



**CITY OF COLUMBIA  
COMMERCIAL BUILDING PERMIT APPLICATION  
GUIDELINES & INSTRUCTIONS**

**What are the Building Permit Application Requirements?**

The applicant must submit a completed Building Permit Application, site/construction plans, record deed, as well as the utility applications included in the information package to the Building & Zoning office.

**Building Permit Application Requirements Check List**

**Applications will not be accepted unless all of the following have been submitted.**

▶ **Submit the following completed applications/forms & site plans to the Building & Zoning Office:**

- Building Permit Application** (MUST include roofing, plumbing & electrical contractor information)
- Professional Sealed Site Plans** (one wet and one pdf); Go to [www.columbiainillinois.com](http://www.columbiainillinois.com) – Building Permit to view Section 15.04.032 Site Plan Requirements
- Professional Sealed Construction Documents** (one wet and one pdf) Architectural, mechanical, plumbing, and electrical plans are required, signed and sealed by a design professional registered in the State of Illinois.
- Record Deed**
- Water Service Application (if applies)**
- Utilities Application (if applies)**
- Sewer Service Connection Application (if applies)**
- Fire Suppression Plans (sealed and pdf copy) (if applies)**
- Fire Alarm Plans (sealed and pdf copy) (if applies)**
- Commercial Kitchen Plans (sealed and pdf copy) (if applies)**

- I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via mail at the address provided.**

**Sign and return this page with your application**

\_\_\_\_\_  
Permit Holder – Contractor Signature

\_\_\_\_\_  
Date

**IMPORTANT REMINDERS**

**Storm Water and Soil Erosion Control Regulations** - According to the City of Columbia Ordinance No. 1320, the amount of soil erosion must be kept to a minimum. A detailed erosion control plan shall be submitted with the site/construction plans.

**Burning Ordinance** – According to the City of Columbia Ordinance No. 1775, the City prohibits the burning of building construction debris, materials, or other substances created by the construction of buildings or other structures. Failure to comply could result in the issuing of a “stop work” order and/or fines.

**Water & Sewer Tap – In** - Water & Sewer tap-ins must be inspected BEFORE closing excavations.

## Review Process

- ▶ **After submitting all completed forms and required documents, the proposed project is:**
  - Reviewed by the building official for zoning compliance so that the location of the structure is within the setback regulations for your property;
  - Reviewed by plan reviewers who will verify proper materials are used and that the City of Columbia Building Codes are enforced.
- ▶ If all requirements are met, permit is approved.
- ▶ Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk's Office.
- ▶ Construction may begin.

### How much is the Building Permit fee?

The fee amount is determined by the square footage of project, water & sewer connection costs, etc. (A current fee schedule can be found on the City's website under Government - Departments & Services – Building & Zoning – Building Permits.) Once the Building Permit has been approved, City staff will call to let you know the Permit is ready to be picked up and will also inform you of the total fee amount due.

### What inspections are required, once the building process begins?

Below is the inspection schedule required by the City of Columbia during the building process. Please call the phone numbers listed to schedule the inspections. **Project Manager and/or Building Permit Holder will be required to be at every inspection listed below.**

**NOTE: The number of inspections is to be determined upon review of application.**

Inspection Schedule			
	Type of Inspection	Contact	Phone #
1.	<b>Footing</b> – Inspection to be scheduled before footing for building is completed.	Building & Zoning Office	(618) 281-7144 x 105
2.	<b>Foundation</b> – Inspection to be scheduled when forms and steel are in place and before concrete pour.		
3.	<b>Framing</b> - Call for inspection when framing, boxing, and roofing are completed.		
4.	<b>Plumbing (below and above ground)</b> - Inspection on plumbing rough-in needed before covering.	Plumbing Inspector	(618) 410-4908
5.	<b>* Electrical (rough-in and service entrance)</b> – Inspection needed for rough-in of electrical wiring before inside walls are insulated/ covered.	Building & Zoning Office	(618) 281-7144 x 105
6.	<b>Sidewalk Inspection</b> – must be approved prior to pour.		
6.	<b>Plumbing Final Inspection</b> – must be approved before building can be occupied.	Plumbing Inspector	(618) 410-4908
	<b>Electrical Final Inspection</b> – must be approved before building can be occupied.	Building & Zoning Office	(618) 281-7144 x 105
7.	<b>Final Building Inspection</b> – must be approved before building can be occupied.		

\* **Electrical** – Ameren IP and Monroe County Electric Co-Operative will not approve until a rough-in electrical inspection is completed. Upon completion of the rough-in inspection:

1. Sticker will be placed on the meter base advising the power company to inspect the service entrance and to install the meter.
2. A sticker is placed on the front window advising the insulators and dry wallers to proceed.  
**Do not insulate or cover until an electrical rough-in is complete.**

**What building codes are enforced in Columbia?**

The codes governing construction within the city limits of Columbia, Illinois are as follows:

<b>Building Codes</b>	2006 International Building Code 2006 International Existing Building Code 2006 International Property Maintenance Code 2006 International Fuel Gas Code 2006 International Mechanical Code 2018 Illinois Accessibility Code
<b>Electric Code</b>	National Electric Code 2005 Columbia Municipal Code, Ch. 15.32
<b>Plumbing Code</b>	State of Illinois 2014 Columbia Municipal Code, Ch. 15.40
<b>Street Graphics</b>	Columbia Municipal Code, Ch. 15.44
<b>Zoning Ordinance</b>	Columbia Municipal Code, Title 17
<b>Fire Prevention</b>	2006 International Fire Code

<b>List of Local Utilities</b>	
<b>Power Company (Electric and Gas)</b>	Ameren IP 1 - (800) 755-5000
	Monroe County Electric Co-Operative 907 N. Illinois Route 3 Waterloo, IL 62298 (618) 939-7171
<b>Telephone Company</b>	Harrisonville Telephone Company P.O. Box 149 213 S. Main Street Waterloo, IL 62298 (618) 939-6112
<b>Water Company</b>	City of Columbia (Water, Sewer & Trash) P.O. Box 467 208 S. Rapp Avenue Columbia, IL 62236-0467 (618) 281-7144, ext. 100
	Illinois American Water Co. (618) 277-1151 (Country Crossings Subdivision Only)
<b>Storm/Sanitary Sewer</b>	City of Columbia P.O. Box 467 208 S. Rapp Avenue Columbia, IL 62236-0467 (618) 281-7144, ext. 100
<b>Underground Locator</b>	JULIE (Utility Lines, etc.) 1 – (800) 892-0123
	Charter Communications Cable Television 1- (800) 231-2517

**How do I get a Certificate of Occupancy?**

Once it has been determined by the Building Official that all inspections have been approved, a Certificate of Occupancy will be approved and issued by the City of Columbia Building & Zoning Office.

*This is a general guide for the Building Permit Application within the City of Columbia, IL. All code requirements are too extensive to list within this guide. For specific questions or further information, please contact the BUILDING & ZONING OFFICE AT (618) 281-7144 ext. 105.*



# COMMERCIAL BUILDING PERMIT APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

See Attached Guidelines & Instructions - Visit  
[www.columbiaininois.com](http://www.columbiaininois.com) - Building Permits for more details.

