
Code Guidance for Plant Cultivation Operations within the City of Fort Collins

This document is intended to be a helpful resource for businesses seeking licensure for cultivation of marijuana products. Due to the unique nature of individual business processes, the list is not all-inclusive. Compliance with all codes, rules and laws of local authorities, the State of Colorado, and the USDA is required.

- ❖ Current code is the 2021 International Fire Code with amendments.
- ❖ All new or relocated facilities housing plant cultivation operations are required to submit for PFA permits and inspections prior to operation.
 - The initial construction submittal shall include the following:
 - Application (online application: [Tenant Finish Application](#))
 - Description of the scope of operations
 - Construction plans and documents (see [Tenant Finish Submittal Requirements](#))
 - Locations of compressed gases, fertilizers, fumigation products, and insecticidal products
 - Include MSDS sheets for all hazardous materials to be stored/used on site and their quantities.
 - Additional system-specific permits may be required. These permits might include:
 - Fire suppression system
 - Fire alarm system
- ❖ All types of carbon dioxide enrichment systems require a gas detection system and must be reviewed and permitted by PFA separately from the building construction. [Gas Detection System Application](#)
- ❖ The refilling or transfer of gas shall not be done inside the facility except by approved remote fill location.
- ❖ The use of non-fire-rated plastic sheeting to create temporary walls is prohibited. Any temporary walls shall be constructed with approved materials and must be included in your permit submittal.
- ❖ The storage and use of hazardous materials, including asphyxiant gases, requires the installation of NFPA 704 placarding specific to the materials being stored and/or used. Placards shall be posted on the main entrance, entrance to rooms where materials are used, and any storage areas.
- ❖ On-site storage of dried plant material up to 100 cubic feet shall be stored in a metal or metal-lined container with a self-closing lid.
- ❖ On-site storage of dried plant material shall not exceed 100 cubic feet unless stored in a fire-resistance rated room complying with IFC section 3704.
- ❖ Extension cords shall not be used to provide permanent power for appliances.
- ❖ Exits shall be unobstructed at all times and exit doors shall be operable without the use of a key, special knowledge, or effort.

- ❖ Emergency access drives shall be unobstructed.
- ❖ The building address must be posted on a contrasting background and visible from the street. Suite numbers must be marked on the suite entrance with minimum 4" numbers/letters.
- ❖ Final inspections and an operational permit are required prior to beginning any plant cultivation or drying on site.
- ❖ The Poudre Fire Authority will inspect your facility within 45 days of marijuana license issuance.

Business Name _____

Address _____

Name of Licensee _____ Phone # _____

Name of Person Completing this Form _____

Emergency Contact Info: Phone _____ E-Mail _____

I acknowledge receipt of this guidance document and understand that approval of a City of Fort Collins Marijuana Business license does not constitute operational approval by Poudre Fire Authority.

Signature _____ Date _____



Code Guidance for Plant Extraction Facilities within the City of Fort Collins

This document is intended to be a helpful resource for businesses seeking licensure for extraction and post-processing of marijuana products. Due to the unique nature of individual processes, the list is not all-inclusive. Compliance with all codes, rules and laws of local authorities, the State of Colorado, and the USDA is required.

- ❖ Current code is the 2021 International Fire Code with amendments.
- ❖ All new or relocated facilities housing extraction and/or post-processing/winterization processes are required to submit for PFA permits and inspections prior to operation.
 - The initial construction submittal shall include the following:
 - Application (online application: [Tenant Finish Application](#))
 - Description of the scope of operations
 - Construction plans and documents (see [Tenant Finish Submittal Requirements](#))
 - Extraction, post-processing and winterization equipment layout, including locations of solvent containers
 - Approvals for all equipment to be installed. Approval can be provided by:
 - NRTL listing (ie: UL, Intertek, etc), or
 - Technical report prepared by a Colorado registered design professional for unlisted equipment
 - Inventory of all hazardous materials to be stored/used on site and their quantities
 - Additional system-specific permits may be required. These permits might include:
 - Fire suppression system
 - Fire alarm system
 - Gas detection system
- ❖ Extraction processes utilizing flammable gases or flammable cryogenic fluids shall not be located in buildings containing occupancy groups A, E, I or R.
- ❖ Extraction processes utilizing hazardous materials shall take place in a room dedicated to extraction only.
- ❖ Post-extraction processes shall utilize equipment listed for such use (ie: no domestic or commercial cooking appliances).
- ❖ Where flammable or combustible liquids are boiled, distilled, or evaporated, the process shall take place under a listed hazardous exhaust fume hood that has been installed and approved by the appropriate Building Department. Alternatively, listed closed equipment that is vented directly to the exterior of the building may be used. **Release of liquefied petroleum gases into the atmosphere is prohibited.**
- ❖ Electrical equipment used within the hazardous exhaust fume hood shall be rated for use in flammable atmospheres or listed by a NRTL for use in heating flammable liquids.

- ❖ Systems and equipment used for extraction shall be approved for the specific use. Approval shall be documented in the form of a UL 1389 listing document or a technical report prepared by an approved registered design professional in accordance with section 3904.2 of the International Fire Code.
- ❖ Any firm or individual providing a technical report shall be approved by Poudre Fire Authority prior to performing the analysis.
- ❖ A final inspection report shall be provided by the engineer of record confirming inspection and approval of the equipment installation in accordance with the technical report. The final inspection report shall include serial numbers of all installed equipment and must match the serial numbers listed in the initial technical report.
- ❖ Extraction equipment shall be operated strictly in accordance with the manufacturer's instructions.
- ❖ Ventilation shall be installed in accordance with the International Fire Code, International Mechanical Code, manufacturer's specifications, and engineered documents. All exhaust must be directed away from any ignition sources and openings into the building.
- ❖ A gas detection system complying with IFC section 3905 is required where flammable gas/liquids are used during the extraction process.
- ❖ The storage and use of flammable gas/liquids and asphyxiant gases requires the installation of NFPA 704 placarding specific to the materials being stored and/or used. Placards shall be posted on the main entrance, entrance to extraction room, and any storage areas.
- ❖ Storage of flammable liquids and gases, including plant material containing residual solvents, shall be in accordance with the International Fire Code chapters 50, 53 and 61.
- ❖ The refilling or transfer of gas shall not be done inside the facility except by approved remote fill location.
- ❖ Final inspections and an operational permit are required prior to beginning any plant processing or extraction.
- ❖ The Poudre Fire Authority will inspect your facility within 45 days of issuance of the marijuana license.

Business Name _____

Address _____

Name of Licensee _____ Phone # _____

Name of Person Completing this Form _____

Emergency Contact Info: Phone _____ E-Mail _____

I acknowledge receipt of this guidance document and understand that approval of a City of Fort Collins Marijuana Business license does not constitute operational approval by Poudre Fire Authority.

Signature _____

Date _____

