

SUBMITTAL GUIDELINE FOR
EXTRACTION MASTER & SITE-SPECIFIC ENGINEERING REPORTS
AND MODIFICATIONS TO EXISTING APPROVED EXTRACTION PROCESSES

In accordance with the Denver Fire Code, permits are required for extraction processes within the City and County of Denver. These processes, as well as the equipment and materials used shall be reviewed and have construction and operational permits issued prior to commencing operations. Once an approval is issued for an extraction process, equipment and/ or materials used, any modifications or additions to any of these must be submitted for review and approval.

This guide intends to outline the submittal process for:

- 1) Existing extraction facilities adding new or modifying existing extraction or post oil processes that do not require construction permits by the Denver Building Department for the installation of associated process equipment*. This would include new processes including addition / modification of equipment using hazardous materials, change of hazardous materials (solvents) used in extractions or post oil processing, etc.
- 2) New or modifying previously approved LPG and CO₂ extraction equipment master engineering reports or site-specific engineering reports. Engineering report content is the responsibility of the engineer to justify the safety of the proposed equipment and because all equipment is different the Denver Fire Department does not dictate specific content or format. NFPA 1 has guidance that can be used as a reference for such reports. In addition to an engineering report submittal, an end user operational manual must be submitted identifying the safe use of equipment, hazards, etc.

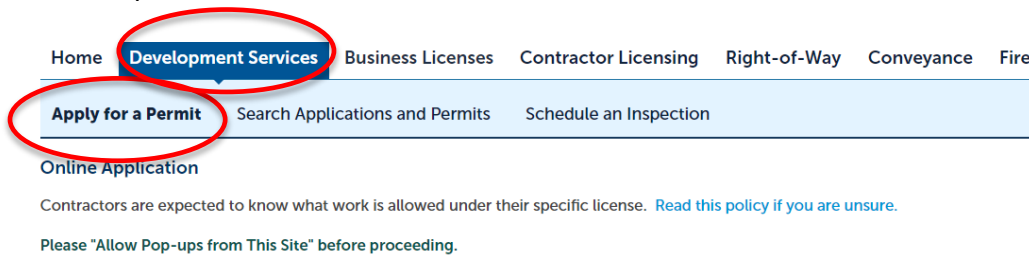
** The addition of new or modifying extraction process that requires Denver Building Department Permitting for new equipment / processes (i.e. electrical circuits, exhaust hoods, room construction, etc) should be submitted concurrently with the Building Department Construction Permit submittal which will be reviewed / approved by Fire during that review and permitting process.*

Please submit the items below as applicable via www.denvergov.org/epermits. Note that the Department of Public Health may need to review new or modified processes and submittals which can be made to phicomments@denvergov.org.

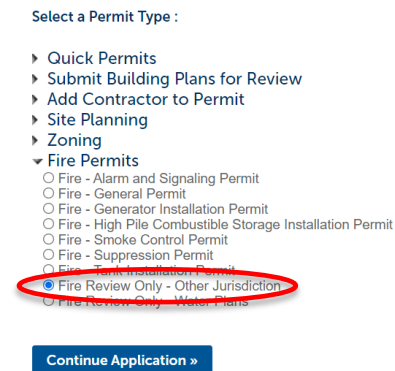
- Letter/report, signed and sealed by a Colorado licensed design professional, reviewing the modified process and/or solvent and justifying that the modification complies with Denver Fire Code requirements. Where additional hazardous materials are being stored on site, an aggregate total of each type of hazardous material stored must be submitted. For ease of

- submission, the “Hazmat Inventory Report” spreadsheet can be used and found under the Hazmat section on the Denver Fire Department website under Operational Permits
- A copy of updated Standard Operating Procedures
- Completed Fire Prevention Marijuana Operational Permit Application via E-Permits.
 - o If a permit is already issued and this is a modification, email details to DFDMARIJUANAENFORCEMENT@DENVERGOV.ORG with the Record number, as well as Fire Protection Engineering approval notification.
- Master Engineering Report

Once logged into www.denvergov.org/epermits, follow prompts for “Apply for a Permit” under the “Development Services” tab.



Then chose “Fire Review – Other Jurisdiction” and complete applicable fields as prompted. Note if submitting for Master Engineering Reports, address fields may be left blank. Requested documents can be uploaded when prompted.



Once the application is complete, a project number will be issued which can be used to track the status of the review; also this number is used to upload resubmittals if comments are issued.

A plan review fee of \$100 will be applicable to all extraction modifications and hazardous materials reviews for revised or new operational permits for extraction processes. Once an approval is received, an updated operational permit will be issued to include the revised process. All operational permit fees apply.