THIS BOX STAFF USE					
Application #			Building Permit #		
Fee Amount:	Credit Card		Check #		Cash

## A. Location of Commercial Building

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

Subdivision: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_

County:            Monroe                            St. Clair

## B. Permit Holder – Contractor

The Project Manager listed below will be the contact for all issues related to this permit and will be required schedule and attend every inspection.

**Company & Permit Holder Name:** \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**Project Manager:** \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

## C. Property Owner / Authorized Owner Agent Information

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

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

Email: \_\_\_\_\_

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

## D. Historical Site Information - Is site currently registered with historical registry?

Yes                      No                      *If yes, plans will need to be reviewed and approved by the Historical Preservation Committee before construction can begin. No permit fee will be charged.*

<b>E. Type of Sewage Disposal</b>	Public	Private (septic tank, etc.)*
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<b>F. Type of Water Supply</b>	Public	Private (well or cistern)*
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\* Requires Monroe County Health Department Approval

**G. Primary Classification of Use** (See attached 2006 IBC Code – Chapter 3 Use and Occupancy Classification)

**Assembly** – See 2006 IBC Section 303

Group      A-1                      A-2                      A-3                      A-4                      A-5

**Business** – See 2006 IBC Section 304

Group      B

**Educational** – See 2006 IBC Section 305

Group      E

**Factory** – See 2006 IBC Section 306

Group      F-1                      F-2

**High Hazard** – See 2006 IBC Section 307

Group      H-1                      H-2                      H-3                      H-4                      H-5

**Institutional** – See 2006 IBC Section 308

Group      I-1                      I-2                      I-3                      I-4

**Mercantile** – See 2006 IBC Section 309

Group      M

**Residential** – See 2006 IBC Section 310

Group      R-1                      R-2                      R-3                      R-4

**Storage** – See 2006 IBC Section 311

Group      S-1                      S-2

**Utility & Misc.** – See 2006 IBC Section 312

Group      U

**Description of Use** – (ex: Restaurant, Office, Pet Store, Pet Groomer, Nail Salon, Jeweler, Hair Stylist etc.)

**H. Number of Parking Lot and Off-Street Parking Spaces**

Parking Lot - \_\_\_\_\_ Handicap - \_\_\_\_\_ Off-Street \_\_\_\_\_

*Each parking space must be a minimum of 10'x18' area or 180 s.f. and handicap spaces shall be a minimum of 16'x18'.*

**I. Project Type & Description** (√ one)

New Building      Structural Addition      Interior Alterations      Basement Finish      Accessory Structure      Other

**If 'Other', please specify**

**Briefly Describe the Type of Work to be Performed with Permit**

<b>J. Cost Estimate</b>	
Cost of Project	\$
To be installed but not included in the above cost:	
1) Electrical	\$
2) Plumbing	\$
3) Heating, air conditioning	\$
4) Other (elevator, etc.)	\$
<b>Total Cost of Project</b>	<b>\$</b>

**K. Subcontractor Information**

**Architect**

Business Name: \_\_\_\_\_  
 License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Engineer**

Business Name: \_\_\_\_\_  
 License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Roofing**

Business Name: \_\_\_\_\_  
 License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Plumbing**

Business Name: \_\_\_\_\_  
 License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Electric**

Business Name: \_\_\_\_\_  
 License#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_



Staff Use Below

**ADDITIONAL PERMITS REQUIRED FOR OTHER JURISDICTION APPROVAL**

Permit or Approval	Check	Date Obtained	No.
Boiler			
Excavation			
Grading			

Permit or Approval	Check	Date Obtained	No.
Water			
Sewer			
Other			

**Comments:**


Approved

Denied

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date



## CHAPTER 3

# USE AND OCCUPANCY CLASSIFICATION

### SECTION 301 GENERAL

**301.1 Scope.** The provisions of this chapter shall control the classification of all buildings and structures as to use and occupancy.

### SECTION 302 CLASSIFICATION

**302.1 General.** Structures or portions of structures shall be classified with respect to occupancy in one or more of the groups listed below. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with Section 508. Where a structure is proposed for a purpose that is not specifically provided for in this code, such structure shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved.

1. Assembly (see Section 303): Groups A-1, A-2, A-3, A-4 and A-5
2. Business (see Section 304): Group B
3. Educational (see Section 305): Group E
4. Factory and Industrial (see Section 306): Groups F-1 and F-2
5. High Hazard (see Section 307): Groups H-1, H-2, H-3, H-4 and H-5
6. Institutional (see Section 308): Groups I-1, I-2, I-3 and I-4
7. Mercantile (see Section 309): Group M
8. Residential (see Section 310): Groups R-1, R-2, R-3 and R-4
9. Storage (see Section 311): Groups S-1 and S-2
10. Utility and Miscellaneous (see Section 312): Group U

### SECTION 303 ASSEMBLY GROUP A

**303.1 Assembly Group A.** Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption; or awaiting transportation.

#### Exceptions:

1. A building used for assembly purposes with an occupant load of less than 50 persons shall be classified as a Group B occupancy.

2. A room or space used for assembly purposes with an occupant load of less than 50 persons and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.
3. A room or space used for assembly purposes that is less than 750 square feet (70 m<sup>2</sup>) in area and is accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.

Assembly occupancies shall include the following:

**A-1** Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures including, but not limited to:

- Motion picture theaters
- Symphony and concert halls
- Television and radio studios admitting an audience
- Theaters

**A-2** Assembly uses intended for food and/or drink consumption including, but not limited to:

- Banquet halls
- Night clubs
- Restaurants
- Taverns and bars

**A-3** Assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A including, but not limited to:

- Amusement arcades
- Art galleries
- Bowling alleys
- Places of religious worship
- Community halls
- Courtrooms
- Dance halls (not including food or drink consumption)
- Exhibition halls
- Funeral parlors
- Gymnasiums (without spectator seating)
- Indoor swimming pools (without spectator seating)
- Indoor tennis courts (without spectator seating)
- Lecture halls
- Libraries
- Museums
- Waiting areas in transportation terminals
- Pool and billiard parlors

**A-4** Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including, but not limited to:

- Arenas
- Skating rinks
- Swimming pools
- Tennis courts

## USE AND OCCUPANCY CLASSIFICATION

**A-5** Assembly uses intended for participation in or viewing outdoor activities including, but not limited to:

- Amusement park structures
- Bleachers
- Grandstands
- Stadiums

### SECTION 304 BUSINESS GROUP B

**304.1 Business Group B.** Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but not be limited to, the following:

- Airport traffic control towers
- Animal hospitals, kennels and pounds
- Banks
- Barber and beauty shops
- Car wash
- Civic administration
- Clinic—outpatient
- Dry cleaning and laundries: pick-up and delivery stations and self-service
- Educational occupancies for students above the 12th grade
- Electronic data processing
- Laboratories: testing and research
- Motor vehicle showrooms
- Post offices
- Print shops
- Professional services (architects, attorneys, dentists, physicians, engineers, etc.)
- Radio and television stations
- Telephone exchanges
- Training and skill development not within a school or academic program

### SECTION 305 EDUCATIONAL GROUP E

**305.1 Educational Group E.** Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Religious educational rooms and religious auditoriums, which are accessory to places of religious worship in accordance with Section 508.3.1 and have occupant loads of less than 100, shall be classified as A-3 occupancies.

