

**Community Meeting
Completed 01/09/2025**

CANNABIS PERMIT CHECKLIST CARD

To obtain a cannabis permit from the Economic and Workforce Development Department (EWDD) applicants must comply with the requirements of all applicable departments listed below, which shall be demonstrated by obtaining signatures of final approval on this Inspection Card. Please note this Inspection Card is for the EWDD's purposes only and it does not constitute a EWDD permit, nor relieve an applicant from the responsibility of complying with the below agencies in the future.

Applicant: _____ **Address of Facility:** _____

| DATE | DEPARTMENT | STAFF NAME | STAFF SIGNATURE |
|------|--|------------|------------------------|
| 1 | Planning/Zoning | | |
| 2 | Port of Oakland (if facility falls under Port jurisdiction) | | |
| 3 | Building Services | | |
| | - Plumbing | | |
| | - Electrical | | |
| | - Building | | |
| | - Mechanical | | |
| 4 | Fire Prevention Bureau | | |
| 5 | Revenue Management Bureau Business Tax Account #00263506 | | <i>Christina T. Tr</i> |
| 6 | Alameda County Environmental Health (edible manufacturers only) | | |
| 7 | Alameda County Agriculture (cultivators using pesticides only) | | |
| 8 | EBMUD (Cultivators and Manufacturers only) | | |

Once you have received all signatures required, please answer the security questions on the reverse side of this Checklist Card.

Once complete, scan both sides of the checklist card, and email it to:
cannabisapp@oaklandca.gov

Upon receipt, the Special Activity Permits Division will schedule your security inspection with OPD.

PROPOSED CANNABIS USE _____

PLEASE FIND CONTACT INFORMATION FOR EACH AGENCY ON THE BACK OF CHECKLIST CARD

SECURITY QUESTIONS

The purpose of the security questions is to make operators aware of security requirements and ensure they are in place BEFORE the OPD security inspection takes place.

Does your location have cameras attached to all four walls of the exterior of the building? Yes No

Does a camera cover every entry and exit point? Yes No

Do you have a safe weighing more than 700Lbs? Yes No

If no, is the safe bolted to the ground? Yes No

Do you have a camera looking at your safe and product storage area/container? Yes No

Do you have cameras located in every area where product or money is handled? Yes No

Are your cameras connected to a DVR or Cloud Storage? Yes No

Does the storage system, either cloud or DVR, have a capacity of at least 90 days? Yes No

Are there any openings in the roof, (i.e., skylights, holes for ventilation) and are they secured to prevent entry from the roof? Yes No

Are there any windows that face out to the public street? Yes No

Do they have bars attached to prevent entry? Yes No

Do you have commercial grade locks on your exterior doors? Yes No

Planning & Zoning: 250 Frank H. Ogawa Plaza – 2nd Floor; 510-238-3911

Port of Oakland: 530 Water Street; 510-627-1480

Building Services – Permit Center: 250 Frank H. Ogawa Plaza – 2nd Floor; 510-238-3443

Fire Prevention Bureau: 250 Frank H. Ogawa Plaza – 3rd Floor; 510-238-3851

Revenue Management Bureau: 150 Frank H. Ogawa Plaza – 5th Floor; 510-238-3372 or 510-238-6767

Alameda County Environmental Health: 1131 Harbor Bay Parkway, Alameda; 510-567-6700

Alameda County Agriculture/Weights & Measures: 224 W. Winton Ave. Room 184, Hayward; 510-670-5232

EBMUD, Industrial Discharge Section: 375 11th St., EBMUD Business Office; 510-287-1008

OPD, Final Inspection: Call Special Activity Permits – 510-238-3294 or email cannabisapp@oaklandca.gov