

**Alameda County Fire Department  
Fire Prevention Bureau**

**INFORMATIONAL BULLETIN**

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**CITY OF DUBLIN – How to Apply For A Permit For High-Piled Combustible Storage**

The California Fire Code requires a permit for the interior storage of high-piled combustible materials when the floor area of the storage exceeds 500 square feet. High-piled combustible storage is defined by the Fire Code as the “storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of storage is greater than 12 feet in height.” “High-piled combustible storage also includes certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of storage is greater than 6 feet in height.” The Fire Code definition of combustible storage includes non-combustible materials in combustible packaging or on combustible pallets.

Any Portion of the building in excess of 500 square feet used for storage of high piled combustible stock shall comply with requirements of Chapter 23 CFC for the installation of **draft curtains, automatic fire extinguishing system, automatic smoke vents, and building access**. This type of storage may require significant modification to the building and its fire protection systems.

A completed permit application and scale drawing shall be submitted to the Fire Department for review and approval. The basic permit fee is \$100.00 and a check in this amount made out to the City of Dublin must accompany the permit application. This fee covers the cost of up to two hours of staff time for review of the application and performance of required inspections. Staff time in excess of two hours will be billed at a rate of \$100.00 per hour.

**Permit Application:** Permit applications are available from the Fire Department offices located at 100 Civic Plaza, Dublin, CA 94568. All information requested on the application accompanied by a scale drawing of the building and storage area must be provided. Incomplete information may significantly delay processing of the permit application and may result in increased fees.

**Permit Requirements:** A completed permit application accompanied by a scale drawing indicating, method and height of storage as well as commodity to be stored will be required. The drawing should also indicate the fire-resistive rating of any interior walls abutting the warehouse and any activities occurring adjacent to the storage area. The information provided shall at a minimum include the following.

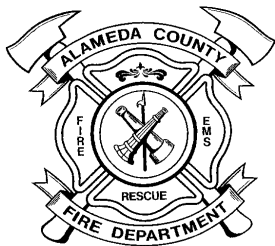
- 1) The method and height of storage.
- 2) Ceiling height

**OVER**

- 3) A detailed description of the commodities to be stored.
- 4) A detailed description of the types of packaging and pallets to be used.
- 5) If the materials to be stored or their packaging contain plastics, the percentage by weight for non-expanded plastics and/or the percentage by volume for expanded plastics shall be provided. The percentage needed is for an entire pallet load, including the weight of the pallet.
- 6) The design criteria used for each sprinkler system.
- 7) Presence and type (smoke or heat detectors) of automatic fire detection system.
- 8) The Location and size of smoke vents (if provided).
- 9) The location and depth of draft curtains (if provided).
- 10) The location and rating of all fire extinguishers.
- 11) The location of and water supply for small hose outlets (if provided).

**The Permit Process:** After you have submitted your completed Permit Application, Scale Drawing, and Basic Permit Fee, you will be contacted by the Fire Department and an inspection will be scheduled. During the inspection, the use of your facility for high-piled combustible storage will be evaluated for compliance with State and City regulations relating to fire and life safety. After completion of the inspection, a written notice of the deficiencies found will be sent to the business owner indicated on the application. A period of time, dependent upon the seriousness of the deficiencies, will be allowed to make corrections. A re-inspection of the occupancy will be made. If all deficiencies have been corrected, your Permit for High-Piled Combustible Storage will be issued. If the deficiencies have not been corrected, subsequent re-inspections will be billed at the rate of \$100.00 per hour, with a minimum one-hour charge. In the event of serious or long-standing deficiencies, a Notice to Appear citing the operators to Municipal Court may be issued.

*If you have any questions or wish to apply for a permit for high piled combustible storage, please contact the Alameda County Bureau of Fire Prevention, City of Dublin Division at (925) 833-6606.*



PERMIT # \_\_\_\_\_  
RECEIVED \_\_\_\_\_

**Alameda County Fire Department  
Bureau of Fire Prevention**

**HIGH-PILED COMBUSTIBLE STORAGE  
PERMIT APPLICATION**

City of San Leandro       City of Dublin       Unincorporated Alameda County

**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Responsible/Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**BUILDING INFORMATION**

*Draft Curtains?* Yes  No  Depth (feet) \_\_\_\_\_ Area Formed (square feet) \_\_\_\_\_

*Smoke & Heat Vents?* Yes  No  Size \_\_\_\_\_ Number \_\_\_\_\_ Temperature \_\_\_\_\_

*Small Hose Outlets?* Yes  No  Number \_\_\_\_\_

*Ceiling Height* \_\_\_\_\_ *Smoke/Heat Detection System?* Yes  No

*Automatic Fire Sprinkler System?* Yes  No

Type of sprinkler used (1/2", 17/32", ESFR, large-orifice, etc.) \_\_\_\_\_

Temperature rating of sprinklers \_\_\_\_\_ Height of sprinklers above finished floor \_\_\_\_\_

Design Density (GPM) \_\_\_\_\_ Design Area (Sq. Ft.) \_\_\_\_\_ Pipe Schedule \_\_\_\_\_

OVER

*Please use the following guidelines when completing the table.*

**Commodity Description:** The combustibility of the commodity to be stored is the most important factor to convey in your description. Of particular importance is the amount of plastic contained in the product. Do not forget to describe the type of packaging and pallets used (if any). A typical description might be "Cardboard boxes on wooden pallets containing electronic components in styrofoam."

**Storage Method:** Common storage methods include pallet rack systems, palletized (without racks), shelf, bin box and solid-pile (no space between boxes). A typical description might be " 30-inch deep shelves" or " Double row racks, 8 feet wide."

**Storage Area:** When calculating the storage area, include all areas within the building that are not separated from the storage area by one-hour fire resistive construction.

**Maximum Storage Height:** Storage height is measured from the top of storage to the adjacent floor. If a mixture of commodities are stored together in one pile or rack section, the storage height indicated should be that of the pile as a whole, not the highest level at which the commodity is stored.

**Aisle Width:** Aisle width is measured face of the storage loads.

<b>Commodity Description</b>	<b>Storage Method</b>	<b>Storage Area in Square Feet</b>	<b>Maximum Storage Height</b>	<b>Aisle Width</b>

**A scale drawing of the storage facility must accompany this permit application.**

**See ACFD Informational Bulletin “How to Apply for a Permit for High-Piled Combustible Storage” (83.118) for additional information.**

I hereby affirm all the information provided as part of this application is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*If you have any questions or wish if you have any questions or wish to apply for a permit for high-piled combustible storage, please contact the Fire Prevention Division for your area.*

<b>City of Dublin</b>	<b>City of San Leandro</b>	<b>Unincorporated Alameda County</b>
(925) 833-6606	(510) 618-3490	(510) 670-5853