



OCCUPANCY PERMIT APPLICATION
TROY FIRE DEPARTMENT
500 W. Big Beaver Rd.
Troy, MI 48084
248.524.3419

OCCUPANCY

This permit application is for the occupancy of existing premises of 1,500 square feet or greater at the listed location for the purpose of conducting or operating a business for which a permit is required by local ordinance. This permit application shall be filed with the Fire Department prior to occupancy. A \$100.00 application fee is to be paid upon submittal of this application. Make check or money order payable to the City of Troy. The approved permit is not transferable and shall expire upon a change in occupancy.

Application Date: _____ Intended Occupancy Date: _____

Business Name: _____

Address of where business will occur: _____

Applicant Name / Contact Person: _____

Applicant Address: _____ Phone: _____

Type of Occupancy and/or Business: _____

Area of space to be occupied (square feet): _____

Description of inventory materials and/or processes: _____

I hereby acknowledge that I have read this permit application and that the information given is correct. I understand that I may be required to provide further information upon request. I further understand that if approved, the permit is non-transferable, and the permit application fee of \$100.00 is non-refundable and therefore will not be returned if the permit is denied.

Applicant signature: _____

(To be completed by Fire Department)

Inspection Date: _____ Fire Protection: Yes No

Inspector: _____ HMIS Required: Yes No

Premise #: _____ Permit Approved: Yes No

Use Group: _____ Floor Area: _____

Stipulations: _____



Fire Department

500 West Big Beaver Road

Troy, Michigan 48084

Phone: 248.524.3419

Fax: 248.689.7520

OCCUPANCY PERMIT APPLICATION PROCESS COMMERCIAL BUILDING

An Occupancy Permit is required for occupancy of an existing premise of 1,500 square feet or greater for the purpose of conducting or operating a business for which a permit is required by local ordinance. The permit application must be filed with the Troy Fire Department prior to occupancy. An application fee of \$100.00 is to be paid upon submittal. The approved permit is not transferable and shall expire upon a change in occupancy.

Exception: Businesses of any size that store, use or produce hazardous materials in amounts that exceed exempt quantities, as listed in the adopted fire code of the City of Troy, shall obtain an occupancy permit.

SUBMITTAL PROCESS

Complete the application for an Occupancy Permit on-line at:
<http://www.troymi.gov/fire/permitApps/OccupancyPermitApp2010.pdf>

Include the following information on the application:

- Intended occupancy date.
- Business name.
- Address of where business will occupy.
- Type of occupancy and/or business.
- Area of space to be occupied in square feet.
- Description of processes and/or materials stored, used, or produced in US weights and measures.
 - Separate documentation may be required for hazardous materials (see below).

Other Information Needed to Determine Occupancy:

- A site plan showing the building area.
- A floor plan showing the following:
 - General purpose and use of areas within the building.
 - Commodity classes in each area, e.g., Class I, Class II, Class III, or Class IV.
 - Emergency Exits.
- Whether or not the building is equipped with a fire sprinkler system.
 - The design density of the fire sprinkler system. *This may be found on a placard at the sprinkler riser or listed on the sprinkler shop drawings.*
- All plans must be legible and drawn to scale and shall be submitted in one of the following formats: “.pdf”, “.doc”, “.docx”, “.jpg”, “.tiff”, “.dwg”, or “AutoCad”.
 - *The preferred method is “.pdf”.*
- A completed Hazardous Materials Inventory Statement. This document is submitted electronically as an MS Excel spreadsheet and is available on-line at:

<http://www.troy.mi.gov/fire/permitApps/HMISForm1209.xls>. For help in completing this document refer to: <http://www.troy.mi.gov/fire/permitApps/HMISPacketOct2010.pdf>.

PREPARATION PROCESS

Upon receipt of the completed permit application submittal, a fire inspection must be scheduled and conducted prior to occupancy. In order to help prepare for the inspection, a sample list of requirements is included. The following list, however, should not be considered all inclusive:

- Storage of stock or other materials cannot block exits or restrict width of aisles and corridors.
- Storage must be kept 24" below ceiling or 18" below bottom of sprinkler heads.
- Exit doors must open easily and completely. The use of deadbolts, padlocks, chains, or other special locking arrangements is not allowed on exit doors.
- Exit signs must be self-illuminating.
- Emergency lighting must be hard-wired with battery backup and function properly.
- Fire extinguishers must be wall-mounted in clear view and serviced and tagged annually.
- Extension cords cannot replace permanent wiring and sufficient outlets must be provided for all appliances.
- Electrical service panels and heat producing appliances must have 36" minimum clearance to combustible materials of any type.
- All electrical junction boxes and outlets must have approved covers in place.

