



## GWINNETT COUNTY DEPARTMENT OF FIRE & EMERGENCY SERVICES

### Office of the Fire Marshal

[www.gwinnettfiremarshal.com](http://www.gwinnettfiremarshal.com)

446 West Crogan St. Suite 100 Lawrenceville, GA 30045-2475

Inspection Request: (678) 518-6277, Office: (678) 518-6100, Fax: (678) 518-6101

### RACK STORAGE PERMITTING REQUIREMENTS

In an effort to assist customers with rack storage permits and expedite the process, the Gwinnett County Fire Marshal's Office requires the following items for proper plan submittal.

**\*Note: Commodity classes' I-IV may be stocked up to a maximum of 12 feet to the top of the product, not the rack level, without a rack permit from the Fire Marshal's office. Check with your local building official for their requirements.**

1. If you are within unincorporated Gwinnett County, (i.e. not within a city jurisdiction) obtain a *Route Sheet* from Gwinnett County Planning & Development. 678.518.6000. If within a city jurisdiction, proceed directly to the Fire Marshal's Office.
2. Complete a **Plan Review Application Form**. This can be located on our website.
3. Complete a Storage and Industrial Occupancy Commodity Affidavit Form and High Piled Storage Racking Permit Form that are located on our website. This commodity affidavit (signed by a company officer) describing the commodity that is being stored, how it is packaged, the maximum storage height (*top of the box*), if stored on pallet racks or shelves. If shelves are solid or wire mesh.
4. Provide information on plastics and hazardous materials. Complete an H.M.I.S. (Hazardous Materials Inventory Sheet if required) located in Hazardous Materials Section of our website, if hazardous materials are going to be stored. Otherwise state, "NO Hazardous Materials will be stored" on the commodity affidavit.
5. Provide scaled floor plans of the building highlighting the designated storage area and label all areas as to their use. (If racks are used, show aisle widths).
6. Elevations of the racks with storage height dimensions. Note: Four feet will automatically be added to the top shelf to determine storage height.
7. Information on how product is stored? (i.e. wood pallets, plastic pallets, shelves, wire mesh).
8. Information on how product is packaged? (i.e. boxes cartons, containers). Are pallet loads shrink-wrapped?
9. If the building has a sprinkler system, determine the density. (.00/0000) (This can be found on the sprinkler riser).
10. Temperature and height from floor level of sprinkler heads in storage area.
11. If ESFR sprinklers are used, give specifications. (operating pressure, roof deck height, and K-Factor / orifice size).
12. Determine the building height.
13. Provide 1 ½ Inch Hose Connections if Storage is over 12 Feet.

This list of requirements will assist our office in determining the proper fire protection for each submittal.

*Note 1: Racking Approval is required before inventory can be placed on the racks.*

*Note 2: Additional emergency lighting and exit signs may be required upon field inspection.*