**305.2 Day care.** The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than five children older than 2½ years of age, shall be classified as a Group E occupancy.

### SECTION 306 FACTORY GROUP F

**306.1 Factory Industrial Group F.** Factory Industrial Group F occupancy includes, among others, the use of a building or

structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous or Group S storage occupancy.

**306.2 Factory Industrial F-1 Moderate-hazard Occupancy.** Factory industrial uses which are not classified as Factory Industrial F-2 Low Hazard shall be classified as F-1 Moderate Hazard and shall include, but not be limited to, the following:

- Aircraft
- Appliances
- Athletic equipment
- Automobiles and other motor vehicles
- Bakeries
- Beverages; over 12-percent alcohol content
- Bicycles
- Boats
- Brooms or brushes
- Business machines
- Cameras and photo equipment
- Canvas or similar fabric
- Carpets and rugs (includes cleaning)
- Clothing
- Construction and agricultural machinery
- Disinfectants
- Dry cleaning and dyeing
- Electric generation plants
- Electronics
- Engines (including rebuilding)
- Food processing
- Furniture
- Hemp products
- Jute products
- Laundries
- Leather products
- Machinery
- Metals
- Millwork (sash & door)
- Motion pictures and television filming (without spectators)
- Musical instruments
- Optical goods
- Paper mills or products
- Photographic film
- Plastic products
- Printing or publishing
- Recreational vehicles
- Refuse incineration
- Shoes
- Soaps and detergents
- Textiles
- Tobacco
- Trailers
- Upholstering
- Wood; distillation
- Woodworking (cabinet)

**306.3 Factory Industrial F-2 Low-hazard Occupancy.** Factory industrial uses that involve the fabrication or manufacturing of noncombustible materials which during finishing, packing or processing do not involve a significant fire hazard

shall be classified as F-2 occupancies and shall include, but not be limited to, the following:

- Beverages; up to and including 12-percent alcohol content
- Brick and masonry
- Ceramic products
- Foundries
- Glass products
- Gypsum
- Ice
- Metal products (fabrication and assembly)

### SECTION 307 HIGH-HAZARD GROUP H

**[F] 307.1 High-hazard Group H.** High-hazard Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas constructed and located as required in Section 414. Hazardous uses are classified in Groups H-1, H-2, H-3, H-4 and H-5 and shall be in accordance with this section, the requirements of Section 415 and the *International Fire Code*.

**Exceptions:** The following shall not be classified in Group H, but shall be classified in the occupancy that they most nearly resemble:

1. Buildings and structures that contain not more than the maximum allowable quantities per control area of hazardous materials as shown in Tables 307.1(1) and 307.1(2), provided that such buildings are maintained in accordance with the *International Fire Code*.
2. Buildings utilizing control areas in accordance with Section 414.2 that contain not more than the maximum allowable quantities per control area of hazardous materials as shown in Tables 307.1(1) and 307.1(2).
3. Buildings and structures occupied for the application of flammable finishes, provided that such buildings or areas conform to the requirements of Section 416 and the *International Fire Code*.
4. Wholesale and retail sales and storage of flammable and combustible liquids in mercantile occupancies conforming to the *International Fire Code*.
5. Closed piping containing flammable or combustible liquids or gases utilized for the operation of machinery or equipment.
6. Cleaning establishments that utilize combustible liquid solvents having a flash point of 140°F (60°C) or higher in closed systems employing equipment listed by an approved testing agency, provided that this occupancy is separated from all other areas of the building by 1-hour fire barriers or 1-hour horizontal assemblies or both.
7. Cleaning establishments that utilize a liquid solvent having a flash point at or above 200°F (93°C).

8. Liquor stores and distributors without bulk storage.
9. Refrigeration systems.
10. The storage or utilization of materials for agricultural purposes on the premises.
11. Stationary batteries utilized for facility emergency power, uninterrupted power supply or telecommunication facilities, provided that the batteries are provided with safety venting caps and ventilation is provided in accordance with the *International Mechanical Code*.
12. Corrosives shall not include personal or household products in their original packaging used in retail display or commonly used building materials.
13. Buildings and structures occupied for aerosol storage shall be classified as Group S-1, provided that such buildings conform to the requirements of the *International Fire Code*.
14. Display and storage of nonflammable solid and nonflammable or noncombustible liquid hazardous materials in quantities not exceeding the maximum allowable quantity per control area in Group M or S occupancies complying with Section 414.2.5.
15. The storage of black powder, smokeless propellant and small arms primers in Groups M and R-3 and special industrial explosive devices in Groups B, F, M and S, provided such storage conforms to the quantity limits and requirements prescribed in the *International Fire Code*.

**307.1.1 Hazardous materials.** Hazardous materials in any quantity shall conform to the requirements of this code, including Section 414, and the *International Fire Code*.

**[F] 307.2 Definitions.** The following words and terms shall, for the purposes of this section and as used elsewhere in this code, have the meanings shown herein.

**AEROSOL.** A product that is dispensed from an aerosol container by a propellant.

Aerosol products shall be classified by means of the calculation of their chemical heats of combustion and shall be designated Level 1, 2 or 3.

**Level 1 aerosol products.** Those with a total chemical heat of combustion that is less than or equal to 8,600 British thermal units per pound (Btu/lb) (20 kJ/g).

**Level 2 aerosol products.** Those with a total chemical heat of combustion that is greater than 8,600 Btu/lb (20 kJ/g), but less than or equal to 13,000 Btu/lb (30 kJ/g).

**Level 3 aerosol products.** Those with a total chemical heat of combustion that is greater than 13,000 Btu/lb (30 kJ/g).

**AEROSOL CONTAINER.** A metal can or a glass or plastic bottle designed to dispense an aerosol. Metal cans shall be limited to a maximum size of 33.8 fluid ounces (1,000 ml). Glass or plastic bottles shall be limited to a maximum size of 4 fluid ounces (118 ml).

**BALED COTTON.** A natural seed fiber wrapped in and secured with industry accepted materials, usually consisting of

burlap, woven polypropylene, polyethylene or cotton or sheet polyethylene, and secured with steel, synthetic or wire bands or wire; also includes linters (lint removed from the cottonseed) and motes (residual materials from the ginning process).

**BALED COTTON, DENSELY PACKED.** Cotton made into banded bales with a packing density of at least 22 pounds per cubic foot (360 kg/m<sup>3</sup>), and dimensions complying with the following: a length of 55 inches (1397 ± 20 mm), a width of 21 inches (533.4 ± 20 mm) and a height of 27.6 to 35.4 inches (701 to 899 mm).

**BARRICADE.** A structure that consists of a combination of walls, floor and roof, which is designed to withstand the rapid release of energy in an explosion and which is fully confined, partially vented or fully vented; or other effective method of shielding from explosive materials by a natural or artificial barrier.

**Artificial barricade.** An artificial mound or revetment a minimum thickness of 3 feet (914 mm).

**Natural barricade.** Natural features of the ground, such as hills, or timber of sufficient density that the surrounding exposures that require protection cannot be seen from the magazine or building containing explosives when the trees are bare of leaves.