STAND-ALONE BUILDING

In addition to the above considerations, the following shall be considered as well:

- Compressed gas cylinders, if present, must be secured from falling over.
- Outside combustible storage must be kept a minimum of 10' from the exterior of the building.
- Fire Department Siamese Connections and hydrants must remain clear and unobstructed by storage, equipment, vegetation, trash, debris, etc.
- The proper address shall be displayed in 6-inch numbers on a contrasting background and shall be visible from the street.

Any of these or other hazardous conditions should be corrected prior to the inspection in order to alleviate any fire safety concerns and increase the likelihood of the permit being approved without delay. Any code violations found during the inspection must be corrected before receiving occupancy permit approval.

REVIEW PROCESS

Average review time is approximately one to two weeks with all necessary information provided. Allow at least one week after submittal before being contacted for the fire inspection or before calling to check on the status of the permit application.

APPROVAL PROCESS

Once approved, permits will be mailed to the address provided on the application. Occupancy Permits are non-transferrable and shall expire upon a change in occupancy. Questions may be directed to the Troy Fire Department at 248.524.3419.

The following information is obtained from the National Fire Protection Association and is meant to highlight classifications. A certified architect should be consulted for more accurate classifications:

Classification of Occupancies.

Occupancy classifications shall relate to sprinkler design, installation, and water supply requirements only.

Occupancy classifications shall not be intended to be a general classification of occupancy hazards.

Light Hazard Occupancies.

Light hazard occupancies shall be defined as occupancies or portions of other occupancies where the quantity and/or combustibility of contents is low and fires with relatively low rates of heat release are expected.

Ordinary Hazard Occupancies.

Ordinary Hazard (Group 1). Ordinary hazard (Group 1) occupancies shall be defined as occupancies or portions of other occupancies where combustibility is low, quantity of combustibles is moderate, stockpiles of combustibles do not exceed 8 ft (2.4 m), and fires with moderate rates of heat release are expected.

Ordinary Hazard (Group 2). Ordinary hazard (Group 2) occupancies shall be defined as occupancies or portions of other occupancies where the quantity and combustibility of contents are moderate to high, stockpiles do not exceed 12 ft (3.7 m), and fires with moderate to high rates of heat release are expected.

Extra Hazard Occupancies.

Extra Hazard (Group 1). Extra hazard (Group 1) occupancies shall be defined as occupancies or portions of other occupancies where the quantity and combustibility of contents are very high and dust, lint, or other materials are present, introducing the probability of rapidly developing fires with high rates of heat release but with little or no combustible or flammable liquids.

Extra Hazard (Group 2). Extra hazard (Group 2) occupancies shall be defined as occupancies or portions of other occupancies with moderate to substantial amounts of flammable or combustible liquids or occupancies where shielding of combustibles is extensive.

Classification of Commodities.

Commodity classification and the corresponding protection requirements shall be determined based on the makeup of individual storage units (i.e., unit load, pallet load).

When specific test data of commodity classification by a nationally recognized testing agency are available, the data shall be permitted to be used in determining classification of commodities.

Mixed Commodities.

Protection requirements shall not be based on the overall commodity mix in a fire area.

Unless the following requirements are met, mixed commodity storage shall be protected by the requirements for the highest classified commodity and storage arrangement.

The protection requirements for the lower commodity class shall be permitted to be utilized where all of the following are met:

- Up to 10 pallet loads of a higher hazard commodity, as described in Commodity Classes and Classification of Plastics, Elastomers, and Rubber, shall be permitted to be present in an area not exceeding 40,000 ft² (3716 m²).
- The higher hazard commodity shall be randomly dispersed with no adjacent loads in any direction (including diagonally).
- Where the ceiling protection is based on Class I or Class II commodities, the allowable number of pallet loads for Class IV or Group A plastics shall be reduced to five.

Mixed Commodity Segregation. The protection requirements for the lower commodity class shall be permitted to be utilized in the area of lower commodity class, where the higher hazard material is confined to a designated area and the area is protected to the higher hazard in accordance with the requirements of this standard.

Pallet Types.

When loads are palletized, the use of wooden or metal pallets shall be assumed in the classification of commodities.

For Class I through Class IV, when unreinforced polypropylene or high-density polyethylene plastic pallets are used, the classification of the commodity unit shall be increased one class (e.g., Class III will become Class IV and Class IV will become cartoned unexpanded Group A plastics).

For Class I through Class IV, when reinforced polypropylene or high-density polyethylene plastic pallets are used, the classification of the commodity unit shall be increased two classes (e.g., Class II will become Class IV and Class III will become cartoned unexpanded Group A plastic commodity). Reinforced polypropylene or reinforced high-density polyethylene plastic pallets shall be marked with a molded symbol to indicate that the pallet is reinforced.

