

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](https://www.cityofvancouver.us/business/permits-licenses-and-inspections/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 – Pyroxylin Plastic (this document)
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)
- Completed Submittal Checklist (Check all *Permit Conditions* checkboxes that are applicable to your project)

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), Site Map, and Storage Plan (see HMMP Guide linked above for direction on these forms)
- Operator training materials including safety and waste management.
- The presence of NFPA 13 compliant fire sprinklers or lack thereof. Required if more than 100 pounds in the building.
- Low pressure steam or hot water radiator heating details.

Plan Details

The following is a list of information required on all plan submittals for review of a pyroxylin plastic 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, outdoor hazardous materials storage areas, and roof access (if provided).
- Interior plans showing all access points, fire-resistance-rated construction, hazardous materials storage rooms and/or cabinets, hazardous equipment, or operations areas.
- Locations of radiators and heating systems
- Portable fire extinguisher size, type, and locations per WSFC 906

- Areas of open flames and sparks, hot surfaces, or other ignition sources
- Tables used for display.
- Lighting type and proximity to pyroxylin plastic.
- Heat sources and proximity to pyroxylin plastic.
- Cabinets to be used and quantity in pounds per cabinet.
- Operator positions as it pertains to pyroxylin storage, use and display.

Permit Conditions

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

General:

- Cellulose nitrate (pyroxylin) plastic articles are allowed to be placed on tables no more than 3 feet wide and 10 feet long. Tables shall be spaced not less than 3 feet apart. Where articles are displayed on counters, they shall be arranged in a like manner (WSFC 6503.1).
- Spaces underneath tables shall be kept free from storage of any kind and accumulation of paper, refuse and other combustible material (WSFC 6503.2).
- Sales or display tables shall be so located that in the event of a fire at the table, the table will not interfere with free means of egress from the room in not less than one direction (WSFC 6503.3).
- Lighting shall not be located directly above cellulose nitrate (pyroxylin) plastic material, unless provided with a suitable guard to prevent heated particles from falling (WSFC 6503.4).

Storage and Handling:

- Raw cellulose nitrate (pyroxylin) plastic material in a Group F building shall be stored and handled in accordance with the following:
 1. Where raw material exceeds 25 pounds in a building or fire area, an approved vented cabinet or approved vented vault equipped with an approved automatic sprinkler system shall be provided for the storage of material (WSFC 6504.1.1).
 2. Cabinets in any one workroom shall not contain more than 1,000 pounds of raw material. Each cabinet shall not contain more than 500 pounds. Each compartment shall not contain more than 250 pounds (WSFC 6504.1.2).
 3. Raw material in excess of that allowed by WSFC 6504.1.2 shall be kept in vented vaults not exceeding 1,500-cubic-foot capacity of total vault space, and with approved construction, venting and sprinkler protection (WSFC 6504.1.3).
 4. Cellulose nitrate (pyroxylin) plastic shall not be stored within 2 feet of heat-producing appliances, steam pipes, radiators, or chimneys (WSFC 6504.1.4).
 5. In factories manufacturing articles of cellulose nitrate (pyroxylin) plastics, approved sprinklered and vented cabinets, vaults or storage rooms shall be provided to prevent the accumulation in workrooms of raw stock in process or finished articles (WSFC 6504.1.5).
 6. In workrooms of cellulose nitrate (pyroxylin) plastic factories, operators shall not be stationed closer together than 3 feet, and the amount of material per operator shall not exceed one shift's supply and shall be limited to the capacity of three tote boxes, including material awaiting removal or use (WSFC 6504.1.6).
 7. Waste cellulose nitrate (pyroxylin) plastic materials such as shavings, chips, turnings, sawdust, edgings, and trimmings shall be kept under water in metal receptacles until removed from the premises (WSFC 6504.1.7).
- The manufacture or storage of articles of cellulose nitrate (pyroxylin) plastic in quantities exceeding 100 pounds (45 kg) shall be in a building or portion thereof equipped throughout with an approved automatic sprinkler system in accordance with WSFC 903.3.1.1 (WSFC 6504.2).

- Sources of ignition shall not be in rooms in which cellulose nitrate (pyroxylin) plastic more than 25 pounds is handled or stored (WSFC 6504.3).
- Rooms in which cellulose nitrate (pyroxylin) plastic is handled or stored shall be heated by low-pressure steam or hot water radiators (WSFC 6504.4).

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: _____