



## Storage Racking & Hi-Pile Storage Submittal Requirements

### Initial Plan Submittal Requirements

A transmittal letter is required with a list of what is being submitted. All plans will be routed through the March Joint Powers Authority Plans Expeditor (no exceptions). Submissions of Initial Plans, Revisions, or Corrections via online submission or e-mail will not be permitted. At time of Initial Submittal there will be a Plan Check Fee due based upon the Valuation of the project. Please e-mail the Valuation of the project to MJPA Plans Expeditor to obtain a Fee Schedule Once your submittal has been accepted, you will receive an e-mail with your receipt(s), Permit #, and online submittal information for Building & Safety. Please contact MJPA Plans Expeditor by e-mail for questions or status requests.

**Please note that Applications for Storage Racking & HPS must be submitted separately.**

### Resubmittal Requirements

All resubmittals must include the following for each reviewing agency:

QTY.	DESCRIPTION	DETAILS
1	Response Letter	Please list ALL comments and a detailed response for each.
1	Transmittal Letter	Must list ALL submittal items and quantities provided.
1	Set of Redlines	Previous set of plans with marked comments.
2	Sets of Plans	Corrected/Updated plan sets

### Approved Plan Submittal Requirements

After Approval is issued through Riverside County Fire Department, MJPA Planning, and MJPA Building & Safety, a Permit Fee may also be due at the time of permit issuance.

## Initial Submittal Requirements

QTY.	ITEM	DETAILS
<input type="checkbox"/>	1 Application	Complete ALL fields of Application & supplemental forms included in this packet. <b><i>Please note that Applications for Storage Racking &amp; HPS must be submitted separately.</i></b>
<input type="checkbox"/>	1 Transmittal Letter	Must list ALL submittal items and quantities provided
<input type="checkbox"/>	1 Check (MJPA)	<ul style="list-style-type: none"> <li>Made out to: March Joint Powers Authority</li> <li>Please contact MJPA in order to obtain a Fee Schedule.</li> </ul>
<input type="checkbox"/>	1 Check (RCFD)	<ul style="list-style-type: none"> <li>Made out to: Riverside County Fire Department</li> <li>Plan Check Deposit is based on the RCFD Fee Schedule included in this Packet.</li> </ul>
<input type="checkbox"/>	2 Sets of Plans	Must Include: Site, Structural, Architectural, Mechanical, Electrical, Plumbing, notes and all details; 24" x 36" minimum
<input type="checkbox"/>	2 Sets of Calculations *	Structural Calculations (Include Energy Calculations if Applicable)
<input type="checkbox"/>	1 HPS Questionnaire*	If submitting for HPS, please complete the Questionnaire included in this packet. HPS is considered "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 (3658 mm) 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 (1829 mm) in height."

*\*If applicable*

Additional approval may be needed from the following: Environmental Health – 951-955-8980  
 South Coast Air Quality Management District (SCAQMD) – 951-396-2000



**March Joint Powers Authority**

14205 Meridian Pkwy, Ste. 140

Riverside, CA 92518

Phone (951) 656-7000

**STORAGE RACKING/HPS PERMIT APPLICATION**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Send Plan Check Corrections to:  Tenant  Property Owner  Applicant  Architect/Designer  Contractor

TYPE OF APPLICATION		
<input type="checkbox"/> Storage Racks	<input type="checkbox"/> Hi-Piled Storage	<input type="checkbox"/> Other _____

Site Address:		
APN:	Valuation:	Square Footage:
Description of Work:		

Tenant Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Property Owner Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Applicant Name:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Architect/Designer Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	

Contractor Company:			
Address:	City:	State:	Zip:
Point of Contact Name:	Phone:	E-Mail:	
Contractor's License #:	Class:	Expiration Date:	
Worker's Comp. Insurance Name:		Policy #:	

By signing the March JPA Permit Application, the signatory agrees to pay all required fees that the MJPA has incurred both before a permit is issued and afterwards related to the processing of the permit and reviewing all necessary documents. By signing the Permit Application, the signatory understands and agrees to be subject to any necessary collections process in order for the MJPA to recoup any outstanding fees the signatory has failed to pay related to the processing of the permit and reviewing all necessary documents. Please select the Applicable billing party and sign below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Tenant  Property Owner  Applicant  Architect/Designer  Contractor



