



**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**

2018 FHPL: High-Piled Combustible Storage

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. Floor plan of the *building* showing locations and dimensions of *high-piled storage areas*.
  2. Usable storage height for each storage area.
  3. Number of tiers within each rack if applicable.
  4. *Commodity* clearance between top of storage and the sprinkler deflector for each storage arrangement.
  5. *Aisle* dimensions between each storage *array*.
  6. Maximum pile volume for each storage *array*.
  7. Location and classification of commodities in accordance with Section 3203 or the *applicable building code*.
  8. Location of commodities that are banded or encapsulated.
  9. Location of required fire department access doors.
  10. Type of fire suppression and fire detection systems.
  11. Location of valves controlling the water supply of ceiling and in-rack sprinklers.
  12. Type, location, and specifications of smoke removal and curtain board systems.
  13. Dimension and location of transverse and *longitudinal flue spaces*.
  14. Location of ALL Fire Extinguishers
  15. Location of ALL Exits
- List of Hazardous Materials by Quantities
- Emergency Contacts
- Safety Plan
- Contingency Spill/Leak Plan
- SDS for Hazardous Materials

**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.

- Smoking shall be prohibited. “No Smoking” signs shall be conspicuously posted.
- The structural integrity of racks shall be maintained.
- When restocking is not being conducted, aisles shall be kept clear of storage, waste material and debris.
- When restocking is not being conducted, aisles shall be kept clear of storage, waste material and debris. Fire department access doors, aisles and *exit* doors shall not be obstructed. During restocking operations using manual stocking methods, a minimum unobstructed aisle width of 24 inches (610 mm) shall be maintained in 48-inch (1219 mm) or smaller aisles, and a minimum unobstructed aisle width of one-half of the required aisle width shall be maintained in aisles greater than 48 inches (1219 mm). During mechanical stocking operations, a minimum unobstructed aisle width of 44 inches (1118 mm) shall be maintained in accordance with Section 3206.10.
- Fire department access doors aisles and exit doors shall not be obstructed.
- During restocking operations using manual stocking methods, a minimum unobstructed aisle width of 24 inches (610 mm) shall be maintained 48-inches (1219 mm) or smaller aisles, and a minimum unobstructed aisle width of one-half of the required aisle width shall be maintained in aisle greater than 48 inches (1219).
- During mechanical stocking operations, a minimum unobstructed aisle width of 44 inches (1118 mm) shall be maintained.
- Where required by the fire code official, a visual method of indicating the maximum allowed storage height shall be provided.
- Fire department access doors shall be labeled on the exterior side with the following sign or other approved sign:

**FIRE DEPARTMENT ACCESS DOOR DO NOT BLOCK**

The lettering shall be in a contrasting color to the background. Letters shall have a minimum height of 2 inches (51 mm) with a minimum stroke of  $\frac{3}{8}$  inch (10 mm).

Fire Prevention Code Permit Application  
2018 FHPL: High-Piled Combustible Storage

**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 2018 FHPL: High-Piled Combustible Storage

<b>Permit Name:</b>	2018 FHPL: High-Piled Combustible Storage
<b>Statewide Fire Prevention Code Section:</b>	3201.2 / 107.2
<b>Scope:</b>	An operational permit is required to use a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m <sup>2</sup> ).
<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.</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.