Plan Review

Step 1: Application Information > Application Information

## Application Information

### PROJECT INFORMATION

\* Estimated Project Cost:  \$

Estimated Capital Expenditures:

### FACILITY INFORMATION

\* Facility Type:  Select Facility Type from Drop Down menu

Fire Department:

### BFS PLAN REVIEW TYPE

Addendum / Bulletin: ☐

Bulletin #:

Clean Agent: ☐

Consultation: ☐

Construction Plans/Specs: ☒ Only select Construction Plans/Specs

Door Locking: ☐

Fire Alarm: ☐

Hood Suppression: ☐

Modification Request: ☐

Sprinkler: ☐

BMMR Facility Number: \*

- EPC will already be populated from previous page
- Select your Facility Type
- Enter the nearest Fire Department to the Facility
- Select Plan Review Type (ONLY select Construction Plans/Specs)
- Put you BMR Facility Number

# Submitting a Facility for BFS Plan Review

## PLAN REVIEW INFORMATION

New Building:	<input type="text" value="Square Footage"/>
Addition:	<input type="text" value="Square Footage"/>
Alteration:	<input type="text" value="Square Footage"/>
Construction Type:	<input type="text" value="--Select--"/>
Number of Occupants:	<input type="text"/>
Area/Floor:	<input type="text" value="Square Footage"/>
Number of Floors:	<input type="text"/>
Sprinkler System:	<input type="text" value="--Select--"/>
Sprinkler System Limited Area Description:	<input type="text"/>

## Payment Method

### PAYMENT METHOD

* Payment Method:	<input type="text" value="Paper Check"/>
-------------------	--

- Select Construction Type from drop down menu
- Enter Sprinkler System information
- Payment Method will already be populated

[Continue Application »](#)

[« Back to Associated Forms](#)

[Save and resume later](#)

# Submitting a Facility for BFS Plan Review

There is NO FEE for BMR Facilities. If you get to this page and a fee is generated that means 1 of 2 things;

- An additional Plan Review Type was selected

Or

- A Facility other than a BMR Facility was selected

You will need to go back to Associated Forms to correct this issue.

The screenshot shows the 'Plan Review' section of a web application. At the top, there are navigation links: Home, BCC Licenses, BCC Permits, Plan Review (highlighted), Fire Services, and OLSR. Below these are two buttons: 'Create an Application' and 'Search Applications'. The main heading is 'Fire Safety Plan Review'. Below this is a progress bar with four steps: 1 Application Information (highlighted), 2 Documentation, 3 Review, and 4 Associated Forms. The current step is 'Step 1: Application Information > Payment Information'. A note states '\* indicates a required field.' The section is titled 'Payment Amount' with the subheading 'PAYMENT AMOUNT'. The text says '-Please send check for the amount listed in the 'Total Fees' area below.' It then provides the address: 'State of Michigan - LARA, P.O. Box 30700, Lansing, MI 48909'. The 'Total Fee:' field shows '\$0.00' and is circled in red. A red arrow points from this field to the text 'Fee should always be \$0.00'. At the bottom, there are three buttons: 'Continue Application »' (orange), « Back to Associated Forms' (blue), and 'Save and resume later' (blue).

Home BCC Licenses BCC Permits **Plan Review** Fire Services OLSR

Create an Application Search Applications

**Fire Safety Plan Review**

1 Application Information	2 Documentation	3 Review	4 Associated Forms
---------------------------	-----------------	----------	--------------------

**Step 1: Application Information > Payment Information**

\* indicates a required field.

**Payment Amount**

**PAYMENT AMOUNT**  
-Please send check for the amount listed in the 'Total Fees' area below.

Check should be made payable to 'State of Michigan' and sent along with a printed copy of the record receipt to the following address:

State of Michigan - LARA  
P.O. Box 30700  
Lansing, MI 48909

Total Fee:  
\$0.00

**Fee should always be \$0.00**

**Continue Application »** « Back to Associated Forms **Save and resume later**

# Submitting a Facility for BFS Plan Review

Step 2: Documentation > Documents

## Attachment

\*indicates a required field.

Please read all instructions before uploading documents.

**Important note:** AutoCAD 2016 and newer version users will need to change their AutoCAD setting to "EPDFSHX=0" before saving and uploading a document.

Each plan (or plan set) must be saved in **PDF format**. Please flatten the drawing layers in your CAD program before creating the PDF. For plan review projects where the page count is up to 75 pages, creating a single PDF document is acceptable and the file name should be unique and descriptive of the project itself. For larger projects that exceed 75 pages we recommend grouping and submitting plans in smaller sets. **Please do not include any symbols, spaces, or unnecessary punctuation in the document file name.**

**Pages must all be in landscape format and viewable without rotation.** Failure to submit correctly oriented plans may result in a 'hold' being placed on the submittal which will delay review. Plans must be saved and submitted at 100% scale, in black and white only, and cannot be password protected or locked. Scanned drawings in PDF format can be submitted, but are required to be legible and must follow all submittal requirements. Each sheet containing scaled drawings must include a scale of known dimension.

Revisions and resubmissions must match up exactly to the original submittal and file name, and contain the same page order. Do not reorder, extract, or insert pages in the middle of your corrected plan sets. Any pages added to the document set need to be after the final original page. Rearranging, extracting, or inserting pages out of order will result in delays for completing your plan review. If pages are removed from the scope of work, simply mark those pages accordingly. Do not remove any such pages. Resubmitting the pages in the original order ensures that the plan reviewers comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate and expedited document reviews.