**BOILING POINT.** The temperature at which the vapor pressure of a liquid equals the atmospheric pressure of 14.7 pounds per square inch (psi) (101 kPa) gage or 760 mm of mercury. Where an accurate boiling point is unavailable for the material in question, or for mixtures which do not have a constant boiling point, for the purposes of this classification, the 20-percent evaporated point of a distillation performed in accordance with ASTM D 86 shall be used as the boiling point of the liquid.

**CLOSED SYSTEM.** The use of a solid or liquid hazardous material involving a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations; and all uses of compressed gases. Examples of closed systems for solids and liquids include product conveyed through a piping system into a closed vessel, system or piece of equipment.

**COMBUSTIBLE DUST.** Finely divided solid material that is 420 microns or less in diameter and which, when dispersed in air in the proper proportions, could be ignited by a flame, spark or other source of ignition. Combustible dust will pass through a U.S. No. 40 standard sieve.

**COMBUSTIBLE FIBERS.** Readily ignitable and free-burning materials in a fibrous or shredded form, such as cocoa fiber, cloth, cotton, excelsior, hay, hemp, henequen, istle, jute, kapok, oakum, rags, sisal, Spanish moss, straw, tow, wastepaper, certain synthetic fibers or other like materials. This definition does not include densely packed baled cotton.

**COMBUSTIBLE LIQUID.** A liquid having a closed cup flash point at or above 100°F (38°C). Combustible liquids shall be subdivided as follows:

**Class II.** Liquids having a closed cup flash point at or above 100°F (38°C) and below 140°F (60°C).

**Class IIIA.** Liquids having a closed cup flash point at or above 140°F (60°C) and below 200°F (93°C).

**Class IIIB.** Liquids having a closed cup flash point at or above 200°F (93°C).

The category of combustible liquids does not include compressed gases or cryogenic fluids.

**COMPRESSED GAS.** A material, or mixture of materials which:

1. Is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure; and
2. Has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa) which is either liquefied, nonliquefied or in solution, except those gases which have no other health- or physical-hazard properties are not considered to be compressed until the pressure in the packaging exceeds 41 psia (282 kPa) at 68°F (20°C).

The states of a compressed gas are categorized as follows:

1. Nonliquefied compressed gases are gases, other than those in solution, which are in a packaging under the charged pressure and are entirely gaseous at a temperature of 68°F (20°C).
2. Liquefied compressed gases are gases that, in a packaging under the charged pressure, are partially liquid at a temperature of 68°F (20°C).
3. Compressed gases in solution are nonliquefied gases that are dissolved in a solvent.
4. Compressed gas mixtures consist of a mixture of two or more compressed gases contained in a packaging, the hazard properties of which are represented by the properties of the mixture as a whole.

**CONTROL AREA.** Spaces within a building where quantities of hazardous materials not exceeding the maximum allowable quantities per control area are stored, dispensed, used or handled. See also the definition of “Outdoor control area” in the *International Fire Code*.

**CORROSIVE.** A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the point of contact. A chemical shall be considered corrosive if, when tested on the intact skin of albino rabbits by the method described in DOTn 49 CFR, Part 173.137, such a chemical destroys or changes irreversibly the structure of the tissue at the point of contact following an exposure period of 4 hours. This term does not refer to action on inanimate surfaces.

**CRYOGENIC FLUID.** A liquid having a boiling point lower than -150°F (-101°C) at 14.7 pounds per square inch atmosphere (psia) (an absolute pressure of 101 kPa).

**DAY BOX.** A portable magazine designed to hold explosive materials constructed in accordance with the requirements for a Type 3 magazine as defined and classified in Chapter 33 of the *International Fire Code*.

**[F] TABLE 307.1(1)**  
**MAXIMUM ALLOWABLE QUANTITY PER CONTROL AREA OF HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD<sup>a, j, m, n, p</sup>**

MATERIAL	CLASS	GROUP WHEN THE MAXIMUM ALLOWABLE QUANTITY IS EXCEEDED	STORAGE <sup>b</sup>			USE-CLOSED SYSTEMS <sup>b</sup>			USE-OPEN SYSTEMS <sup>b</sup>	
			Solid pounds (cubic feet)	Liquid gallons (pounds)	Gas (cubic feet at NTP)	Solid pounds (cubic feet)	Liquid gallons (pounds)	Gas (cubic feet at NTP)	Solid pounds (cubic feet)	Liquid gallons (pounds)
Combustible liquid <sup>c, i</sup>	II	H-2 or H-3		120 <sup>d, e</sup>			120 <sup>d</sup>			30 <sup>d</sup>
	IIIA	H-2 or H-3	N/A	330 <sup>d, e</sup>	N/A	N/A	330 <sup>d</sup>	N/A	N/A	80 <sup>d</sup>
	IIIB	N/A		13,200 <sup>e, f</sup>			13,200 <sup>f</sup>			3,300 <sup>f</sup>
Combustible fiber	Loose baled <sup>o</sup>	H-3	(100) (1,000)	N/A	N/A	(100) (1,000)	N/A	N/A	(20) (200)	N/A
Consumer fireworks (Class C, Common)	1.4G	H-3	125 <sup>d, e, 1</sup>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cryogenics flammable	N/A	H-2	N/A	45 <sup>d</sup>	N/A	N/A	45 <sup>d</sup>	N/A	N/A	10 <sup>d</sup>
Cryogenics, oxidizing	N/A	H-3	N/A	45 <sup>d</sup>	N/A	N/A	45 <sup>d</sup>	N/A	N/A	10 <sup>d</sup>
Explosives	Division 1.1	H-1	1 <sup>e, g</sup>	(1) <sup>e, g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>
	Division 1.2	H-1	1 <sup>e, g</sup>	(1) <sup>e, g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>
	Division 1.3	H-1 or 2	5 <sup>e, g</sup>	(5) <sup>e, g</sup>	N/A	1 <sup>g</sup>	(1) <sup>g</sup>	N/A	1 <sup>g</sup>	(1) <sup>g</sup>
	Division 1.4	H-3	50 <sup>e, g</sup>	(50) <sup>e, g</sup>	N/A	50 <sup>g</sup>	(50) <sup>g</sup>	N/A	N/A	N/A
	Division 1.4G	H-3	125 <sup>d, e, 1</sup>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Division 1.5	H-1	1 <sup>e, g</sup>	(1) <sup>e, g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>
Division 1.6	H-1	1 <sup>d, e, g</sup>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Flammable gas	Gaseous liquefied	H-2	N/A	N/A	1,000 <sup>d, e</sup>	N/A	N/A	1,000 <sup>d, e</sup>	N/A	N/A
				30 <sup>d, e</sup>	N/A		30 <sup>d, e</sup>			
Flammable liquid <sup>c</sup>	1A 1B and 1C	H-2 or H-3	N/A	30 <sup>d, e</sup>	N/A	N/A	30 <sup>d</sup>	N/A	N/A	10 <sup>d</sup>
				120 <sup>d, e</sup>			120 <sup>d</sup>			30 <sup>d</sup>
Combination flammable liquid (1A, 1B, 1C)	N/A	H-2 or H-3	N/A	120 <sup>d, e, h</sup>	N/A	N/A	120 <sup>d, h</sup>	N/A	N/A	30 <sup>d, h</sup>
Flammable solid	N/A	H-3	125 <sup>d, e</sup>	N/A	N/A	125 <sup>d</sup>	N/A	N/A	25 <sup>d</sup>	N/A
Organic peroxide	UD	H-1	1 <sup>e, g</sup>	(1) <sup>e, g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>
	I	H-2	5 <sup>d, e</sup>	(5) <sup>d, e</sup>	N/A	1 <sup>d</sup>	(1)	N/A	1 <sup>d</sup>	(1) <sup>d</sup>
	II	H-3	50 <sup>d, e</sup>	(50) <sup>d, e</sup>	N/A	50 <sup>d</sup>	(50) <sup>d</sup>	N/A	10 <sup>d</sup>	(10) <sup>d</sup>
	III	H-3	125 <sup>d, e</sup>	(125) <sup>d, e</sup>	N/A	125 <sup>d</sup>	(125) <sup>d</sup>	N/A	25 <sup>d</sup>	(25) <sup>d</sup>
	IV	N/A	NL	NL	N/A	N/L	N/L	N/A	NL	NL
	V	N/A	NL	NL	N/A	N/L	N/L	N/A	NL	NL
Oxidizer	4	H-1	1 <sup>e, g</sup>	(1) <sup>e, g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>	N/A	0.25 <sup>g</sup>	(0.25) <sup>g</sup>
	3 <sup>k</sup>	H-2 or H-3	10 <sup>d, e</sup>	(10) <sup>d, e</sup>	N/A	2 <sup>d</sup>	(2) <sup>d</sup>	N/A	2 <sup>d</sup>	(2) <sup>d</sup>
	2	H-3	250 <sup>d, e</sup>	(250) <sup>d, e</sup>	N/A	250 <sup>d</sup>	(250) <sup>d</sup>	N/A	50 <sup>d</sup>	(50) <sup>d</sup>
	1	N/A	4,000 <sup>e, f</sup>	(4,000) <sup>e, f</sup>	N/A	4,000 <sup>f</sup>	(4,000) <sup>f</sup>	N/A	1,000 <sup>f</sup>	(1,000) <sup>f</sup>
Oxidizing gas	Gaseous liquefied	H-3	N/A	N/A	1,500 <sup>d, e</sup>	N/A	N/A	1,500 <sup>d, e</sup>	N/A	N/A
			N/A	15 <sup>d, e</sup>	15 <sup>d, e</sup>					

