

Houston Fire Department
Hazardous Materials Inspection Team

H-Occupancy Plan Submittal Guideline

This handout is meant as a guide to define the minimum information needed in the submittal package for review by the Hazardous Materials Inspection Team. The Building Department also has information that must be shown on plans for their portion of the review process which is different from the information we require. Each project is unique, and the specific requirements needed for your particular project may vary from the information provided below.

A total of four (4) identical plan sets must be submitted to the Building Department at 3300 Main.

All plans will be reviewed under present code requirements unless prior approval for a previous code of record has been approved by our office, and a copy of that approval is attached to the front of all plan sets.

Attach to the front of all plan sets a correctly filled-out and signed "Owner's Statement of Intended Use." This form is available at 3300 Main, or can be found online at: http://documents.publicworks.houstontx.gov/documents/divisions/planning/enforcement/owners_statement_intended_use.pdf

Attach to the front of all plan sets a correctly filled-out and signed Hazardous Materials Inventory Statement. Forms and instructions can be found online at: <http://www.houstontx.gov/fire/business/permits.html#hazmat>

- A separate HMIS must be provided for each location (inside/outside), situation (use-open, use-closed, storage) or area change.
- Area designation on each HMIS must match-up to an identically designated area on a site plan within the plan set.
- HMIS must show something above MAQ (maximum allowable quantity). We cannot approve an H-Occupancy without knowing exactly what chemical(s) will be above MAQ. "Unknown future use" or similar requests cannot be approved.
- All chemicals must be correctly classified. Include copies of the MSDS for any chemicals you feel need further explanation in order to demonstrate that they are correctly classified on your HMIS.
- Any errors found in the HMIS during review are likely to result in rejection of your plans. Ensure all information is correct.

Hazardous Enterprises Permit - If your occupancy classification is H-1, H-2, or H-3 (or any H-4 with highly toxics), and you do not meet one of the below exceptions for this permit, you must attach to the front of all plan sets a copy of your Hazardous Enterprises Permit. For more information regarding this permit, please call 713-837-7782. Exceptions:

- (1) Public water or wastewater treatment facilities operating under state or federal regulations.

- (2) Hospital or college/university research labs up to 500 sq. ft. each, classified as H-2, H-3 or H-4, with an aggregate maximum area of 10 % on each floor.
- (3) Areas containing fuel storage for generators and fire pumps.

Required information within plan set:

- Show surrounding streets, property lines, buildings, and all applicable dimensions. Print on plans height of project building from ground to highest peak.
- Clearly mark on plans fire apparatus access roadway(s). Mark all applicable dimensions. Ensure that an aerial access roadway is provided if applicable. Our minimum acceptable turning radius is 28 ft.
- Print on plans roadway will support a load of 90,000 lbs. and is all-weather concrete or asphalt. Engineering stamp required. (Not required for public roads.)
- Mark location of fire hydrant(s) on plans. Hydrant(s) must be located a code compliant distance from project. Also, Hydrant(s) must be no further than 15 feet in distance from the edge of a fire apparatus access roadway, and be no closer to the building than 40 feet.
- Print on plans adjacent to hydrant(s) the G.P.M. flow at 20 P.S.I. residual pressure. Flow test (showing date of test and complete flow test results) must be attached to front of each plan set, or scanned into and incorporated into the plans. Show all calculations.
- Show on plans any fences, gates, or other possible outdoor obstructions to the fire apparatus access roadway(s). Must have 911 keybox at gate(s), or state on plans that gate(s) are never locked.
- Show location of fire department connection (FDC).
- Print sprinkler design on plans, including actual density and design area. The minimum acceptable design criteria is:
 - Flammable/Combustible liquids in open use = Extra Hazard Group 2
 - Flammable/Combustible liquids in storage = Extra Hazard Group 1
 - All others = Ordinary Hazard Group 2, with a minimum design area of 3,000 square feet .
- Show that ventilation meets requirements for 2704.3, including all 7 requirements of 2704.3.1.
- Show that emergency alarm meets the requirements in 2704.9.
- Statement must appear on plans that emergency alarm is supervised per section 2704.10 (alarm monitoring must be from a UL-listed central station; monitoring only by a constantly attended on-site location is not allowed) and has a distinctively different sound than building fire alarm.
- Plans must show spill control/secondary containment, if applicable. Show all calculations.
- If smoke/heat vents are required, include spec. sheet for the model of vents installed, and clearly show on plans full code compliance with all smoke/heat vent issues.
- Show on plans standby or emergency power.
- Show on plans panic hardware on doors for H-1, H-2 and H-3.
- Show compliance for means of egress and exit access travel distances.
- Show hourly rating of H-Occupancy walls.

- Check plans for compliance with specific requirements throughout the individual fire code chapters that pertain to each particular hazardous material. For example, plans must show an automatic smoke detection system for highly toxic gases (ch. 37), organic peroxides (ch. 39), and oxidizers (ch. 40). If you do not check the individual code chapters pertaining to the types of materials being stored you will miss many issues.
- Show compliance with H-Occupancy requirements of the Building Code, including but not limited to: location on property, minimum fire separation distances, detached building requirements, and allowable height and building area.