

High Piled Combustible Storage Plans Submittal Guide

Updated 2/2025



Office of the Fire Marshal

This guide is to assist in the Construction permit and Operational permitting process. A permit is required for the installation and construction as well as an annually renewable operations permit for high-piled combustible storage per sections 105.5.24 and 105.6.13 of the *International Fire Code*.

APPLICABLE CODES:

The following codes and standards apply to this permit.

- *Standard for the Installation of Automatic Sprinklers*, NFPA 13, 2016 edition
- *International Fire Code [IFC]*, 2021 edition Chapter 32

Permits are required for the following high-piled storage conditions:

- **Combustible Storage:** Storage areas greater than **2500 cu ft. including aisles and up to 12 ft in height.**
- **High-piled combustibles:** Storage of combustible materials in closely packed piles or on pallets, in racks or on shelves where the top of the storage is greater than **12 feet or more than 500 square feet including aisles.**
- **High-piled high-hazard commodities:** storage such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar materials where the top of the storage exceeds **6 feet or more than 500 square feet including aisles.**

Other storage conditions i.e. miscellaneous storage, pallets, aerosols and liquefied petroleum gas are addressed in other Permit Guides.

- South Salt Lake Fire Department: Hazardous Materials Permit Program Application

SUBMITTAL REQUIREMENTS:

- **CONSTRUCTION DOCUMENTS:** A Building Permit will be required from the Community Development Department. Needed documentation needed listed below:
 - Floor plan of the building showing locations and dimensions of *high-piled storage areas*.
 - Usable storage height for each storage area.
 - Number of tiers within each rack, if applicable.
 - Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement.
 - Aisle dimensions between each storage array.
 - Maximum pile volume for each storage array.
 - Location and classification of commodities in accordance
 - Location of commodities that are banded or encapsulated.
 - Location of required fire department access doors.
 - Type of fire protection systems.
 - Location of valves controlling the water supply of ceiling and in-rack sprinklers.
 - Type, location and specifications of smoke removal and curtain board systems.
 - Dimension and location of transverse and longitudinal flue spaces.
 - Additional information regarding required design features, commodities, storage arrangement and fire protection features within the *high-piled storage area* shall be provided at the time of permit, where required by the *fire code official*. with Section 3203.

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- **OPERATIONAL PERMIT:** Submittal of a high-piled storage plan shall include all information per Chapter 32 of the International Fire Code.
 - Locations, dimensions, and rack layout of *high-piled storage areas*.
 - Design storage height for each storage area.
 - Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement.
 - Aisle dimensions between each storage array.
 - For palletized and solid-piled storage, the maximum pile volume for each storage array.
 - Location and classification of commodities in accordance with Section 3203.
 - Location of required fire department access doors.
 - Location of valves controlling the water supply of ceiling and in-rack sprinklers.
 - Type, location and specifications of smoke removal and curtain board systems.
 - Dimension and location of transverse and longitudinal flue spaces.
 - Additional information regarding required design features, commodities, storage arrangement and fire protection features within the *high-piled storage area* shall be provided at the time of permit, where required by the *fire code official*. with Section 3203.
 - Fire safety and evacuation plan. Where required by the Section 403, a fire safety and evacuation plan shall be submitted at the time of permit application for review and approval. A copy of the *approved* fire safety and evacuation plan shall be maintained on the premises in an *approved* location.
 - A completed South Salt Lake Fire Department: Hazardous Materials Permit Application will also need to be submitted.

PLEASE NOTE:

Due to the complexity of these requirements, it is recommended that the applicant retain a fire protection consultant or a high piled storage consultant prior to submittal.

PERMIT DURATION: High-Piled Storage Permits are Operational Permits and are limited to a duration of one (1) year and shall be renewed annually. Revisions to the originally permitted conditions or configurations will require a permit revision also to be submitted to the South Salt Lake Fire Marshal's Office. Examples of revisions are changes in materials, rack heights, rack arrangements, aisle widths, doors and building features.

HOW TO SUBMIT: Documents are to be submitted electronically. Consolidate your pdfs apply using the following link: <https://forms.gle/jPaikuMCc1ajwV8V9>. For other application options please contact our office by calling 801-483-6043 (option 3).

COMMUNICATION: Once your plans are submitted and approved you will receive a permit number. Plan status can be checked by emailing firepermits@sslc.gov or by calling 801-483-6043 (option 3).

CONTACT PERSON ON APPLICATION: Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once the plan is submitted.

ADDITIONAL INFORMATION NEEDED: If you receive a Plans Review Comments letter, the Fire Marshal's Office has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the Review Queue as soon as the additional information is received.

PLANS APPROVED: Once plans are approved, and fees are verified, an email will be sent to the contact person. Inspections are scheduled after any outstanding fees are paid.

PLANS-CORRECTIONS REQUESTED: Once a Plans Review Comments letter is issued an email with the

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letter will be sent to the contact person along with the redlined plans.

FIRE PLAN REVIEW STAFF CONTACT LINK: Emailing firepermits@sslc.gov or by calling 801-483-6043 (option 3).

RE-SUBMITTALS, REVISIONS, AND RENEWALS:

- **CORRECTIONS:** Corrected plans are to be submitted using firepermits@sslc.gov. A corrections letter describing the changes shall be provided with your revised submittal. **Please Note:** The redlined plans are already on file and do not need to be submitted again.
- **AS BUILDS/REVISIONS:** If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. As Builds/Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision.
 - All changes should be **clouded and keyed** to Plan Revision# (Permit Number).
 - A revision letter shall also be provided indicating what changes were made and where they occur.
 - A copy of the original approved plans should be included.
- **RENEWAL:** After approval of your initial permit, the permit will be set up on an automatic reminder. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be emailed to you with instructions for the renewal.

INSPECTION OPTIONS/INSPECTION SCHEDULING:

- Inspections can be scheduled by emailing firepermits@sslc.gov or by calling 801-483-6043 (option 3).
- Inspections are to be scheduled by the contractor doing the work.
- Inspections must be scheduled at least 48 hours in advance.
- The Job Card, any Conditions of Approval and Approved/Stamped Plans must be on site at all times and available for Inspection. If documents are not on site, there will be no Inspection.