## CONSTRUCTION PERMIT APPLICATION

### LICENSED CONTRACTOR'S DECLARATION (Required)

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name: \_\_\_\_\_

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

License Class & No.: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

### OWNER-BUILDER DECLARATION (If Applicable)

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9, commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500)):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work or portions of the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving he or she did not build or improve for the purpose of sale).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors' State License Law).
- I am exempt from licensure under the Contractors' State License Law for the following reason:  
\_\_\_\_\_

*By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section*

*7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following website:*

<http://www.leginfo.ca.gov/calaw.html>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**WORKER'S COMPENSATION DECLARATION (Required)**

I hereby affirm under penalty of perjury one of the following:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: \_\_\_\_\_

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy information is:

Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation Laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING:** Failure to secure Workers' Compensation Coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to One Hundred Thousand Dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

**CONSTRUCTION LENDING AGENCY DECLARATION (If Applicable)**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ.C.).

Lender's Name: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

**DECLARATION BY CONSTRUCTION PERMIT APPLICANT (Required)**

By my signature below, I certify I am one of the following and I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter below-identified property for inspection purposes:

California licensed Contractor

Property Owner

Authorized\* to act on behalf of the:

California licensed Contractor

Property Owner

*\*A Letter of Authorization must be provided to the agency.*

Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



**CONDITIONS & RESTRICTIONS (Required)**

Application is hereby made to the Building Official for a Permit subject to the conditions and restrictions set forth on the Application and the following:

1. Construction activity is prohibited between the hours of 7:00pm and 7:00am and on Sundays and Holidays unless specific approvals were previously granted to allow for work outside of the prohibited hours of operation.
2. The March JPA's approved plans and permit inspection card must remain on the job site for use by March JPA inspection personnel.
3. Final inspection of the work authorized by this permit is required. A Certificate of Occupancy must be obtained prior to use and occupancy of new buildings, structures and remodeling work.
4. This permit/plan review expires by time limitation and becomes null and void if the work authorized by the permit is not commenced within 180 days from the date of permit issuance or if the permit is not obtained within 180 days from the date of plan submittal. This permit expires and becomes null and void if any work authorized by this permit is suspended or abandoned for 180 consecutive days or if no progressive work has been verified by a March JPA building inspector for a period of 180 consecutive days.
5. Adherence to the required construction site staging plan shall be strictly enforced and any violation thereof will result in a daily fine of \$500 per occurrence, payable to the March Joint Powers Authority upon demand.
6. Loitering within any public right-of-way shall be prohibited by employees, contractors, subcontractor, or vendors or anyone associated with the job site. Loitering includes standing, sitting, taking breaks, etc., within any landscape easement or a Public Right-of-Way, including areas within the landscaped parkways, sidewalks, or streets. Furthermore, employees, contractor, subcontractors and vendors shall also be prohibited from loitering on vacant private property nearby or within any Open Space area within a designed Conservation Area. A daily fine of \$500 per occurrence and/or incident will be payable to the MJPA and immediate repair of the damage to landscaped areas or wear and tear to the right-of-way will be contracted by MJPA approved contractor.
7. All parking of private vehicles and equipment associated with the job site shall be contained on-site or on a pre-approved designated site away from construction site. The permit holder shall be responsible for enforcement of parking rules. Any violations shall be subject to a \$500 per occurrence fine, payable to the March JPA upon demand.
8. The cost for any damage will be billed to applicant and no Certificate of Occupancy will be issued without all fines and repairs complete and any outstanding invoices paid in full. It shall be the sole responsibility of the permit holder to enforce the staging plan requirements and parking violations.

