

Mayor's Office on Disability



London N. Breed
Mayor
Nicole Bohn, M.A.
Director

MCD PROJECT SUBMITTAL CHECKLIST

MCD-3

GENERAL REQUIREMENT: MCD Projects submitted to SF MOD must include 100% complete Construction Documents, finalized, completely detailed, coordinated across all disciplines and ready for construction. Consult with applicant's tax professional for [California Disabled Access tax credit for eligible small businesses](#) and California Capital Access [CalCAP/ADA Financing Program](#), for financing CASp assessment and barrier removals.

PURPOSE: The Medical Cannabis Dispensary (MCD) project submittal checklist (MCD-3) is a guide for submitting complete documents to provide for a thorough, comprehensive and efficient plan review process by SF MOD, as required Section 101A.2 of San Francisco Building Code ([SFBC](#)). [MCD Permits, Ordinance #318-08](#) and MCD-related [SF Ordinances](#) in effect at the time of application apply. As a requirement, all cannabis dispensaries must maintain and sell an inventory of medicinal cannabis and medicinal cannabis products. Though these projects are primarily known as cannabis retail for the purpose of Office of Cannabis review, they are considered medical cannabis dispensaries for the purpose of SF MOD review.

MCD-3 addresses Forms, Fees, Construction Documents and Supporting Documents required by plan reviewers. Submittals that are found to be incomplete will be rejected and required to receive a new submittal date.

INSTRUCTIONS: The MCD project submittal checklist is to be completed by the design professional responsible for the quality control and coordination review of the Construction Documents. All fields should be filled with either checks "✓" indicating required items included in the submittal or "N/A" indicating items not applicable to the scope of work. MOD recommends that the MCD project checklist be reviewed by the design professional, during construction documents, to allow adequate time to verify that all applicable items have been completed and coordinated prior to submittal. Any questions related to the applicability of a listed item to the specific project scope should be clarified with MOD intake staff.

PART 1 APPLICATION FORMS		✓ or N/A
1.	MOD Project Intake Form: Application for Approval of Plans and Specifications Note: Design Professionals listed must match those listed Title Sheet of plans. "Medical Cannabis Dispensary," must be part of the project name on Application and on Drawings' Title Block.	
2.	Form MCD -3: Medical Cannabis Dispensary Project Submittal Checklist.	
3.	SF Department of Public Works – Disability Access Compliance for City Funded Projects, scanned onto drawings.	
4.	MOD's Disability Access Compliance form for Medical Cannabis Dispensaries (MCD), scanned onto cover sheet of drawings.	
5.	MOD's Disability Access Checklist (2 pages) scanned onto drawings.	
6.	If applicable, Form C: Disabled Access 20% Rule, scanned onto drawings.	
7.	If applicable, Approval of Equivalent Facilitation Request, scanned onto drawings.	
8.	If applicable, Request for Finding of Unreasonable Hardship (applicable to alteration, addition or repair projects seeking relief from full compliance with path of travel requirements per CBC 11B 202.4 Exception 8). San Francisco Ordinance #318-08 limits MCD's unreasonable hardships to bathrooms only, not to path of travel. California Disabled Access Credit for Eligible Small Businesses – CA Form 3548	
PART 2 APPLICATION FEES		✓ or N/A
1.	Project Submittals – Required plan review fees may be combined on a single check or warrant made out to either "CCSF" or to "Mayor's Office on Disability". Fees are based on estimated value of construction. Use Fee Calculation Table on MOD's Project Intake Form to determine amount due at submittal for MOD Access compliance plan review (as required).	

PROJECT SUBMITTAL CHECKLIST

PART 3 CONSTRUCTION DOCUMENTS		✓ or N/A
A. GENERAL REQUIREMENTS FOR DRAWINGS AND SPECIFICATIONS – SFBC 106A.3.3		
1.	100% complete Construction Drawings, cross-referenced and coordinated among all disciplines.	
B. TITLE SHEET		
1.	Complete Code Analysis: For each building, provide use, existing and proposed occupancy classification(s), allowable area, allowable building height, construction type, mixed ratio and area increase justifications.	
2.	Index of all sheets	
3.	Complete scope of work description.	
4.	Project directory including contact information for owner, architect and consultants.	
5.	List of required governing codes, adopted standards and inspector classifications.	
6.	List of deferred submittals.	
C. SITE AND / OR CIVIL PLANS AND DETAILS		
1.	Existing and proposed Site plans and enlarged site plans for areas of work, with property lines. Grades at finished floor(s), entry threshold and sidewalk curb. Sidewalk and roadway slopes delineated, with widths dimensioned and surface materials identified. Document existing and proposed fixed site furnishings, hydrants, electrical boxes, poles, bike parking racks, scooter parking areas, and areas that serve the entire building for recycling of non-hazardous materials.	
2.	DBI application number(s) for each existing structure and facility <u>within the scope of work</u> . Issues preventing approval of existing structures and facilities will need to be resolved before plans altering those structures and facilities are approved.	
3.	Path of travel improvements which include an accessible route from the area of work to each of the following elements with improvements to current code: public transportation stops, public way, accessible parking, accessible passenger loading zones, and accessible restroom(s) serving area of work.	
4.	Accessible parking spaces identified and detailed within scope.	
5.	Parking ratio calculations for each parking lot, within or impacted by the scope of work.	
6.	Location of proposed electric vehicle charging stations, if provided.	
7.	Path of exit discharge to public way or to identified area(s) of safe dispersal, for additions and new construction.	
8.	All fencing and gates shown, indicating required exit gates, panic hardware and widths, and any door or gate operators.	
D. DEMOLITION PLANS		
1.	Site plan indicating area of demolition and location of adjacent structures.	
2.	Detailed demolition plan for partial demolitions with note on plan stating that no demolition shall begin until plans including the demolition work have been approved by DBI.	
E. FLOOR PLANS		
1.	Floor plans demonstrating access compliance, including restrooms, elevators, wheelchair lifts, stairs, ramps, door clearances, door swings, doors with panic hardware, casework, fixed furniture, equipment and all other required accessibility features. Dimension each required clear floor space at transaction counter(s). See US Access Board's Guideline and Animation for Transaction Counter . Required signage to be shown on floor plan(s) or on separate signage plan(s). Scale to be not less than 1/8" =1'-	
2.	Enlarged floor plans of restrooms, elevators, stairs, ramps, lifts and specialty areas such as lounges, kitchens, assembly spaces, etc. Scale recommended: 3/8"=1'-0" or 1/4"=1'-0"	
3.	Distance of travel from lift or elevator location to top and bottom nosing of all stairways demonstrated to be less than 200 feet.	
4.	Accessible egress systems identified and detailed, for additions or new construction.	

