



**COMMUNITY SAFETY DIVISION**  
HIGH PILE STORAGE-CHECKLIST - NFPA 13



SUBMITTAL CHECKLIST

**HOW TO APPLY FOR PERMIT:**

<https://ezop.sbcounty.gov/citizenaccess/>

**REQUIREMENTS ON PLANS:**

- Owner/Tenant name, address and phone number
- Project street address and city along with Assessor's Parcel Number (APN)
- Legend showing all symbols used on plans
- Floor plan showing locations and dimensions of high piled storage areas
- Specify the storage method (solid, rack, and multi-rack) and type of shelving (solid, slatted, wire mesh, etc.)
- Specify the commodity classification
- Total square footage of High Pile Storage area. Include all racks and aisles.
- Specify the maximum desired storage height(s) and aisle widths
- Provide a site plan of the entire building showing fire access lanes, fire hydrants, and fire sprinkler riser(s)  Specify the distance between the top of storage and the bottom of the sprinkler deflector. Specify the minimum aisle dimension between each storage array. Note ceiling heights of building.
- Location and classification of different commodity classes and where these commodities are stored on the rack, etc.
- Provide an elevation view of the racks
- Show locations of high hazard commodities and indicate the square footage of the high hazard commodities
- Location of valves controlling the water supply of ceiling and in-rack sprinklers (if applicable)  Type, location and specifications of smoke removal (vents) and curtain board systems (if applicable)

- Location of commodities which are banded or encapsulated

**ADDITIONAL REQUIREMENTS:**

- Completed High Pile Combustible Stock Questionnaire. A Commodity report may be requested by the plan reviewer and will require an additional submittal/review fee.
- Rack plans approved or not approved for reference must be uploaded.

**These are the minimum general requirements for plan check submittal. Additional requirements may be required upon review.**

REV-07/14/19