(continued)



[F] TABLE 307.1(1)—continued  
 MAXIMUM ALLOWABLE QUANTITY PER CONTROL AREA OF HAZARDOUS MATERIALS POSING A PHYSICAL HAZARD<sup>a, j, m, n, p</sup>

MATERIAL	CLASS	GROUP WHEN THE MAXIMUM ALLOWABLE QUANTITY IS EXCEEDED	STORAGE <sup>b</sup>			USE-CLOSED SYSTEMS <sup>b</sup>			USE-OPEN SYSTEMS <sup>b</sup>	
			Solid pounds (cubic feet)	Liquid gallons (pounds)	Gas (cubic feet at NTP)	Solid pounds (cubic feet)	Liquid gallons (pounds)	Gas (cubic feet at NTP)	Solid pounds (cubic feet)	Liquid gallons (pounds)
Pyrophoric material	N/A	H-2	4 <sup>e, g</sup>	(4) <sup>e, g</sup>	50 <sup>e, g</sup>	1 <sup>g</sup>	(1) <sup>g</sup>	10 <sup>e, g</sup>	0	0
Unstable (reactive)	4	H-1	1 <sup>e, g</sup>	(1) <sup>e, g</sup>	10 <sup>d, g</sup>	0.25 <sup>g</sup>	(0.25) <sup>g</sup>	2 <sup>e, g</sup>	0.25 <sup>g</sup>	(0.25) <sup>g</sup>
	3	H-1 or H-2	5 <sup>d, e</sup>	(5) <sup>d, e</sup>	50 <sup>d, e</sup>	1 <sup>d</sup>	(1)	10 <sup>d, e</sup>	1 <sup>d</sup>	(1) <sup>d</sup>
	2	H-3	50 <sup>d, e</sup>	(50) <sup>d, e</sup>	250 <sup>d, e</sup>	50 <sup>d</sup>	(50) <sup>d</sup>	250 <sup>d, e</sup>	10 <sup>d</sup>	(10) <sup>d</sup>
	1	N/A	NL	NL	N/L	NL	N/L	NL	NL	NL
Water reactive	3	H-2	5 <sup>d, e</sup>	(5) <sup>d, e</sup>	N/A	5 <sup>d</sup>	(5) <sup>d</sup>	N/A	1 <sup>d</sup>	(1) <sup>d</sup>
	2	H-3	50 <sup>d, e</sup>	(50) <sup>d, e</sup>	N/A	50 <sup>d</sup>	(50) <sup>d</sup>	N/A	10 <sup>d</sup>	(10) <sup>d</sup>
	1	N/A	NL	NL	N/A	NL	NL	N/A	NL	NL

For SI: 1 cubic foot = 0.023 m<sup>3</sup>, 1 pound = 0.454 kg, 1 gallon = 3.785 L.

NL = Not Limited; N/A = Not Applicable; UD = Unclassified Detonable

a. For use of control areas, see Section 414.2.

b. The aggregate quantity in use and storage shall not exceed the quantity listed for storage.

c. The quantities of alcoholic beverages in retail and wholesale sales occupancies shall not be limited providing the liquids are packaged in individual containers not exceeding 1.3 gallons. In retail and wholesale sales occupancies, the quantities of medicines, foodstuffs, consumer or industrial products, and cosmetics containing not more than 50 percent by volume of water-miscible liquids with the remainder of the solutions not being flammable, shall not be limited, provided that such materials are packaged in individual containers not exceeding 1.3 gallons.

d. Maximum allowable quantities shall be increased 100 percent in buildings equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1. Where Note e also applies, the increase for both notes shall be applied cumulatively.

e. Maximum allowable quantities shall be increased 100 percent when stored in approved storage cabinets, day boxes, gas cabinets, exhausted enclosures or safety cans. Where Note d also applies, the increase for both notes shall be applied cumulatively.

f. The permitted quantities shall not be limited in a building equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

g. Permitted only in buildings equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

h. Containing not more than the maximum allowable quantity per control area of Class IA, IB or IC flammable liquids.

i. Inside a building, the maximum capacity of a combustible liquid storage system that is connected to a fuel-oil piping system shall be 660 gallons provided such system complies with the *International Fire Code*.

j. Quantities in parenthesis indicate quantity units in parenthesis at the head of each column.

k. A maximum quantity of 200 pounds of solid or 20 gallons of liquid Class 3 oxidizers is allowed when such materials are necessary for maintenance purposes, operation or sanitation of equipment. Storage containers and the manner of storage shall be approved.

l. Net weight of the pyrotechnic composition of the fireworks. Where the net weight of the pyrotechnic composition of the fireworks is not known, 25 percent of the gross weight of the fireworks, including packaging, shall be used.

m. For gallons of liquids, divide the amount in pounds by 10 in accordance with Section 2703.1.2 of the *International Fire Code*.

n. For storage and display quantities in Group M and storage quantities in Group S occupancies complying with Section 414.2.4, see Tables 414.2.5(1) and 414.2.5(2).

o. Densely packed baled cotton that complies with the packing requirements of ISO 8115 shall not be included in this material class.

p. The following shall not be included in determining the maximum allowable quantities:

1. Liquid or gaseous fuel in fuel tanks on vehicles.
2. Liquid or gaseous fuel in fuel tanks on motorized equipment operated in accordance with this code.
3. Gaseous fuels in piping systems and fixed appliances regulated by the *International Fuel Gas Code*.
4. Liquid fuels in piping systems and fixed appliances regulated by the *International Mechanical Code*.