To address plan review deficiencies, applicants must resubmit a complete set of plans through the Accela Citizens Access (ACA) portal. Once the plans have been processed, the 'Resubmit' action becomes available in the Attachments section of the appropriate record in ACA. Plan sets addressing correction requests must be resubmitted through the 'Resubmit' link associated with the plans in order to avoid processing delays.

For more extensive instructions, click [here](#)

The maximum file size allowed is 100 MB.  
html;htm;txt;xml;zip are disallowed file types to upload. If this record is under Plan Review, new files cannot be uploaded. BPC Plan Review will not allow new file upload after issuance or Closure.

Name	Type	Description	Size	Document Status	Action	Latest Update	Status Date	Upload Date	Virtual Folders
No records found.									

Select from Account

Add

Continue Application »

« Back to Associated Forms

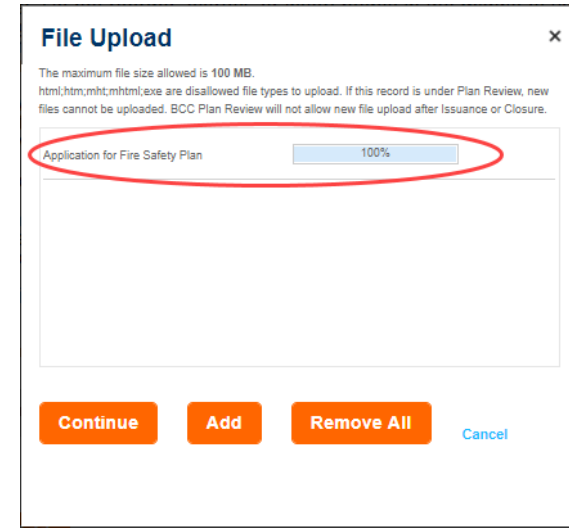
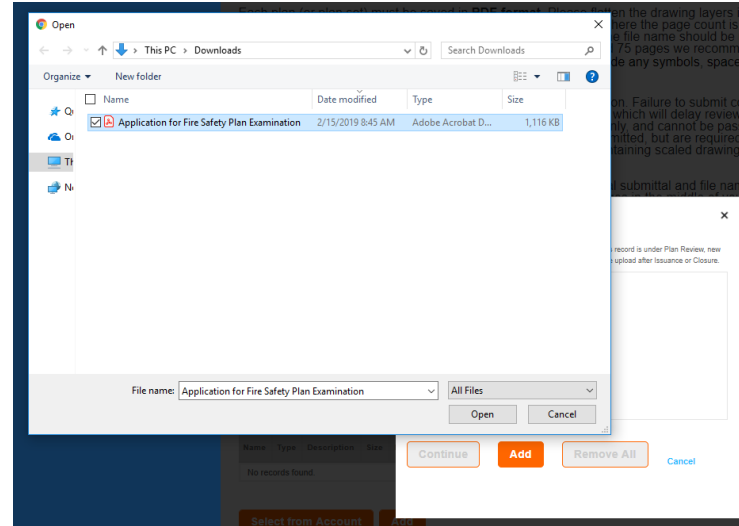
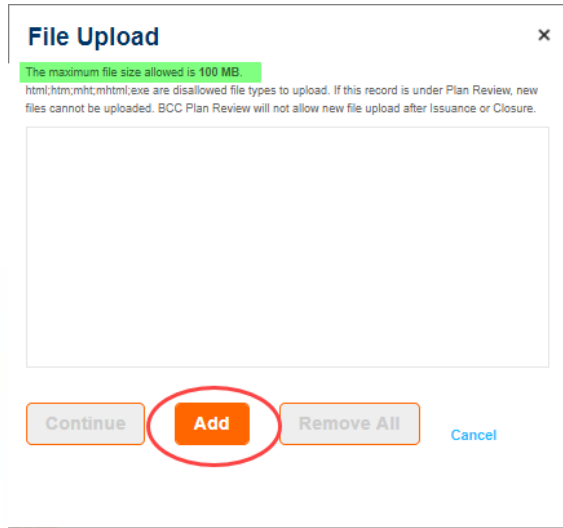
Save and resume later

- Uploading Plan Drawings
  - Most Incomplete submittals happen because PDF's are not:
    - FULLY Flattened – No Layers or Comments
    - In Landscape format
    - Or there are no drawings at all.

After reading the Instructions, click "Add"

# Submitting a Facility for BFS Plan Review

A small box will open, select Add → Select the document you wish to upload → Select the document you wish to upload



\*If you need to add more documents, select “Add”. Otherwise click “Continue”.

