



# **Fire Marshal's Office**

## **Commodity Protection Assessment & Commodity Arrangement Plan<sup>1</sup>**

Job Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

### **GENERAL BUILDING INFORMATION:**

Building Construction Type: Type IA ☐ Type IB ☐ Type IIA ☐ Type IIB ☐  
 Type IIIA ☐ Type IIIB ☐ Type IV ☐ Type VA ☐ Type VB ☐  
 Fire Sprinkler System Present Y ☐ N ☐ Fire Alarm Present Y ☐ N ☐

***Tenants/owners for all Storage Occupancies and Storage Use areas must submit a Storage Commodity Description Letter and Commodity Arrangement Plan to the Cartersville Fire Marshal's Office. Additional items will be required where the building or space is protected with a fire sprinkler system. The applicable sections for sprinkled buildings are listed below.***

***It is important to provide accurate information for the proposed commodities and the arrangement of the storage to apply the appropriate provisions of the adopted fire code.***

***By signing below, I have acknowledged that I have provided all the required documents and the information provided is accurate to the best of my ability.***

**Print Name:**

**Signature:**

**Date:**

✓ = Pass, X = Fail, NA = Not applicable

**Status**

### **STORAGE COMMODITY DESCRIPTION<sup>2,3</sup>**

Description must identify all commodities being stored in the building/warehouse

Description must identify whether any hazardous materials will be stored

Hazardous materials information must include; Material Safety Data Sheets, maximum quantities, classification of the material per 2018 International Fire Code (ie. Flammable liquid, toxic gas, oxidizer, etc.)

If hazardous materials are present over the maximum allowable quantities, additional information is required.

### **COMMODITY ARRANGEMENT PLANS<sup>2</sup>**

Plans must show the storage arrays to include, but not limited to, the following: racks, pallets, shelves, bulk storage, or bin boxes

Plans must be scaled or dimensions provided to indicate the width between storage arrays, the length of storage arrays, and the height to the top of storage

Indicate the floor to ceiling height

Indicate the slope/pitch of the ceiling/roof

Indicate the location of any high volume-low speed fans where provided

### **THE FOLLOWING SECTIONS ARE APPLICABLE TO BUILDINGS WITH A FIRE SPRINKLER SYSTEM**

### **STORAGE HEIGHT OF COMMODITIES<sup>2</sup>**

Indicate if the storage height to the top of any commodity will be 12 feet or more

Y ☐ N ☐

Indicate if the storage height of any plastics will be 5 feet or more

Y ☐ N ☐

### **SPECIAL MATERIALS (Indicate Yes or No where any of the following will be present)**

Flammable or combustible liquids

Y ☐ N ☐

Aerosol products

Y ☐ N ☐

Nitrate film

Y ☐ N ☐

Pyroxylin plastics

Y ☐ N ☐

Compressed or liquefied gases

Y ☐ N ☐

Liquid or solid oxidizers

Y ☐ N ☐

Organic peroxide formulations

Y ☐ N ☐

Tires (must show orientation of the tire storage)

Y ☐ N ☐

Foams (indicate the type of foam)

Y ☐ N ☐

Plastics (indicate the type of plastic where stored over 5 feet)

Y ☐ N ☐

<b>COMMODITY PACKAGING DESCRIPTION<sup>2</sup></b>	
Identify how each commodity is packaged (i.e. cardboard box, palletized, crate, plastic box, etc.)	
Indicate the type of pallet (wood or plastic)	
Identify the packing material for each commodity (i.e. packing peanuts, cardboard, paper, styrofoam, etc.)	
Indicate how commodities will be stored on pallets: encapsulated, not encapsulated, or banded	
Idle pallets (indicate location, height, and type of pallets)	
<b>STORAGE RACK DETAILS (WHERE PROVIDED)<sup>2</sup></b>	
Provide a cross section drawing of the racks with the width and the height indicated on the drawing. The rack plan must also indicate whether single, double row, or multi row racks will be used	
Indicate shelving type: solid, mesh, none	
Indicate the dimensions of the flue spaces in the racks (horizontal and longitudinal)	
<b>SPRINKLER ASSESSMENT LETTER<sup>4</sup></b>	
Indicate the commodity classification per the current adopted edition of NFPA 13 based on the information provided	
Indicate the required sprinkler design density, the appropriate code sections and tables must be referenced	
Indicate whether the existing sprinkler system design meets or exceeds the required sprinkler design density, the existing design information must be provided (can be obtained from hydraulic placard)	
Provide recommendations for code compliance where the existing sprinkler system does not meet the required sprinkler design density criteria	

<sup>1</sup>The above is not intended to be an all-inclusive list. All applicable fire and life safety provisions must be met

<sup>2</sup>The Tenant/Owner is responsible for completing this section. A fire Protection Professional can assist the Tenant/Owner with completing this form.

<sup>3</sup>The storage of hazardous materials exceeding the maximum allowable quantities (MAQ) is outside the scope of this checklist. Additional items are required of hazardous materials exceeding the MAQ's

<sup>4</sup>A Fire Protection Professional (fire sprinkler designer or fire protection engineer) must provide a Sprinkler Assessment Letter. In some cases, a report from a FPE may be required.

Notes: \_\_\_\_\_  
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Reviewer: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_