

Permitting for Marijuana Business

2017 update

When your marijuana business moves into a space, that space/building/suite has an existing use already established. If that use does not match your business activity, you need to Change the Use, which requires a Construction permit from SDCI. "Use" is the activity, such as sales and service (for retail), food processor (for marijuana extraction, bakeries, etc.) and urban farm (for growing marijuana). All marijuana business owners must have the correct use for their business location prior to obtaining the Seattle Marijuana Business License from FAS. Owners are strongly urged to review [Tip 134](#), which explains how to locate the land use zone that your business is in, zone restrictions and permit requirements and [Tip 102](#), designed to guide small business owners through SDCI's permit process (includes sample plans). More information is available online at <http://www.seattle.gov/sdci> and <http://gismaps.kingcounty.gov/parcelviewer2/>.

Basic Steps for Permitting

1..Required Uses for Marijuana Change of Use Construction Permits:

- Retailers need a General Sales & Services use with a final inspection approval for M occupancy.
- Processors need a Food Processing use, or, if it includes a mechanized assembly line, needs a Lite Manufacturing use. Both uses need a final inspection approval for F1 occupancy. Contact Fire Dept for their approval; contact PSCAA (Puget Sound Clean Air Agency) for odor requirements.
- Producer grow operations need an Urban Farm agricultural use with final inspection approval for U occupancy (as of 2017). Contact Fire Dept for regulations and PSCAA for odor requirements.
- Businesses that have State licenses for both Processing and Producer grow operations must get a Construction permit that encompasses BOTH uses and the plans must clearly delineate the location of each use. Presently the majority of producer grow operations are also licensed as processors.

****Note** all businesses also need electrical, mechanical, and /or plumbing permits for upgrades to existing systems and sign permits

2. Confirm zoning and use information per [Tip 134. Construction permits must have final inspection approval.](#) You may begin to research existing permit status and prepare any needed permit applications at SDCI's microfilm library in the public resource center on the 20th floor of the Seattle Municipal Tower. Obtain copies of the permit history for the building's last approved site plan, Certificate of Occupancy and any floorplans for the floor and tenant space you will occupy. Some permit history may be obtained online.

3. If the correct use already exists, provide the Certificate of Occupancy to FAS. If you need to change the use, review [Tip 102](#) on permits and you may visit the public resource center at SDCI for a free 20 minute basic coaching session. Staff can provide building code, zoning and permit application process information (on first come, first served basis). Projects that change use always require submittal of new plans; we strongly recommend enlisting a professional designer or architect. Business owners are encouraged to work with the property owner on obtaining all required permits prior to making any changes.

4. If there are multiple tenants within the building or there are multiple buildings on the lot, it is essential that you follow the guidelines in [Tip 102](#) when creating the plans. Note the suite number location must be consistent on the proposed plans and on the State and City license applications. The use for your specific location must be clearly identified on the plans or SDCI will not be able to confirm the required use has been established, which can lead to denial of the FAS marijuana license.

5. If you have questions regarding the land-use buffer, dispersion or code enforcement process you can call 206-615-0808 to be referred to the SDCI marijuana code enforcement Inspector or contact FAS at Marijuana@seattle.gov or 206-615-0760.