STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Bureau of Fire Services

Cannabis Plan Review Checklist

☐ **Submit to Cannabis Regulatory Agency (CRA) – Formerly Marijuana Regulation Agency (MRA)**

- ✓ You will need the letter from the CRA that provides you with your facility license number and directs you to submit to the BFS (Bureau of Fire Services).

☐ **Complete the BFS plan review application. (2 Options)**

- ✓ 1. Fill out the paper form, **Application for Fire Safety Plan Examination** (*BFS-979*) in its entirety and mail in plans and specifications as outlined below.
- ✓ 2. Submit everything electronically using the **Accela Citizen Portal** located on the BFS's website at www.michigan.gov/bfs *__This is the preferred method to submit for plan review. See Page 2__

☐ **Check plans for completeness. (Very important step)**

- ✓ Plans shall be sufficiently detailed and drawn with symbols of a standard form at a minimum of 1/8 inch equals 1 foot scale so that compliance with applicable fire safety rules can be determined.
- ✓ **Architect Sign & Seal** (Required for New Construction or Change of Use Group)
- ✓ **Wall and Ceiling Materials and Finishes** (Documentation of *NFPA 286 compliance*)
- ✓ **Life Safety Floor Plan** showing: construction type, room names, doors, door swings, exits, means of egress, fire rated barriers, travel distance to exit, common path of travel, portable fire extinguishers and hazardous material storage quantities and methods (i.e. flammable liquid cabinets etc.)
- ✓ **Electrical Floor Plan** showing: exit signs and emergency lighting along with photometric plan for paths of egress with Min/Max ratio information with areas/room calculations (refer to *NFPA 101, 2021 Section 7.9)*
- ✓ **Mechanical Floor Plan** showing: location of heating equipment and generators
- ✓ **Furniture / Fixture Floor Plan** showing: the layout of tables/fixtures located in each room. Determine common path of travel based on actual route to egress door. Provide dimensions showing compliance with minimum aisle widths.
- ✓ **Site Plan** showing: location of building or buildings, fences/barriers, gates, and grow fields if applicable
- ✓ If your building includes a **sprinkler system** or **fire alarm system**, make sure you submit shop drawings to the appropriate local/county/state AHJ. The BFS does not perform reviews on these systems.

☐ **Reference Material (not limited to the following)**

- ✓ *NFPA 1, 2021*
- ✓ *NFPA 101, 2021*

☐ **If submitting for a Processor Facility (Information in Addition to the above requirements)**

- ✓ Solvents used for extraction (LPG, CO2, Alcohol, etc.)
- ✓ Hood or Enclosure location and type
- ✓ Equipment data sheets (type of extraction process identifications)
- ✓ Detail on Extraction Booth or Room construction, protection, detection, emergency power, interlocking and ventilation (*NFPA 1, 2021 Chapter 38 and NFPA 91*) as applicable.
- ✓ Details on Extraction Booth or Room exit door swing and panic hardware
- ✓ Transfilling Details (If Transfilling on-site)

- ✓ Send items noted above through the BFS Accela Citizen Portal or to the appropriate address below.

If sending via U.S. Postal Service
LARA/BFS
Attn: BFS Cannabis Division
P.O. Box 30700
Lansing, MI 48909

If sending via another courier service:
LARA/BFS
Attn: BFS Cannabis Division
2407 N Grand River Ave
Lansing, MI 48906

☐ Additional Information

- ✓ Cannabis Grow and Processing Facilities are classified as **Industrial** per *NFPA 1, 2021*
- ✓ Extraction Rooms are classified as Industrial Special Purpose per *NFPA 1, 2021.*
- ✓ Provisioning Centers are classified as **Mercantile** per *NFPA 1, 2021.*
- ✓ Micro-Businesses may have multiple Occupancies including **Industrial, Industrial Special Purpose, Mercantile and Assembly** per *NFPA 1, 2021.*
- ✓ Consumption Facilities may be classified as **Assembly** per *NFPA 1, 2021.*
- ✓ Industrial occupancies are not permitted to have security grilles, gates, or roll-up security doors on any required means of egress.
- ✓ **Common Paths of Travel** shall be limited to 50 feet in a Non-Sprinklered Facility (100 feet in a Sprinklered Facility).
- ✓ **Dead ends** shall not exceed 50 ft for other than high-hazard contents areas and shall not be permitted for high hazard contents areas.
- ✓ Existing life safety features obvious to the public, even if not required by the Code, shall be either maintained or removed.
- ✓ **Phased Projects** Require a new BFS Application for each Phase and should include a Phased Plan showing Existing Conditions, Work Proposed and Future Work.
- ✓ 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 Cannabis Regulation Agency (CRA).
- ✓ Special locking arrangements shall be installed and tested in accordance with *Sections 14.5.3.1.1 (Delayed-Egress) and 14.5.3.2 (Sensor-Release) of NFPA 1.*
- ✓ **Permanent Membrane Structures** shall be in compliance with *Section 25.5 of NFPA 1*.
- ✓ 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.
- ✓ The Operations in any combination of Grower, Processor and/or Provisioning Center shall comply with the requirements of the MARIHUANA OPERATIONS Rule 4. Including but not limited to the following:
  a. Have distinct and identifiable areas with designated structures that are contiguous and specific to the state operating license
  b. Have separate entrances and exits, inventory, record keeping and point of sale operations, if applicable.
  c. Post the state operating license on the wall in its distinct area and as provided in these rules.
- ✓ Additional Fire Safety Plan Review and/or Inspections are required in the following circumstances.
  a. Modifications to the grow area, rooms and storage, extraction equipment and process rooms or cannabis-infused product processing equipment within a cannabis facility
  b. Changes in Occupancy
  c. Material changes to a new or existing grower or processor facility including changes made pre-licensure and post-licensure
  d. Changes in extraction methods and processing or grow areas and building structures
- ✓ The Occupancy of buildings or portions of buildings where the growing or processing of cannabis occurs shall be in accordance with Chapter 6 and the applicable building code. Refer to Section 38.1.5 of NFPA 1.
  a. Separate the spaces using “Separated Occupancy” OR
  b. Comply with the most restrictive requirements of the occupancies in question using “Mixed Occupancy”
- ✓ 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.
  a. Throughout all industrial occupancies 3 or more stories in height
  b. Where Fire Area exceeds 12,000 sq. ft.
  c. Where the Total Area of all floors, including mezzanines, exceeds 24,000 sq. ft.

☐ ACCELA

- ✓ 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.