[F] TABLE 307.1(2)  
 MAXIMUM ALLOWABLE QUANTITY PER CONTROL AREA OF HAZARDOUS MATERIAL POSING A HEALTH HAZARD<sup>a, b, c, j</sup>

MATERIAL	STORAGE <sup>d</sup>			USE-CLOSED SYSTEMS <sup>d</sup>			USE-OPEN SYSTEMS <sup>d</sup>	
	Solid pounds <sup>e, f</sup>	Liquid gallons (pounds) <sup>e, f</sup>	Gas (cubic feet at NTP) <sup>e</sup>	Solid pounds <sup>e</sup>	Liquid gallons (pounds) <sup>e</sup>	Gas (cubic feet at NTP) <sup>e</sup>	Solid pounds <sup>e</sup>	Liquid gallons (pounds) <sup>e</sup>
Corrosive	5,000	500	810 <sup>f, g</sup>	5,000	500	810 <sup>f, g</sup>	1,000	100
Highly toxic	10	(10) <sup>i</sup>	20 <sup>h</sup>	10	(10) <sup>i</sup>	20 <sup>h</sup>	3	(3) <sup>i</sup>
Toxic	500	(500) <sup>i</sup>	810 <sup>f</sup>	500	(500) <sup>i</sup>	810 <sup>f</sup>	125	(125) <sup>i</sup>

For SI: 1 cubic foot = 0.028 m<sup>3</sup>, 1 pound = 0.454 kg, 1 gallon = 3.785 L.

- a. For use of control areas, see Section 414.2.
- b. In retail and wholesale sales occupancies, the quantities of medicines, foodstuffs, consumer or industrial products, and cosmetics, containing not more than 50 percent by volume of water-miscible liquids and with the remainder of the solutions not being flammable, shall not be limited, provided that such materials are packaged in individual containers not exceeding 1.3 gallons.
- c. For storage and display quantities in Group M and storage quantities in Group S occupancies complying with Section 414.2.4, see Table 414.2.4(1).
- d. The aggregate quantity in use and storage shall not exceed the quantity listed for storage.
- e. Quantities shall be increased 100 percent in buildings equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1. Where Note f also applies, the increase for both notes shall be applied accumulatively.
- f. Quantities shall be increased 100 percent when stored in approved storage cabinets, gas cabinets or exhausted enclosures as specified in the *International Fire Code*. Where Note e also applies, the increase for both notes shall be applied accumulatively.
- g. A single cylinder containing 150 pounds or less of anhydrous ammonia in a single control area in a nonsprinklered building shall be considered a maximum allowable quantity. Two cylinders, each containing 150 pounds or less in a single control area, shall be considered a maximum allowable quantity provided the building is equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.
- h. Allowed only when stored in approved exhausted gas cabinets or exhausted enclosures as specified in the *International Fire Code*.
- i. Quantities in parenthesis indicate quantity units in parenthesis at the head of each column.
- j. For gallons of liquids, divide the amount in pounds by 10 in accordance with Section 2703.1.2 of the *International Fire Code*.

**DEFLAGRATION.** An exothermic reaction, such as the extremely rapid oxidation of a flammable dust or vapor in air, in which the reaction progresses through the unburned material at a rate less than the velocity of sound. A deflagration can have an explosive effect.

**DETACHED BUILDING.** A separate single-story building, without a basement or crawl space, used for the storage or use of hazardous materials and located an approved distance from all structures.

**DETONATION.** An exothermic reaction characterized by the presence of a shock wave in the material which establishes and maintains the reaction. The reaction zone progresses through the material at a rate greater than the velocity of sound. The principal heating mechanism is one of shock compression. Detonations have an explosive effect.

**DISPENSING.** The pouring or transferring of any material from a container, tank or similar vessel, whereby vapors, dusts, fumes, mists or gases are liberated to the atmosphere.

**EXPLOSIVE.** Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, dynamite, black powder, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cord, igniter cord, igniters and display fireworks, 1.3G (Class B, Special).

The term “explosive” includes any material determined to be within the scope of USC Title 18: Chapter 40 and also includes any material classified as an explosive other than consumer fireworks, 1.4G (Class C, Common) by the hazardous materials regulations of DOTn 49 CFR.

**High explosive.** Explosive material, such as dynamite, which can be caused to detonate by means of a No. 8 test blasting cap when unconfined.

**Low explosive.** Explosive material that will burn or deflagrate when ignited. It is characterized by a rate of reaction that is less than the speed of sound. Examples of low explosives include, but are not limited to, black powder; safety fuse; igniters; igniter cord; fuse lighters; fireworks, 1.3G (Class B, Special) and propellants, 1.3C.

**Mass-detonating explosives.** Division 1.1, 1.2 and 1.5 explosives alone or in combination, or loaded into various types of ammunition or containers, most of which can be expected to explode virtually instantaneously when a small portion is subjected to fire, severe concussion, impact, the impulse of an initiating agent or the effect of a considerable discharge of energy from without. Materials that react in this manner represent a mass explosion hazard. Such an explosive will normally cause severe structural damage to adjacent objects. Explosive propagation could occur immediately to other items of ammunition and explosives stored sufficiently close to and not adequately protected from the initially exploding pile with a time interval short enough so that two or more quantities must be considered as one for quantity-distance purposes.

**UN/DOTn Class 1 explosives.** The former classification system used by DOTn included the terms “high” and “low” explosives as defined herein. The following terms further define explosives under the current system applied by DOTn for all explosive materials defined as hazard Class 1 materials. Compatibility group letters are used in concert with the division to specify further limitations on each division noted (i.e., the letter G identifies the material as a pyrotechnic substance or article containing a pyrotechnic substance and similar materials).

**Division 1.1.** Explosives that have a mass explosion hazard. A mass explosion is one which affects almost the entire load instantaneously.

**Division 1.2.** Explosives that have a projection hazard but not a mass explosion hazard.

**Division 1.3.** Explosives that have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard.

**Division 1.4.** Explosives that pose a minor explosion hazard. The explosive effects are largely confined to the package and no projection of fragments of appreciable size or range is to be expected. An external fire must not cause virtually instantaneous explosion of almost the entire contents of the package.

**Division 1.5.** Very insensitive explosives. This division is comprised of substances that have a mass explosion hazard, but that are so insensitive there is very little probability of initiation or of transition from burning to detonation under normal conditions of transport.

**Division 1.6.** Extremely insensitive articles which do not have a mass explosion hazard. This division is comprised of articles that contain only extremely insensitive detonating substances and which demonstrate a negligible probability of accidental initiation or propagation.