For Class I through Class IV when other than polypropylene or high-density polyethylene plastic pallets are used, the classification of the commodity unit shall be determined by specific testing conducted by a national testing laboratory or shall be increased two classes.

Commodity Classes.

Class I. A Class I commodity shall be defined as a noncombustible product that meets one of the following criteria:

- Placed directly on wooden pallets
- Placed in single-layer corrugated cartons, with or without single-thickness cardboard dividers, with or without pallets
- Shrink-wrapped or paper-wrapped as a unit load with or without pallets

Class II. A Class II commodity shall be defined as a noncombustible product that is in slatted wooden crates, solid wood boxes, multiple-layered corrugated cartons, or equivalent combustible packaging material, with or without pallets.

Class III. A Class III commodity shall be defined as a product fashioned from wood, paper, natural fibers, or Group C plastics with or without cartons, boxes, or crates and with or without pallets.

A Class III commodity shall be permitted to contain a limited amount (5 percent by weight or volume or less) of Group A or Group B plastics.

Class IV. A Class IV commodity shall be defined as a product, with or without pallets, that meets one of the following criteria:

- Constructed partially or totally of Group B plastics
- Consists of free-flowing Group A plastic materials
- Contains within itself or its packaging an appreciable amount (5 percent to 15 percent by weight or 5 percent to 25 percent by volume) of Group A plastics

The remaining materials shall be permitted to be metal, wood, paper, natural or synthetic fibers, or Group B or Group C plastics.

Classification of Plastics, Elastomers, and Rubber. Plastics, elastomers, and rubber shall be classified as Group A, Group B, or Group C.

Group A. The following materials shall be classified as Group A:

- ABS (acrylonitrile-butadiene-styrene copolymer)
- Acetal (polyformaldehyde)
- Acrylic (polymethyl methacrylate)
- Butyl rubber
- EPDM (ethylene-propylene rubber)
- FRP (fiberglass-reinforced polyester)
- Natural rubber (if expanded)
- Nitrile-rubber (acrylonitrile-butadiene-rubber)
- PET (thermoplastic polyester)
- Polybutadiene
- Polycarbonate
- Polyester elastomer
- Polyethylene
- Polypropylene
- Polystyrene
- Polyurethane
- PVC (polyvinyl chloride — highly plasticized, with plasticizer content greater than 20 percent) (rarely found)
- SAN (styrene acrylonitrile)
- SBR (styrene-butadiene rubber)

Group B. The following materials shall be classified as Group B:

- Cellulosics (cellulose acetate, cellulose acetate butyrate, ethyl cellulose)
- Chloroprene rubber
- Fluoroplastics (ECTFE — ethylene-chlorotrifluoro-ethylene copolymer; ETFE — ethylene-tetrafluoroethylene-copolymer; FEP — fluorinated ethylene-propylene copolymer)
- Natural rubber (not expanded)
- Nylon (nylon 6, nylon 6/6)
- Silicone rubber

Group C. The following materials shall be classified as Group C:

- Fluoroplastics (PCTFE — polychlorotrifluoroethylene; PTFE — polytetrafluoroethylene)
- Melamine (melamine formaldehyde)
- Phenolic
- PVC (polyvinyl chloride — flexible — PVCs with plasticizer content up to 20 percent)
- PVDC (polyvinylidene chloride)
- PVDF (polyvinylidene fluoride)
- PVF (polyvinyl fluoride)
- Urea (urea formaldehyde)

Classification of Rolled Paper Storage. For the purposes of this standard, the classifications of paper described below shall apply and shall be used to determine the sprinkler system design criteria.

Heavyweight Class. Heavyweight class shall be defined so as to include paperboard and paper stock having a basis weight [weight per 1000 ft² (92.9 m²)] of 20 lb (9.1 kg).

Mediumweight Class. Mediumweight class shall be defined so as to include all the broad range of papers having a basis weight [weight per 1000 ft² (92.9 m²)] of 10 lb to 20 lb (4.5 kg to 9.1 kg).

Lightweight Class. Lightweight class shall be defined so as to include all papers having a basis weight [weight per 1000 ft² (92.9 m²)] of 10 lb (4.5 kg).

Tissue. Tissue shall be defined so as to include the broad range of papers of characteristic gauzy texture, which, in some cases, are fairly transparent.

For the purposes of this standard, tissue shall be defined as the soft, absorbent type, regardless of basis weight — specifically, crepe wadding and the sanitary class including facial tissue, paper napkins, bathroom tissue, and toweling.