# Submitting a Facility for BFS Plan Review

Once all documents are uploaded

- Select the Document Type from the drop-down menu;
  - Addendum
  - BFS 12A
  - Letters
  - Miscellaneous
  - Plans
  - Project Inspection Report
  - Specifications

**\*\* Plans and Letters are the most commonly selected\*\***

- Enter a Description for each
- Click “Save” then “Continue Application”

The screenshot displays a web interface for submitting documents for BFS Plan Review. It features two identical entry forms stacked vertically. Each entry has a green header with a red asterisk and the word 'Type:' followed by a dropdown menu. The first entry's dropdown is set to 'Plans', and the second is set to '--Select--'. Below each dropdown is a 'File:' label, a filename, and a 100% progress bar. The first entry's filename is 'Application for Fire Safety Plan Examination.pdf' and its description is 'Plans for Review'. The second entry's filename is 'Plan Review Checklist.pdf' and its description is 'Indicate submittal version'. To the right of each entry is a 'Remove' link. At the bottom, there is a row of four orange buttons: 'Save' (circled in red), 'Select from Account', 'Add', and 'Remove All'. Below these is a blue button 'Continue Application »' and a link '« Back to Associated Forms'. At the bottom right is a blue button 'Save and resume later'.

\* Type: Remove

Plans

File:

Application for Fire Safety Plan Examination.pdf

100%

Description:

Plans for Review

\* Type: Remove

--Select--

File:

Plan Review Checklist.pdf

100%

Description:

Indicate submittal version

Save Select from Account Add Remove All

Continue Application » « Back to Associated Forms

Save and resume later

# Submitting a Facility for BFS Plan Review

[Home](#) [BCC Licenses](#) [BCC Permits](#) **[Plan Review](#)** [Fire Services](#) [OLSR](#)

[Create an Application](#) [Search Applications](#)

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

## Fire Safety Plan Review

1 Application Information	2 Documentation	3 Review	4 Associated Forms
---------------------------	-----------------	----------	--------------------

### Step 2 : Documentation > Documents

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml;exe are disallowed file types to upload. If this record is under Plan Review, new files cannot be uploaded. BCC Plan Review will not allow new file upload after Issuance or Closure.

Name	Type	Description	Size	Document Status	Action	Latest Update	Status Date	Upload Date	Virtual Folders
Application for Fire Safety Plan Examination.pdf	Plans	Plans for Review	1.09 MB	Uploaded	<a href="#">Actions</a> ▼	02/26/2019	02/26/2019	02/26/2019	
Plan Review Checklist.pdf	Plans	Plans for review	81.80 KB	Uploaded	<a href="#">Actions</a> ▼	02/26/2019	02/26/2019	02/26/2019	

Select from Account

Add

**Continue Application »**

« Back to Associated Forms

Save and resume later

The top of the next page will let you know the documents were uploaded successfully.

The bottom of the next page will list the documents.

Click Continue Application

# Submitting a Facility for BFS Plan Review

[Home](#) [BCC Licenses](#) [BCC Permits](#) **Plan Review** [Fire Services](#) [OLSR](#)

Create an Application   Search Applications

Fire Safety Plan Review

1 Application Information

2 Documentation

3 Review

4 Associated Forms

Step 3: Review

Continue Application »

« Back to Associated Forms

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire Safety Plan Review

Application Information

PROJECT INFORMATION

Estimated Project Cost:

500000

Estimated Capital Expenditures:

500000

Edit

FACILITY INFORMATION

Facility Type:

BMMR Mixed Licensed

Fire Department:

Lansing

Edit

BFS PLAN REVIEW TYPE

Addendum / Bulletin:

No

Bulletin #:

Clean Agent:

No

Consultation:

No

Construction Plans/Specs:

Yes

Door Locking:

No

Fire Alarm:

No

Hood Suppression:

No

Modification Request:

No

Sprinkler:

No

BMMR Facility Number:

GRA-X-XX-XXXXXX

Edit

This will take you to a final review page.

Look over all information, make any edits, then click “Continue Application”.

# Submitting a Facility for BFS Plan Review

Back at the Associated Forms page, click “Continue to Payment”

[Home](#) [BCC Licenses](#) [BCC Permits](#) **[Plan Review](#)** [Fire Services](#) [OLSR](#)

[Create an Application](#) [Search Applications](#)

## Plan Review

1 Facility/Contact	2 Review	3 Associated Forms	4 Pay Fees	5 Record Issuance
--------------------	----------	--------------------	------------	-------------------

### Step 3: Associated Forms

#### Plan Review Forms

Listed below are the items added to this record. You must fill out an associated form for each item before this record can be submitted.

Added Items:

Fire Safety Plan Review Dunder Mifflin, LLC

[View](#)

[Remove](#)

[Continue to Payment »](#)

[Save and resume later](#)

# Submitting a Facility for BFS Plan Review

Home BCC Licenses BCC Permits **Plan Review** Fire Services OLSR

Create an Application Search Applications

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

## Step 3 : Receipt/Record issuance

### Receipt

Your submittal has been successfully received.  
Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.  
Once your application is approved you will be notified by the department.  
If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check.  
See invoice for mailing information.

Print Plan Review Summary/Invoice

3101 TECHNOLOGY BLVD, LANSING MI 48910

PR2019PR-000021 ← Pay no attention to this number View Summary

PR2019BFS-000020 ← **This is your BFS Project Number** View Summary

Print Plan Review Summary/Invoice

You've successfully submitted a Facility for Plan Review!

At the bottom you will see two project numbers,

(PR2019PR-000000) Parent Record

(PR2019BFS-000000) BFS Project Number

**Only use the BFS project number when requesting status updates**

If you click on the **BFS number**, it will take you to the Project Record Page.