**FIREWORKS.** Any composition or device for the purpose of producing a visible or audible effect for entertainment purposes by combustion, deflagration or detonation that meets the definition of 1.4G fireworks or 1.3G fireworks as set forth herein.

**FIREWORKS, 1.3G.** (Formerly Class B, Special Fireworks.) Large fireworks devices, which are explosive materials, intended for use in fireworks displays and designed to produce audible or visible effects by combustion, deflagration or detonation. Such 1.3G fireworks include, but are not limited to, firecrackers containing more than 130 milligrams (2 grains) of explosive composition, aerial shells containing more than 40 grams of pyrotechnic composition, and other display pieces which exceed the limits for classification as 1.4G fireworks. Such 1.3G fireworks are also described as fireworks, UN0335 by the DOTn.

**FIREWORKS, 1.4G.** (Formerly Class C, Common Fireworks.) Small fireworks devices containing restricted amounts of pyrotechnic composition designed primarily to produce visible or audible effects by combustion. Such 1.4G fireworks which comply with the construction, chemical composition and labeling regulations of the DOTn for fireworks, UN0336, and the U.S. Consumer Product Safety Commission (CPSC) as set forth in CPSC 16 CFR: Parts 1500 and 1507, are not explosive materials for the purpose of this code.

**FLAMMABLE GAS.** A material that is a gas at 68°F (20°C) or less at 14.7 pounds per square inch atmosphere (psia) (101 kPa) of pressure [a material that has a boiling point of 68°F (20°C) or less at 14.7 psia (101 kPa)] which:

1. Is ignitable at 14.7 psia (101 kPa) when in a mixture of 13 percent or less by volume with air; or
2. Has a flammable range at 14.7 psia (101 kPa) with air of at least 12 percent, regardless of the lower limit.

The limits specified shall be determined at 14.7 psi (101 kPa) of pressure and a temperature of 68°F (20°C) in accordance with ASTM E 681.

**FLAMMABLE LIQUEFIED GAS.** A liquefied compressed gas which, under a charged pressure, is partially liquid at a temperature of 68°F (20°C) and which is flammable.

**FLAMMABLE LIQUID.** A liquid having a closed cup flash point below 100°F (38°C). Flammable liquids are further categorized into a group known as Class I liquids. The Class I category is subdivided as follows:

**Class IA.** Liquids having a flash point below 73°F (23°C) and a boiling point below 100°F (38°C).

**Class IB.** Liquids having a flash point below 73°F (23°C) and a boiling point at or above 100°F (38°C).

**Class IC.** Liquids having a flash point at or above 73°F (23°C) and below 100°F (38°C).

The category of flammable liquids does not include compressed gases or cryogenic fluids.

**FLAMMABLE MATERIAL.** A material capable of being readily ignited from common sources of heat or at a temperature of 600°F (316°C) or less.

**FLAMMABLE SOLID.** A solid, other than a blasting agent or explosive, that is capable of causing fire through friction, absorption or moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which has an ignition temperature below 212°F (100°C) or which burns so vigorously and persistently when ignited as to create a serious hazard. A chemical shall be considered a flammable solid as determined in accordance with the test method of CPSC 16 CFR; Part 1500.44, if it ignites and burns with a self-sustained flame at a rate greater than 0.1 inch (2.5 mm) per second along its major axis.

**FLASH POINT.** The minimum temperature in degrees Fahrenheit at which a liquid will give off sufficient vapors to form an ignitable mixture with air near the surface or in the container, but will not sustain combustion. The flash point of a liquid shall be determined by appropriate test procedure and apparatus as specified in ASTM D 56, ASTM D 93 or ASTM D 3278.

**HANDLING.** The deliberate transport by any means to a point of storage or use.

**HAZARDOUS MATERIALS.** Those chemicals or substances that are physical hazards or health hazards as defined and classified in this section and the *International Fire Code*, whether the materials are in usable or waste condition.

**HEALTH HAZARD.** A classification of a chemical for which there is statistically significant evidence that acute or chronic health effects are capable of occurring in exposed persons. The term "health hazard" includes chemicals that are toxic or highly toxic, and corrosive.

**HIGHLY TOXIC.** A material which produces a lethal dose or lethal concentration that falls within any of the following categories:

1. A chemical that has a median lethal dose (LD<sub>50</sub>) of 50 milligrams or less per kilogram of body weight when admin-



istered orally to albino rats weighing between 200 and 300 grams each.

2. A chemical that has a median lethal dose (LD<sub>50</sub>) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
3. A chemical that has a median lethal concentration (LC<sub>50</sub>) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume or dust, when administered by continuous inhalation for 1 hour (or less if death occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

Mixtures of these materials with ordinary materials, such as water, might not warrant classification as highly toxic. While this system is basically simple in application, any hazard evaluation that is required for the precise categorization of this type of material shall be performed by experienced, technically competent persons.

**INCOMPATIBLE MATERIALS.** Materials that, when mixed, have the potential to react in a manner that generates heat, fumes, gases or byproducts which are hazardous to life or property.

**OPEN SYSTEM.** The use of a solid or liquid hazardous material involving a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, dip tank and plating tank operations.

**OPERATING BUILDING.** A building occupied in conjunction with the manufacture, transportation or use of explosive materials. Operating buildings are separated from one another with the use of intraplant or intraline distances.

**ORGANIC PEROXIDE.** An organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms have been replaced by an organic radical. Organic peroxides can pose an explosion hazard (detonation or deflagration) or they can be shock sensitive. They can also decompose into various unstable compounds over an extended period of time.

**Class I.** Those formulations that are capable of deflagration but not detonation.

**Class II.** Those formulations that burn very rapidly and that pose a moderate reactivity hazard.

**Class III.** Those formulations that burn rapidly and that pose a moderate reactivity hazard.

**Class IV.** Those formulations that burn in the same manner as ordinary combustibles and that pose a minimal reactivity hazard.

**Class V.** Those formulations that burn with less intensity than ordinary combustibles or do not sustain combustion and that pose no reactivity hazard.

**Unclassified detonable.** Organic peroxides that are capable of detonation. These peroxides pose an extremely high explosion hazard through rapid explosive decomposition.

**OXIDIZER.** A material that readily yields oxygen or other oxidizing gas, or that readily reacts to promote or initiate combustion of combustible materials. Examples of other oxidizing gases include bromine, chlorine and fluorine.

**Class 4.** An oxidizer that can undergo an explosive reaction due to contamination or exposure to thermal or physical shock. Additionally, the oxidizer will enhance the burning rate and can cause spontaneous ignition of combustibles.

**Class 3.** An oxidizer that will cause a severe increase in the burning rate of combustible materials with which it comes in contact or that will undergo vigorous self-sustained decomposition due to contamination or exposure to heat.

**Class 2.** An oxidizer that will cause a moderate increase in the burning rate or that causes spontaneous ignition of combustible materials with which it comes in contact.

**Class 1.** An oxidizer whose primary hazard is that it slightly increases the burning rate but which does not cause spontaneous ignition when it comes in contact with combustible materials.

**OXIDIZING GAS.** A gas that can support and accelerate combustion of other materials.

**PHYSICAL HAZARD.** A chemical for which there is evidence that it is a combustible liquid, compressed gas, cryogenic, explosive, flammable gas, flammable liquid, flammable solid, organic peroxide, oxidizer, pyrophoric or unstable (reactive) or water-reactive material.