*I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter above-identified property for inspection purposes.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# RIVERSIDE COUNTY FIRE DEPARTMENT

## Fire Protection Planning Section

2300 Market St. Suite 150 • Riverside, CA 92501 • (951) 955-4777 • Fax (951) 955-4886

### HIGH PILED COMBUSTIBLE STOCK QUESTIONNAIRE

BUSINESS NAME:

BUSINESS ADDRESS:

The purpose of this questionnaire is to assist the Fire Prevention Office in determining the Fire Code requirements for the storage of "High Piled Combustible Stock" at your facility. These requirements will be based on the 2001 Uniform Fire Code Article 81 and NFPA 13, 1999 ed. The following information should be filled out and signed by a qualified person having the necessary code knowledge required for High Piled Combustible Stock e.g., Code Consultant, Insurance Underwriter or Fire Protection Engineer.

1. Commodity Class \_\_\_\_\_ Source: UFC/IFC  NFPA   
 (If commodity is Plastic, please fill out attachment "A")

2. Description of storage:

3. Building Height:	Building Square Footage:
Type of Construction:	

4. Maximum height of storage: \_\_\_\_\_ ft.

5. Method of storage (Check all that apply):

Encapsulated in plastic *	<input type="checkbox"/>	Non-encapsulated	<input type="checkbox"/>
Wooden pallets	<input type="checkbox"/>	Plastic Pallets	<input type="checkbox"/>
On rack w/solid shelves	<input type="checkbox"/>	On rack with out solid shelves	<input type="checkbox"/>
Bin box **	<input type="checkbox"/>	Solid Pile	<input type="checkbox"/>

\* Method of packaging consisting of a plastic sheet enclosing the side and top of a pallet load.

\*\* Five sided box container with the open side facing an aisle.

6. Type of racks (Check all that apply):

Single Row  Double Row  Multiple row  Portable

7. Area of storage Sq. Ft.:

0 - 500 sq.ft.	<input type="checkbox"/>	20,001 - 500,00 sq. ft. CI I-IV	<input type="checkbox"/>
501-2,500 sq. ft.	<input type="checkbox"/>	20,001 – 300,000 sq. ft. High Hazard	<input type="checkbox"/>
2,501 - 12,000 sq.ft.	<input type="checkbox"/>	300,001 – 500,000 sq. ft. High Hazard	<input type="checkbox"/>
12,000 - 20.000 sq. ft.	<input type="checkbox"/>	Greater Than 5000,000 sq. ft.	<input type="checkbox"/>

8. Public Accessible: <input type="checkbox"/> Ref CFC Table 81-A	Nonpublic Accessible: <input type="checkbox"/>	Option 1: <input type="checkbox"/> Option 2: <input type="checkbox"/>
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9. Sprinkler information		
a) Sprinkler density		
b) Rack sprinklers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Temperature rating of sprinkler head in:	Ceiling _____ F°	Racks _____ F°
d) Type of sprinkler head (i.e., ESFR, ELO, QR)	Make/Model:	
e) Provide technical data sheet for sprinkler head		

10. Distance from top of storage to fire sprinkler deflector?	Ft.
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11. Flue space: Transverse _____ inches	Longitudinal _____ inches
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12. Smoke vents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ratio : Sq. Ft.
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13. Operation?		
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Automatic <input type="checkbox"/>	Manual <input type="checkbox"/>	Automatic/Manual <input type="checkbox"/>
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What is the temperature of operation?
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14. Draft curtains?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Sq.ft.sections
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Non-combustible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ft.Depth
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15. Aisle width between racks and storage: _____ Ft.
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Access aisle width(s): _____ Ft.
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16. Smoke detection system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Type:	Photoelectric <input type="checkbox"/>	Ionization <input type="checkbox"/>	Beam <input type="checkbox"/>	Other <input type="checkbox"/>
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17. Maximum cubic feet per pile:			
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50,000 cu. ft.	<input type="checkbox"/>	200,000 cu. ft.	<input type="checkbox"/>
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75,000 cu. ft.	<input type="checkbox"/>	400,000 cu. ft.	<input type="checkbox"/>
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100,000 cu. ft.	<input type="checkbox"/>		
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18. Access roadways within 150 feet of all portions of exterior walls?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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19. Access door provided every 100 lineal feet on exterior walls, which face access roadways.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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20. Hose Stations:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Hose Length:	50' <input type="checkbox"/>	100' <input type="checkbox"/>	150' <input type="checkbox"/>
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21. Required Sprinkler Density for Proposed Storage	gpm sq. ft.	Area of app.
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NFPA 13 Table and Curve used to Determine the Required Density	Table:	Curve:
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Please complete and return original form.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