# Submitting a Facility for BFS Plan Review

Home BCC Licenses BCC Permits **Plan Review** Fire Services OLSR

Create an Application Search Applications

Record PR2019BFS-000020: [Add to cart](#)  
[Add to collection](#)

**Fire Safety Plan Review**  
**Record Status: Fees Due**

Record Info ▾ Payments ▾ Custom Component

Record Details

Processing Status ← **Check the status**

Documents ← **Upload any additional documents**

Inspections ← **Request an Inspection**

Valuation Calculator

**Record Details**

**Applicant:**  
Individual  
[Redacted]  
3101 Technology Blvd, Suite H.  
Lansing, MI, 48910  
[Redacted]  
[Redacted]  
Mailing  
3101 Technology Blvd.  
Lansing, MI, 48910  
United States

**Project Description:**  
Dunder Mifflin, LLC  
Complete renovation of facility. Work involves relocating walls, new finishes, new ceiling layout, updating fire alarm and suppression system. BMR License # GRA-X-XX-XXXXXX

► **More Details**

[Print Plan Review Summary/Invoice](#)

By selecting the Record Info Drop-Down Menu you will be able to:

- Check the Status
- Upload any additional
- Request an Inspection

# PLAN REVIEW BASICS

# Plan Review Basics

- The Bureau of Fire Services (BFS) is only one Authority Having Jurisdiction (AHJ) involved with the licensing and approval for this facility. Coordinate all final approvals through the Bureau of Marijuana Regulation (BMR).
- Examples:
  - The Bureau of Marijuana Regulation (BMR)
  - The Bureau of Construction Codes (BCC)
    - Electrical
    - Mechanical
    - Plumbing
  - Local Municipality or County

# Plan Review Basics

- 6.1.12.1\* Definition

## **Industrial Occupancy**

- An occupancy in which products are manufactured or in which processing, assembling, mixing, packaging, finishing, decorating, or repair operations are conducted.



# Plan Review Basics

- Facilities will be viewed as **NEW INDUSTRIAL** if
  - New Construction
  - Existing Building that was not classified as INDUSTRIAL previously
    - For *new construction*, provide plans and specifications bearing the seal of an architect or engineer licensed in the State of Michigan as required by the *Occupational Code, PA 299 of 1980*
- Facilities will be viewed as **EXISTING INDUSTRIAL** if
  - Existing Building that was previously used as INDUSTRIAL

# Plan Review Basics

- **SPRINKLERS**

- New industrial **occupancies**, other than low-hazard industrial occupancies, shall be protected by an approved automatic sprinkler system in accordance with *NFPA 13* in any of the following locations.
  - Throughout all industrial occupancies **3 or more stories in height**,
  - Throughout all industrial occupancies exceeding **12,000 sq. ft. in fire area**,
  - Where the total area of all floors, including mezzanines, **exceeds 24,000 sq. ft.**



# Plan Review Basics

- **FIRE ALARM AND SPRINKLER REVIEWS**

- Evaluation of the required fire alarm and automatic sprinkler systems is not included in this BFS Plan Review.
  - Submit shop drawings to the appropriate electrical/mechanical AHJ.
  - Refer to the Bureau of Construction Codes' Statewide Jurisdiction list to find the appropriate electrical/mechanical AHJ (local, county or State).
    - (found on their website at [www.michigan.gov/bcc](http://www.michigan.gov/bcc))

# Plan Review Basics

- The Operations in any **combination** of Grower, Processor and/or Provisioning Center shall comply with the requirements of *Rule 32 in the Medical Marihuana Facilities Rules*. Including but not limited to the following:
  - Have distinct and identifiable areas with designated structures that are contiguous and specific to the state operating license
  - Have separate entrances and exits, inventory, record keeping and point of sale operations, if applicable.
  - Post the state operating license on the wall in its distinct area and as provided in these rules.

# PLAN REVIEW PITFALLS

# Plan Review Pitfalls

- **GROW FACILITY**

- If the Grow is Shared with a Provisioning Center in the same building, the 2 facilities must be fire separated by a **2-HOUR barrier**.
  - Industrial General Purpose to Mercantile requires 2-hour separation
- All Egress Doors shall be side hinged or pivot-swinging
- Common Paths of Travel shall be limited to
  - **50 feet** (unsprinklered)
  - **100 feet** (Sprinklered)
- Dead Ends shall not exceed **50 feet**
- Facility must provide:
  - Portable Fire Extinguishers
  - Emergency Lighting
  - Exit signage

# Plan Review Pitfalls

## • **PROCESSOR FACILITY**

- If the Processor is Shared with a Provisioning Center in the same building, the 2 facilities must be fire separated by a **2-HOUR** barrier.
  - Industrial General Purpose to Mercantile requires 2-hour separation
- Common Paths of Travel shall be limited to
  - **50 feet** (unsprinklered)
  - **100 feet** (Sprinklered)
- Dead Ends shall not exceed **50 feet**
- Hood or Enclosure for LPG Extractions shall be classified as Class 1, Division 1
- Facility must provide:
  - Portable Fire Extinguishers
  - Emergency Lighting
  - Exit signage

# Plan Review Pitfalls

- **EXTRACTION ROOMS**

- For other than CO2 and nonhazardous extraction process, the marijuana extraction equipment and process shall be located in a room of **noncombustible construction** dedicated to the extraction process and the room shall not be used for any other purpose.



