



**Roanoke Fire-EMS**

Fire Marshal's Office  
 713 Third Street SW  
 Roanoke, VA 24016  
 (540) 853-2795

[www.roanokeva.gov/firemarshal](http://www.roanokeva.gov/firemarshal)

**Fire Prevention Code Permit Application**

2015 FFBR - Combustible Fibers

Applicant Information				
Business Name:				
Physical Address:	Street	City	State	Zip
Mailing Address:	Street	City	State	Zip
Contact Name:				
E-mail Address:				
Primary Phone:		Alternate Phone:		
Location of Permitted Activity				
Business Name:				
Physical Address:	Street	City	State	Zip
Permit Billing Information				
Business Name: <small>(including d/b/a or t/a names)</small>				
Billing Address:	Street	City	State	Zip
Billing Contact:		Phone:		
E-mail Address:				
City of Roanoke Business License #:		Federal Tax ID:		

FIRE MARSHAL'S OFFICE USE ONLY		
Reviewed By:		Date:
Comments/Special Conditions:		
Permit Number:	Permit Fee:	

**Application Checklist**

**Review of this permit application requires all of the following to be included:**

- Completed Fire Prevention Code Permit Application
- Site Plan/Floor Plan Showing:
  1. Location of Combustible Fibers
  2. Location of ALL Fire Extinguishers
  3. Location of ALL Exits
  4. Indicate whether or not the building is equipped with a fire sprinkler system
- Safety Plan

**Circumstances of Application/Description of Work**

**Permit General Conditions and Acknowledgements**

The Applicant is required to review the following provisions of the Statewide Fire Prevention Code and its referenced standards. After reviewing each provision, the Applicant must initial each item to acknowledge their review and agreement to comply with the requirement. If the requirement is not applicable to the application, the Applicant is to write N/A in place of their initials.

- Ashes, waste, rubbish or sweepings shall not be placed in wood or other combustible receptacles and shall be removed daily from the structure.
- Grass or weeds shall not be allowed to accumulate at any point on the premises.
- A minimum of 3 feet shall be maintained between automatic sprinklers and the top of piles.
- A 4-A portable fire extinguishers shall be provided.
- Smoking shall be prohibited and “No Smoking” signs provided as follows:
  1. In rooms or areas where materials are stored or dispensed or used in open systems.
  2. Within 25 feet of outdoor storage or open use areas.
  3. Facilities or areas within facilities that have been designated as totally “no smoking” shall have “No Smoking” signs placed at all entrances to the facility or area. Designated areas within such facilities where smoking is permitted either permanently or temporarily shall be identified with signs designating that smoking is permitted in these areas only.
- Loose combustible fibers in quantities of not more than 100 cubic feet located in a structure shall be stored in a metal or metal-lined bin equipped with self-closing cover.
- Loose combustible fibers, not in suitable bales or packages and stored outdoors in the open or housed, shall not be stored within 100 feet of any structure (unless otherwise approved).
- Baled combustible fibers shall be limited to single blocks or piles not more than 25,000 cubic feet in volume, not including aisle or clearances. Blocks or piles of baled fiber shall be separated from adjacent storage by aisles not less than 5 feet wide, or by flash-fire barriers constructed of continuous sheets of non-combustible material extending from the floor to a minimum height of 1 foot above the highest point of the piles and projecting not less than 1 foot beyond the sides of the pile.
- Sisal and other fibers in bales bound with combustible tie ropes, jute and other fibers that swell when wet, shall be stored to allow for expansion in any direction without affecting building walls, ceilings or columns. A minimum clearance of 3 feet shall be required between walls and sides of piles, except that where the storage compartment is not more than 30 feet wide, the minimum clearance at side walls shall be 1 foot, provided that a center aisle not less than 5 feet wide is maintained.

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**Permit Certification**

By my signature below, I hereby certify that I have read and examined this application and that all of the information contained therein is true and correct. Furthermore, I certify that the proposed operations will fully comply with the requirements contained in The Virginia Statewide Fire Prevention Code and any other related laws and /or Codes. I agree to indemnify, save harmless, and defend the City of Roanoke, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of these operations.

I acknowledge that if a permit is issued based on this application, it shall only be valid with in the building, facility, and/or location listed on this application for the specific date(s) and time(s) for which it is issued.

I acknowledge that approval of this application does not constitute permit issuance. Permit issuance does not occur until the completion of an on-site inspection by the Roanoke Fire Marshal's Office.

I acknowledge and understand that any violations of the Virginia Statewide Fire Prevention Code and/or the requirements of this permit may result in immediate permit suspension or revocation.

I agree to indemnify, save harmless, and defend the City of Roanoke, Virginia and its agents and employees from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of the activities associated with this permit.

<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## Fire Prevention Code Permit Application Instructions and Conditions 2015 FFBR - Combustible Fibers

<b>Permit Name:</b>	2015 FFBR - Combustible Fibers
<b>Statewide Fire Prevention Code Section:</b>	3701.3
<b>Scope:</b>	An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m <sup>3</sup> ). Exception: An operational permit is not required for agricultural storage.
<b>Fee:</b>	\$50.00
<b>Duration:</b>	Annual
<b>Application Requirements:</b>	<p>There are specific and specialized requirements described within this application. Please review the application for all requirements.</p> <p>After issuance of your initial permit(s), your permit(s) will be valid for one (1) year. Approximately 30 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.</p>
<b>Operational Requirements:</b>	Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit. Please review the application for all operational requirements.
<b>Submittal Instructions:</b>	Submittal must include a completed application and all attachments listed on page 2 of this application. This application will not be reviewed without all required attachments.