MCD

5.	Room and occupied area labels, indicating use and total occupants. Load factor used for occupant load calculations identified (net or gross).	
6.	Net or gross floor area totals for each room or occupant area indicated.	
7.	A detailed seating layout, identifying accessible seating areas and remaining floor area occupant load calculations.	
8.	Way-finding and signage plans with legends cross-referenced to details.	
F. ARCHITECTURAL DETAILS, ELEVATIONS, SECTIONS, ROOF PLANS AND REFLECTED CEILING PLANS		
1.	Detailed, dimensioned interior elevations including cabinetry, exterior elevations, and sections. Show roofing types and connections to structure. Show ceiling types. Document stair and ramp sections and details, including nosing profiles and handrails. Document headroom clearances below stairs, and cane detectable warnings at undersides located between 27" and 80" above finished floor.	
2.	Interior and exterior wall framing and details, including locations of drift joints in exterior wall framing as applicable.	
3.	Fire-resistance-rated horizontal assemblies, may impact grab bar reinforcing.	
4.	Door openings and wall penetrations located and detailed, with dimensioned sections through ramps and entry.	
5.	Door, hardware, windows and finish schedules cross referenced to plans and details. Note panic hardware, fire doors, doors with security hardware, and any fire-resistance-rated and tempered glazing/window assemblies.	
6.	Signage schedules, including details of room identification and way-finding signage.	
7.	Casework and fixed furniture identified, including elevations, details, anchorage and required accessibility clearances and features.	
8.	Soffits and other architectural projections identified and detailed, to prevent protruding objects.	
9.	For grab bars, handrails subject to loading, provide structural details and calculations, documenting the load transfer from the element through connections, through reinforcing, to structural frame assembly.	
G. ELECTRICAL DRAWINGS		
1.	New and existing illuminated exit signs located.	
2.	Power receptacles, GFCIs, and switches with accessible locations indicated and heights detailed.	
3.	Assistive Listening Systems identified and detailed.	
PART 4 SUPPORTING DOCUMENTATION		✓ or N/A
A. GENERAL SUPPORTING DOCUMENTS		
1.	Pre-application meeting minutes.	
2.	Previously approved DBI comparison sets (for projects re-using previously DBI approved designs).	
3.	Previously approved DBI reference drawings (for alteration, reconstruction or additions to previously DBI approved structures).	
C. ACCESS COMPLIANCE REVIEW SUPPORTING DOCUMENTATION		
1.	Manufacturers' product data sheets for transaction devices, door hardware, plumbing fixtures, fire alarm pull stations, cabinetry, restroom accessories, and if applicable, lifts to mezzanines.	

When review is complete, please forward MOD's signed and dated Approval document, Mayor's Office on Disability document, Disability Access Compliance for Medical Cannabis Dispensaries, to:

MCD

<p>SFDPH, Medical Cannabis Dispensary Program 1390 Market Street, Ste. 210 San Francisco, CA 94102. Attn: Doug Obana, MPH, REHS.</p> <p>douglas.obana@sfdph.org Phone: 415-252-3993</p>	<p>Office of Cannabis San Francisco City Hall 1 Dr. Carlton B Goodlett Pl., Rm. 18 San Francisco, CA 94102 Attn: Marissa Rodriguez and Eugene Hillsman</p> <p>officeofcannabis@sfgov.org Phone: 415-554-4667</p>	<p>Permit Services City & County of San Francisco Department of Building Inspection 1660 Mission Street, 5th Floor San Francisco, CA 94103 Attn: Cyril Yu, MS, PE, Supervisor</p> <p>Cyril.yu@sfgov.org Phone: 415-558-6360</p>
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