# Plan Review Pitfalls

- **NONCOMBUSTIBLE MATERIALS**
- Noncombustible materials are those that will not ignite, burn, support combustion, or release flammable vapors when heated.
  - Ex. Masonry, Stone, Steel
- While these materials cannot be ignited or will not support combustion, they may react to heat in a manner that could affect structural stability.
  - Ex. Unprotected steel is noncombustible material, but expands significantly when heated.

# Plan Review Pitfalls

- **EXTRACTION ROOMS**

- The Occupancy of buildings or portions of buildings where the growing or processing of marijuana occurs shall be in accordance with Chapter 6 and the applicable building code.
  - Extraction Rooms will be considered **Industrial – Special Purpose**.
    - Separate the Extraction room with a 1-hour fire barrier using “**Separated Occupancy**”
    - Comply with the most restrictive requirements of the occupancies for the entire facility using “**Mixed Occupancy**”

# Plan Review Pitfalls

- **EXTRACTION ROOMS**

- For extraction rooms using **hazardous materials**, each room shall be provided with at least one exit access door complying with the following:
  - The door shall swing in the direction of egress travel
  - The door shall be provided with a self-closing or automatic closing device
  - The door shall be equipped with panic or fire exit hardware.



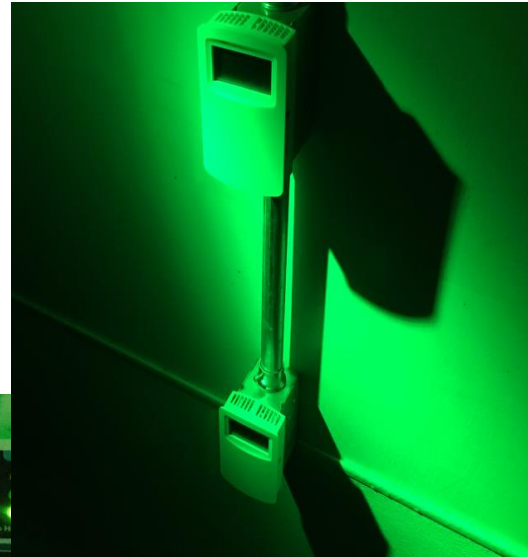
# Plan Review Pitfalls

- **CARBON DIOXIDE GAS**

- Marijuana facilities utilizing liquefied Petroleum or Carbon Dioxide Gas must have proper detection and alarm systems as required by rule and the NFPA.
  - Carbon Dioxide (CO<sub>2</sub>) sensors shall be provided within 12 in. (305mm) of the floor in the area where the gas is most likely to accumulate or leaks are most likely to occur.
  - The threshold for activation of the low-level alarm shall not exceed a carbon dioxide concentration of 5,000 ppm TWA (9,000 mg/m<sup>3</sup>). When carbon dioxide is detected at the low-level alarm, the system shall activate a signal at a normally attended location within the building.
  - Activation of the gas detection systems shall initiate an audible alarm within the room or area in which the system was installed. Activation of gas detection system shall also sound a local alarm to notify persons responsible for system operation of a hazard condition in the area in which the system is installed.

# Plan Review Pitfalls

- CARBON DIOXIDE GAS



# Plan Review Pitfalls

- **CARBON DIOXIDE GAS**

- A warning sign shall be posted at the entrance to the building, room, enclosure or confined area where the container is located. The warning sign shall be at least 8 in. (200 mm) wide and 6 in. (150 mm) high and state the following:

**CAUTION-CARBON DIOXIDE GAS**

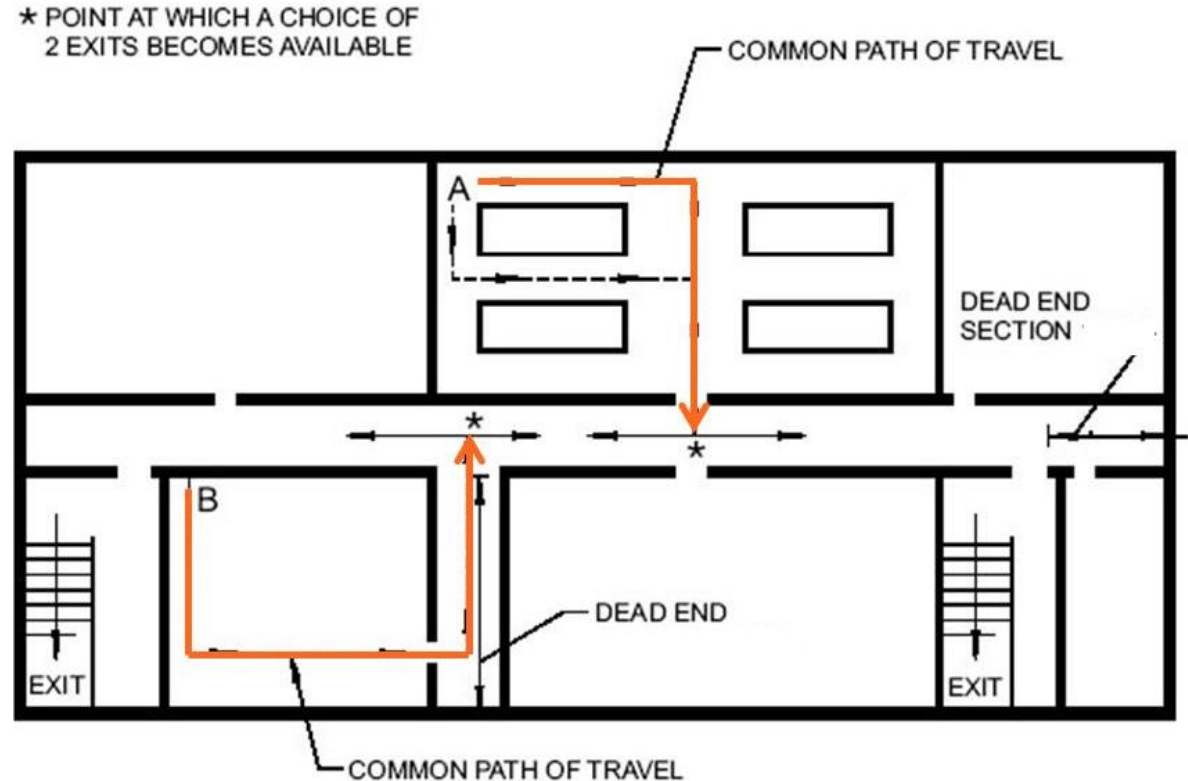
**Ventilate the area before entering.**

**A high carbon dioxide (CO<sub>2</sub>) gas concentration  
in this area can cause suffocation.**

# Plan Review Pitfalls

- **COMMON PATH OF TRAVEL**

- **3.3.66 Common Path of Travel.** The portion of exit access that must be traversed before two separate and distinct paths of travel to two exits are available.
- **Common Path of Travel to include distance around all obstacles, such as furniture, from a point that a person could physically be standing.**



# Plan Review Pitfalls

- **MEZZANINES**

- A mezzanine having one means of egress, check common path of travel.
- A mezzanine having two or more means of egress shall not be required to open into the room in which it is located if not less than one of the means of egress provides direct access from the enclosed area to an exit at the mezzanine level.
  - **3.3.105\* Exit.** That portion of a means of egress that is separated from all other spaces of the building or structure by construction, location, or equipment as required to provide a protected way of travel to the exit discharge.
  - **3.3.107 Exit Discharge.** That portion of a means of egress between the termination of an exit and a public way.
  - **NOTE:** Occupant Load may be restricted dependent on layout.

# Plan Review Pitfalls

- Additional Fire Safety Plan Review and/or Inspections are required in the following circumstances.
  - Modifications to the grow area, rooms and storage, extraction equipment and process rooms or marihuana-infused product processing equipment within a marihuana facility.
  - Changes in Occupancy
  - Material changes to a new or existing grower or processor facility including changes made pre-licensure and post-licensure.
  - Changes in extraction methods and processing or grow areas and building structures may trigger a new inspection.

# Plan Review Pitfalls

- **PHASED PROJECTS**

- In the case of a Phased project, a plan review application and submittal is required for each phase of the project.
  - Each Phase will be given its own BFS project number.
  - Drawings should reflect what is included in the existing and current phase.
    - Note: In a 3 phase project, submittals for Phase 3, should also include work already done in Phases 1 & 2 and will be reviewed as an accumulated building.

# BREAK

STILL TO COME

Inspection

Q & A

# INSPECTION

# **BUREAU OF FIRE SERVICES MARIJUANA**

## **INSPECTORS**

Paul Dove: DoveP1@Michigan.gov

John Hager: HagerJ@Michigan.gov

James Bradford: Bradfordj@Michigan.gov

# Inspection

- BFS Field Inspectors shall have the authority to require evidence to show that other regulatory agencies having jurisdiction over the design, construction, alteration, repair, equipment, maintenance, process, and relocation of structures have been issued appropriate approvals. *Refer to Section 1.12.4.1 of NFPA 1.*

# Inspection

- First
  - Be Prepared for the Inspection
  - Show the Inspector the approved State or Local Permits for Construction
  - Provide the Inspector with Specifications noted in Plan Review
    - **Affidavits, when required due to the absence of an approval label, must be provided to the inspecting officer.**
  - Provide the Inspector with Emergency Lighting Point by Point Calculations
    - **Point-by-point calculations are required in order to verify compliance.**

# Inspection

- Second
  - Walk-Through the Facility
    - Questions may be asked, please have someone who knows the answers available.
- Third
  - Inspection report will be produced and Uploaded to Project File.

# Inspection

- Codes and References
- NFPA 1, 2018, Specifically chapter 38 and references.
- Additional NFPA referenced Codes and Standards.
- Local jurisdictional applicable code requirements also apply.
- If there are differences.....
  - Apply the Most stringent requirement

Inspection

# Types of Marijuana Facilities



- Growers
- Processors
- Provisioning Centers
- Safety Compliance (Testing Labs)
- Secure Transporters

# GROW

- Class A Licenses – 500 plants
- Class B Licenses – 1 000 plants
- Class C Licenses – 1 500 plants
  - \*Class C Licenses are permitted to have stacked licenses

