



City of Seattle

Edward B. Murray, Mayor

Department of Construction and Inspections

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Permitting for Marijuana Business

When your marijuana business moved into its space, that building/suite had an existing use already established. If that use does not include your business activity, you need to establish a new use. This requires a building permit from SDCI. "Use" is the activity within a building, such as sales and service (for retail), food processor (for marijuana extraction, bakeries, etc.) or urban farm for growing marijuana. All marijuana business owners must have the correct use for their business location prior to obtaining (or renewing) the Seattle Marijuana Business License from FAS. This summary highlights key sections of [Tip 134](#), [The Map](#) and [Tip 102](#), which you are strongly urged to utilize. [Tip 134](#) explains how to locate the land use zone that your business is in; will tell you whether that zone is a restricted zone; and describes the types of permit reviews that may be required. [Tip 102](#) is designed to guide small business owners through SDCI's permit process (includes sample plans). [The Map](#) shows buffer dispersion and zoning requirements plus current retail locations. Tips and other useful information are also available online at <http://www.seattle.gov/sdci>.

Basic Steps for Permitting

1. Confirm zoning and use information per [Tip 134](#) and [The Map](#).

- Retailers need a General Sales & Services use established with a final inspection approval; M occupancy.
- Processors need a Light Manufacturing or Food Processing use established with final inspection approval; F1 occupancy.
- Businesses that have combined producer and processor uses must have F1 occupancy for processing, agriculture or light manufacturing, with a final inspection approval. Note the majority (88%) of producers/grow operations are also licensed as processors.
- Stand-alone producer only grow operations must have occupancy group F1 with final inspection approval.

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

2. You may begin to research existing permit status and prepare for your permit application 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 Lois Eulberg. If you need to change the use, review [Tip 102](#) on permits and come to the Applicant Service Center (ASC) 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 particular location must be clearly identified on the plans or the SDCI Inspector will not be able to confirm that the required use has been established. This can lead to denial of the FAS marijuana license.

5. If you have further questions regarding the land-use buffer, dispersion or code enforcement process you can make an appointment with or call marijuana code enforcement **Inspector Lois Eulberg at 684-0984** or lois.eulberg@seattle.gov