**ATTACHMENT A  
PLASTICS**

1. Group type of plastic in storage? (See list below) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
2. Percentage of plastic in storage? _____ % (volume or weight)
3. If group type is "A", check each item below that applies to your commodity. Is the plastic: <input type="checkbox"/> Expanded <input type="checkbox"/> Non-expanded <input type="checkbox"/> Free Flowing Class IV
How is the plastic packaged? (NFPA 13, 2013 Edition) <input type="checkbox"/> Exposed <input type="checkbox"/> Cartoned
How is the plastic piled? (NFPA 13, 2013 Edition) <input type="checkbox"/> Stable <input type="checkbox"/> Unstable <input type="checkbox"/> Solid unit load

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**Group A**

ABS (Acrylonitrile-Butadiene-Styrene Copolymer)	Polycarbonate
Acrylic (Polymethyl Methacrylate)	Polyester Elastomer
Acetyl (Polyformaldehyde)	Polyethylene
Butyl Rubber	Polypropylene
EPDM (Ethylene - Propylene Rubber)	Polystyrene
FRP (Fiberglass Reinforced Polyester)	Polyurethane
Natural Rubber (if expanded)	PVC (Polyvinyl Chloride - highly plasticized, e.g., Coated Fabric, unsupported film)
Nitrile Rubber (Acrylonitrile Butadiene Rubber)	SAN (Styrene Acrylonitrile)
PET (Thermoplastic Polyester)	SBR (Styrene-Butadiene Rubber)
Polybutadiene	

**Group B**

Cellulosics (Cellulose Acetate, Cellulose Acetate Butyrate, Ethyl Cellulose)	Propylene Copolymer
Chlorprene Rubber	Natural Rubber (not expanded)
Floupolastics (ECTFE - Ethelene-Chlorotrifluoroethylene Copolymer; ETFE - Ethylene Tetrafluoroethylene Copolymer FEP - Fluorinated Ethylene	Nylon (Nylon 6, Nylon 6/6)
	Silicone Rubber

**Group C**

Fluoroplastics (PCTFE-Polychlortrifluoroethylene, PTFE-Polytetrafluoroethylene)	PVDC (Polyvinylidene Chloride)
Melamine (Melamine Formaldehyde)	PVF (Polyvinyl Fluoride)
Phenol	PVDF (Polyvinylidene Fluoride)
PVC (Polyvinyl Chloride-rigid or lightly plasticized, e.g., pipe, pipe fittings)	Urea (Urea Formaldehyde)

# Fire Department Deposit Based Fees

Effective as of 11/16/1998 ~ County Ordinance 671.18

**These are Deposit Based Fees and there may be additional money due prior to or after project final.**

*We do not accept cash or credit cards*  
 Checks or Money Orders are to be made payable to:  
**Riverside County Fire Department**

**Average plan review time is 10 business days**

Plan Review/Inspection	Min. Plan Sets	Deposit Base Fee
Building	2	\$1,056.00
Tenant Improvement Building	2	\$696.00
Fire Sprinkler (per riser)	3	\$614.00
Tenant Improvement Sprinkler	3	\$614.00
Residential Sprinkler	3	\$614.00
Fire Alarm System	3	\$627.00
Sprinkler Monitoring System	3	\$192.00
Suppression Systems	3	\$215.00
Aboveground Fuel Storage Tank (first tank)	3	\$217.00
- Each additional tank		\$32.00
High Pile or Rack Storage	3	\$348.00
Fire Flow Report	1	\$178.00
Technical Report – Research		\$584.00
Special Inspection		\$126.00
<i>Items not listed above are on a sliding scale starting at</i>		\$197.00 - Up