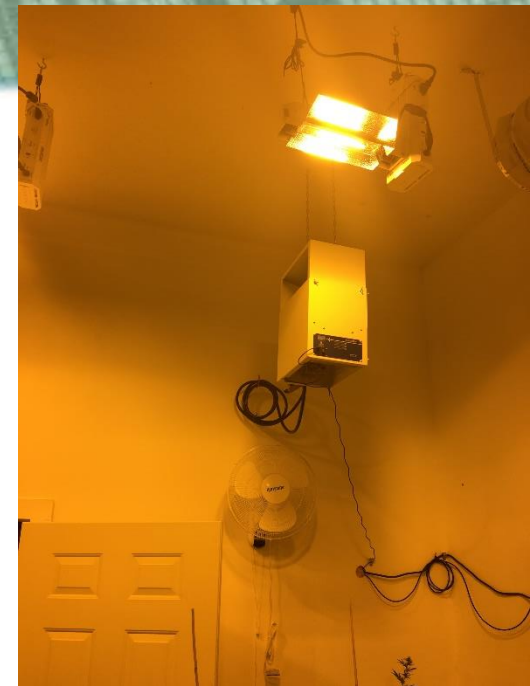
# Grow Facilities

- Classified as Industrial - General Purpose occupancy, *NFPA 1, 2018*
- Required 2-hour separation from Mercantile or Business
- Plan review required by BFS and local AHJ
- Rooms broken down to different operations:
  - Flower, Veg, Clone, and Mother rooms
- Must have Certificate of Occupancy from AHJ

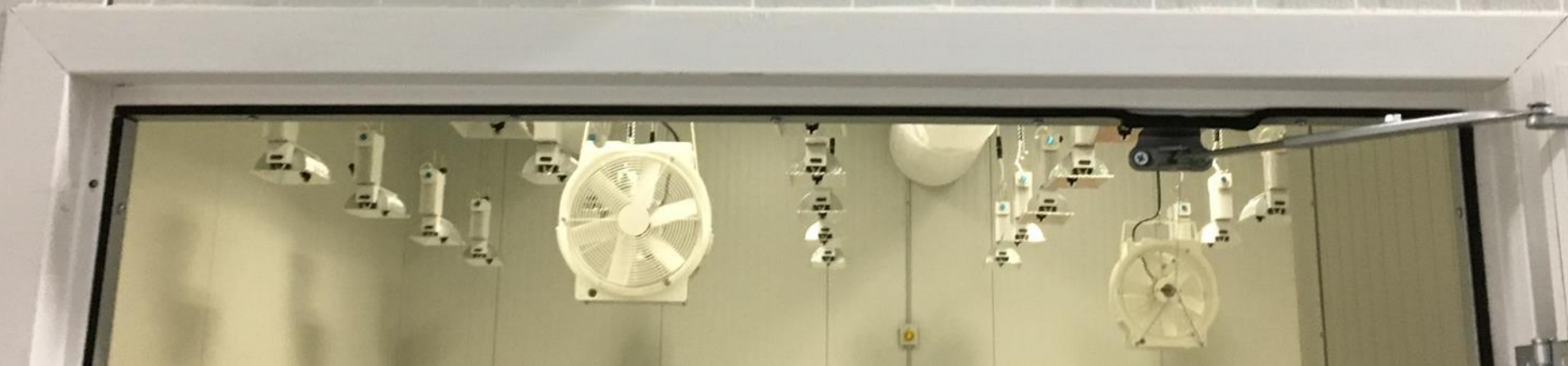


# Hazards of CO2 Enrichment

- CO2 enrichment usually less than 2000 ppm
- Can be piped in from outside bulk tank
- Portable tanks
- CO2 burners
- Supplied from building mechanical equipment



**FLASHING LIGHT  
MEANS CARBON  
DIOXIDE LEAK  
DETECTED –  
EVACUATE ROOM**





## Other Grow Concerns

### Fumigation

- Signage
- Watch personnel
- Written notification
- Sources of ignition
- Occupant removal
- Maintenance of openings
- Venting and clean-up



# More Grow Operation Concerns.....

- Aisle width
- Spray on foam insulation – NFPA 286 test - intumescent paint or drywall protection
- Emergency lighting – point by point calculations (required)
- Power taps – UL1363/1363A
- Extension cords
- Water tanks and Chemicals
- Light hangers
- Sulfur burners (not permitted)
- Hazmat – fertilizers and pesticides
- Secured access
- *NFPA 704* Placards
- Fire protection systems
- Dry rooms
- Interior finish / Plastic hanging





**NOTICE**  
NON-POTABLE  
WATER  
NOT FOR  
DRINKING OR  
COOKING USE

**NOTICE**  
NON-POTABLE  
WATER  
NOT FOR  
DRINKING OR  
COOKING USE











# PROCESSOR

# Processing Facilities

- Extract resin or create infused products for sale
- Most hazardous area of marijuana industry
- Common extraction methods are:
  - LPG Extraction
  - Alcohol or other solvent extraction
  - CO<sub>2</sub> extraction
  - Miscellaneous methods

