

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](#) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

Minimum Submittal Checklist for Upload to ePLANS

- Completed Fire Installation Permit Application – Combustible Fibers (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)

Document Details

HMMP Guide: <https://www.cityofvancouver.us/wp-content/uploads/2023/10/Hazardous-Materials-Management-Plan.pdf>

See *Vancouver Fire Department HMMP Guide* for direction on completing required HMMP and/or supplemental forms

- Completed Facility Information Forms, Hazardous Materials Inventory Statement (HMIS), if applicable, Site Map, and Storage Plan (see HMMP Guide linked above for direction on these forms)
- Narrative description to include storage and housekeeping plans.

Plan Details

The following is a list of information required on all plan submittals for review of a combustibles fibers permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

General:

- Site plan to include a north arrow, a measurable scale for calibration purposes, fire hydrants, emergency access lanes and doors, vehicle gates, fire department connection, facility evacuation meeting point locations, sprinkler riser, fire alarm control panel, Knox Box, roof access (if provided), and combustibles fiber storage areas.
- Fire barrier locations and corresponding hourly fire-resistance ratings
- Portable fire extinguisher locations per WSFC 906
- Areas of open flames and sparks, hot surfaces, or other ignition sources
- Collection and conveyance equipment details

Regulatory signage locations:

- "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 designated as totally “no smoking” shall have “No Smoking” signs placed at all entrances to the facility or area.
4. Designated areas where smoking is permitted shall be identified with signs in these areas only.
5. Signs shall be in English as a primary language or in symbols allowed by WSFC 310.

Permit Conditions

The following is a list of WSFC Chapter 37 requirements related to combustible fiber operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

General:

- Combustible fibers shall not be placed in wood or other combustible receptacles and shall be removed daily from the structure (WSFC 3703.1).
- Grass or weeds shall not be allowed to accumulate at any point on premises (WSFC 3703.2).
- A minimum clearance of 3 feet shall be maintained between automatic sprinklers and the top of piles (WSFC 3703.3).
- Agricultural products shall not be stored adjacent to structures or combustible materials unless a clear horizontal distance equal to the height of a pile is maintained between such storage and structures or combustible materials. Storage shall be limited to stacks of 100 tons each and stacks shall be separated by not less than 20 feet of clear space. Quantities of agricultural products shall not be limited where stored in or near farm structures located outside closely built areas (WSFC 3703.4).
- Where located within a building, equipment or machinery that generates or emits combustible fibers shall be provided with an approved dust-collecting and exhaust system complying with WSFC Chapter 22 and Section 511 of the International Mechanical Code (WSFC 3703.5).
- Open flames and high-temperature devices shall not be used in a manner that creates a hazardous condition. High-temperature devices and those devices utilizing an open flame shall be listed for use with the materials stored or used (WSFC 3703.7.2).

Loose Fiber Storage:

- Loose combustible fibers, not in suitable bales or packages and stored outdoors in the open, shall comply with WSFC 2808. Occupancies involving the indoor storage of loose combustible fibers in amounts exceeding the maximum allowable quantity per control area as set forth in WSFC 5003.1 shall comply with the following (WSFC 3704.1).
- Storage shall be in rooms enclosed with fire barriers constructed in accordance with Section 707 of the International Building Code (IBC) or horizontal assemblies constructed in accordance with IBC Section 711, or both with openings protected by approved opening protective assembly having the appropriate fire protection rating in accordance with the IBC:
 - Storage of 100 ft³ or less → store in a metal or metal-lined bin equipped with a self-closing cover (WSFC 3704.2).
 - Storage of 100 - 500 ft³ → store in rooms enclosed with 1-hour fire barriers and ¾-hour opening protective assembly (WSFC 3704.3).
 - Storage of 500 - 1000 ft³ → store in rooms enclosed with 2-hour fire barrier and 1 ½ hours opening protective assembly (WSFC 3704.4).
 - Storage over 1000 ft³ → store in rooms enclosed with 2-hour fire barrier and 1 ½ hours opening protective assembly. The storage room shall also be protected by a sprinkler system installed in accordance with WSFC 903.3.1.1 (WSFC 3704.5)
- No more than 2,500 cubic feet of loose combustible fibers shall be stored in a detached structure suitably located, with openings protected against entrance of sparks. The structure shall not be occupied for any other purpose (WSFC 3704.6).

Baled Storage:

- Baled combustible fibers shall be limited to single blocks or piles not more than 25,000 cubic feet in volume, not including aisles 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 noncombustible 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 piles (WSFC 3705.1).

- 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 (WSFC 3705.2).

NOTE: *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.

APPLICANT NAME: _____ APPLICATION DATE: _____

APPLICANT SIGNATURE: _____