

## **BFS CANNABIS DIVISION FREQUENTLY ASKED QUESTIONS**

### **BFS Cannabis Division Reporting Form Questions**

#### **Reporting Form Process Questions**

Q. Where can I find the CRA Enforcement Reporting Form online?

A. Here is the link to CRA's Enforcement Reporting Form: [Microsoft Word - Reporting Form - Enforcement \(michigan.gov\)](#)

Here is the link to CRA's Enforcement Reporting Form Walk-through presentation: [PowerPoint Presentation \(michigan.gov\)](#)

Q. What are the steps necessary for completing a CRA Reporting Form?

A. BFS works with CRA Enforcement on Reporting Forms. Reporting Forms have several steps that need to be followed when completing the process. Please request a copy of our Reporting Form Code Spotlight via sending an email to [LARA-BFS-Cannabis@michigan.gov](mailto:LARA-BFS-Cannabis@michigan.gov). A copy will be sent via email. If the Spotlight doesn't answer your questions, then please email us back for further discussion. CRA has a walk-through for filling and submitting the CRA Enforcement Reporting Form. Link to walk-through: [Reporting Form Instructions - CRA Enforcement.pdf](#)

Q. How can I keep track of the plan submissions for Reporting Forms, I get confused with the various stages between BFS and CRA?

A. In order to keep track the plan submissions, the best process is to first submit CRA Enforcement Reporting Form and get the RF Number. Then submit to BFS Plan Review (when required, based on the facility type) through the BFS Accela Citizen Access portal. During the BFS Plan Review Application, add the RF Number into the Project Description box. This allows the plan review project to be 'linked' with the correct RF Number.

Q. If the equipment/renovations we add on a reporting form requires BFS plan review why can't the CRA just route it to them internally?

A. The CRA does route all RFs to BFS, however, BFS utilizes a separate Accela system which directly interfaces with the necessary third-party software we use in reviewing and processing such things as architectural drawings. CRA's Accela does not have the necessary software for fire safety plan reviews. Adding fire safety plan review capabilities to the CRA's Accela is not feasible at this time.

Q. Why do we have to contact BFS if we are adding basic items such as replacement of a door or adding mechanicals.

A. Please refer to the Rule sections - R 420.14, R 420.802 & R 420.803. Alterations which involve changes to ingress or egress, materials and equipment may require fire safety review, inspections and approval. In the event a licensee is making a change by replacement of the same item, more often than not, this is minor in scope, and will not require a separate BFS fire safety inspection. Please reach out to BFS directly with questions at: [LARA-BFS-Cannabis@michigan.gov](mailto:LARA-BFS-Cannabis@michigan.gov)

Q. The process of submitting Reporting Forms to CRA, BFS, and local planning departments took excessive time and the agencies kept checking in for completion while still waiting for other agencies to approve. How many approvals are required for a CRA Reporting Form?

A. Unfortunately renovations and changes to facilities can require all the normal approvals and permits just like the initial project. Licensees can avoid unnecessary delays when submitting an RF by ensuring all the required information is entered accurately, including a detailed description of the change being made, as well as providing necessary documentation. CRA requires the form to have all the correct information before it will forward it to BFS. Refer to our new BFS Code Spotlight detailing how BFS interacts with CRA with Reporting Forms.

## Minor-in-Scope Questions

Q. Can a list of minor-in-scope projects be posted online or made available, so that we know when a change will require plan review or extra inspections?

A. Creating a partial list is possible, please note that not every project fits into a standard category. The feedback from our Survey has provided a lot of information that we are currently working on. This is one item that is being worked on for the future and is tied with other improvements surrounding Reporting Forms.

Q. A lot of reporting forms are generally minor in scope. Until more information is available on your website can you describe some general minor in scope projects?

A. Due to the many nuances with the scope of work being done, we cannot provide a blanket 'minor in scope' classification list. However, you are always welcome to reach out to BFS directly for status updates on RF submittals at: [LARA-BFS-Cannabis@michigan.gov](mailto:LARA-BFS-Cannabis@michigan.gov) Here are some general renovations that are considered 'minor in scope' for purposes of BFS fire safety. Projects that don't involve any fire issues such as new software, new hours of operation, buying a new transport vehicle, and new security plan. Renovations that involve any of the following would typically NOT be considered 'minor in scope': new doors, new walls, work involving new permits from local authorities (example new electrical permit), new grow room table/rack layout, projects changing the means of egress, new construction and new ethanol or LPG extraction equipment, adding new processes to a processor facility.