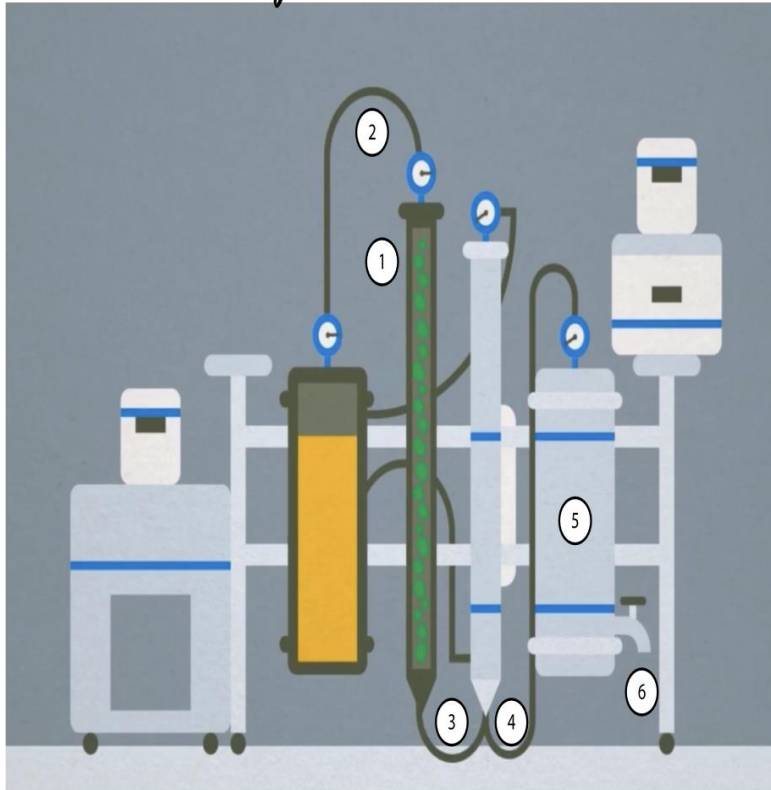


# LPG Extraction

- Butane & Pentane is most commonly used
- Has to be done in closed loop extraction machine system
- Extraction machine has to be in C1D1 booth or lab hood
- Booth or hood shall have interlocking features
- Shall have gas monitoring set to 25% LEL/LFL
- Shall have automatic suppression system in booth/hood along with duct work

# LPG Extraction

*Hydrocarbon Extraction*



- LPG containers shall not be stored in extraction rooms
- Transfilling shall take place outside
- *NFPA 704* placard on entrance doors
- Shall have an automatic emergency power system installed
- Used plant material must be allowed to off gas in booth/hood



**C1/D1 Hood**



# Ventilation Test

# Flammable Liquid Extraction

- Most common solvents are ethanol, methanol and isopropyl alcohol
- Closed loop system
- Conducted in Chemical Fume Hood-*Chapter 7 of NFPA 45* or approved exhaust system – *NFPA 91* or Mechanical Code
- Most facilities use C1D2 booth or hood
- Hood or booth have to have interlocking systems
- No fire suppression required in hood or booth unless building is required to be suppressed
- Storage, use, and handling shall comply with *NFPA 1, chapter 66*
- Heating of flammable or combustible liquids over open flame is prohibited
- Maximum allowable quantities
- Signage, *NFPA 704* placard, no smoking, flammable liquids
- SDS



# CO2 Extraction

- High Pressure
- Gas detection system required set at 5000 ppm
- Pressure relief devices piped to exterior of building
- Auto calibrating and self-zeroing detectors are prohibited
- No booth or hood requirement
- Signage, *NFPA 704* placard, CO2 warning signage

# SAFETY COMPLIANCE FACILITIES

# Safety Compliance Facilities

- Classified as business
- Testing labs
- Fume hoods
- SDS sheets
- Flammable liquid storage cabinets & refrigerators
- Flammable liquids refrigerators
- Signage, *NFPA 704* placard
- UL 1363/1363A listed power taps
- General inspection practices

**BioCART Hood**  
THE BAKER COMPANY, INC.

DO NOT OPEN  
EXPOSURE TO FLAMMABLE  
GASES MAY OCCUR

BIOHAZARD



**WARNING**

DO NOT OPEN THIS HOOD  
IF YOU ARE NOT AWARE OF THE  
CONTENTS OF THE HOOD. THE  
CONTENTS MAY BE DANGEROUS TO  
YOUR HEALTH AND SAFETY.







# SECURE TRANSPORTER

# Secure Transporter

- Classified as a **Business**
- Possible inside storage of vehicles
- Security concerns
- UL 1363/1363A
- Products may be stored up to 48 hours
- General inspection practices

# PROVISIONING CENTER

# Provisioning Centers

- Classified as a **Mercantile**
  - providing products to card holders and authorized caregivers
- Separation required if attached to a processor or grow
- 2nd floor separation
- Security/roll-up doors/gates/fenced in area/vaults
- Blocked egress
- Large product and cash present
- Situational awareness
- UL 1363/1363A
- General inspection practices



**Door Security**

# Inspection

- **Security**

- Where permitted in *Chapters 11 through 43 of NFPA 101*, horizontal-sliding or vertical-rolling security grilles or door assemblies that are part of the required means of egress shall be permitted with the provisions required by the Code. NFPA 1, 14.5.1.1(3).

- **NOTE:** Industrial occupancies are not permitted to have security grilles, gates or roll-up security doors on any required means of egress.



**CORNELL**  
Innovative door solutions.

WATCH YOUR STEP





# RESOURCES

[www.Michigan.gov/bfs](http://www.Michigan.gov/bfs) - Bureau of Fire Services (BFS)

[www.Michigan.gov/bmr](http://www.Michigan.gov/bmr) - Bureau of Marijuana Regulation (BMR)

[www.nfpa.org](http://www.nfpa.org) – NFPA publications

<https://aca3.accela.com/LARA/Default.aspx> - ACCELA

# QUESTIONS?

A Copy of this Presentation will be available as a PDF upon request