**PYROPHORIC.** A chemical with an autoignition temperature in air, at or below a temperature of 130°F (54.4°C).

**PYROTECHNIC COMPOSITION.** A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

**TOXIC.** A chemical falling within any of the following categories:

1. A chemical that has a median lethal dose (LD<sub>50</sub>) of more than 50 milligrams per kilogram, but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
2. A chemical that has a median lethal dose (LD<sub>50</sub>) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between 2 and 3 kilograms each.
3. A chemical that has a median lethal concentration (LC<sub>50</sub>) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust, when administered by continuous inhalation for 1 hour (or less if death

occurs within 1 hour) to albino rats weighing between 200 and 300 grams each.

**UNSTABLE (REACTIVE) MATERIAL.** A material, other than an explosive, which in the pure state or as commercially produced, will vigorously polymerize, decompose, condense or become self-reactive and undergo other violent chemical changes, including explosion, when exposed to heat, friction or shock, or in the absence of an inhibitor, or in the presence of contaminants, or in contact with incompatible materials. Unstable (reactive) materials are subdivided as follows:

**Class 4.** Materials that in themselves are readily capable of detonation or explosive decomposition or explosive reaction at normal temperatures and pressures. This class includes materials that are sensitive to mechanical or localized thermal shock at normal temperatures and pressures.

**Class 3.** Materials that in themselves are capable of detonation or of explosive decomposition or explosive reaction but which require a strong initiating source or which must be heated under confinement before initiation. This class includes materials that are sensitive to thermal or mechanical shock at elevated temperatures and pressures.

**Class 2.** Materials that in themselves are normally unstable and readily undergo violent chemical change but do not detonate. This class includes materials that can undergo chemical change with rapid release of energy at normal temperatures and pressures, and that can undergo violent chemical change at elevated temperatures and pressures.

**Class 1.** Materials that in themselves are normally stable but which can become unstable at elevated temperatures and pressure.

**WATER-REACTIVE MATERIAL.** A material that explodes; violently reacts; produces flammable, toxic or other hazardous gases; or evolves enough heat to cause autoignition or ignition of combustibles upon exposure to water or moisture. Water-reactive materials are subdivided as follows:

**Class 3.** Materials that react explosively with water without requiring heat or confinement.

**Class 2.** Materials that react violently with water or have the ability to boil water. Materials that produce flammable, toxic or other hazardous gases or evolve enough heat to cause autoignition or ignition of combustibles upon exposure to water or moisture.

**Class 1.** Materials that react with water with some release of energy, but not violently.

**[F] 307.3 High-hazard Group H-1.** Buildings and structures containing materials that pose a detonation hazard shall be classified as Group H-1. Such materials shall include, but not be limited to, the following:

Explosives:

- Division 1.1
- Division 1.2
- Division 1.3

**Exception:** Materials that are used and maintained in a form where either confinement or configuration will

not elevate the hazard from a mass fire to mass explosion hazard shall be allowed in H-2 occupancies.

Division 1.4

**Exception:** Articles, including articles packaged for shipment, that are not regulated as an explosive under Bureau of Alcohol, Tobacco and Firearms regulations, or unpackaged articles used in process operations that do not propagate a detonation or deflagration between articles shall be allowed in H-3 occupancies.

Division 1.5

Division 1.6

- Organic peroxides, unclassified detonable
- Oxidizers, Class 4
- Unstable (reactive) materials, Class 3 detonable and Class 4
- Detonable pyrophoric materials

**[F] 307.4 High-hazard Group H-2.** Buildings and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning shall be classified as Group H-2. Such materials shall include, but not be limited to, the following:

Class I, II or IIIA flammable or combustible liquids which are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 psi (103.4 kPa) gage.

- Combustible dusts
- Cryogenic fluids, flammable
- Flammable gases
- Organic peroxides, Class I
- Oxidizers, Class 3, that are used or stored in normally open containers or systems, or in closed containers or systems pressurized at more than 15 psi (103 kPa) gage
- Pyrophoric liquids, solids and gases, nondetonable
- Unstable (reactive) materials, Class 3, nondetonable
- Water-reactive materials, Class 3

**[F] 307.5 High-hazard Group H-3.** Buildings and structures containing materials that readily support combustion or that pose a physical hazard shall be classified as Group H-3. Such materials shall include, but not be limited to, the following:

Class I, II or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge (103.4 kPa) or less

- Combustible fibers, other than densely packed baled cotton
- Consumer fireworks, 1.4G (Class C, Common)
- Cryogenic fluids, oxidizing
- Flammable solids
- Organic peroxides, Class II and III
- Oxidizers, Class 2
- Oxidizers, Class 3, that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge (103 kPa) or less
- Oxidizing gases
- Unstable (reactive) materials, Class 2
- Water-reactive materials, Class 2

**[F] 307.6 High-hazard Group H-4.** Buildings and structures which contain materials that are health hazards shall be classified as Group H-4. Such materials shall include, but not be limited to, the following:

- Corrosives
- Highly toxic materials
- Toxic materials

**[F] 307.7 High-hazard Group H-5 structures.** Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials (HPM) are used and the aggregate quantity of materials is in excess of those listed in Tables 307.1(1) and 307.1(2) shall be classified as Group H-5. Such facilities and areas shall be designed and constructed in accordance with Section 415.8.

**[F] 307.8 Multiple hazards.** Buildings and structures containing a material or materials representing hazards that are classified in one or more of Groups H-1, H-2, H-3 and H-4 shall conform to the code requirements for each of the occupancies so classified.

## SECTION 308 INSTITUTIONAL GROUP I

**308.1 Institutional Group I.** Institutional Group I occupancy includes, among others, the use of a building or structure, or a portion thereof, in which people are cared for or live in a supervised environment, having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Institutional occupancies shall be classified as Group I-1, I-2, I-3 or I-4.

**308.2 Group I-1.** This occupancy shall include buildings, structures or parts thereof housing more than 16 persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff. This group shall include, but not be limited to, the following:

- Residential board and care facilities
- Assisted living facilities
- Halfway houses
- Group homes
- Congregate care facilities
- Social rehabilitation facilities
- Alcohol and drug centers
- Convalescent facilities

A facility such as the above with five or fewer persons shall be classified as a Group R-3 or shall comply with the *International Residential Code* in accordance with Section 101.2. A facility such as above, housing at least six and not more than 16 persons, shall be classified as Group R-4.

**308.3 Group I-2.** This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than five persons who are not capable of self-preservation. This group shall include, but not be limited to, the following:

- Hospitals
- Nursing homes (both intermediate care facilities and skilled nursing facilities)
- Mental hospitals
- Detoxification facilities

A facility such as the above with five or fewer persons shall be classified as Group R-3 or shall comply with the *International Residential Code* in accordance with Section 101.2.

**308.3.1 Child care facility.** A child care facility that provides care on a 24-hour basis to more than five children 2½ years of age or less shall be classified as Group I-2.

**308.4 Group I-3.** This occupancy shall include buildings and structures that are inhabited by more than five persons who are under restraint or security. An I-3 facility is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupants' control. This group shall include, but not be limited to, the following:

- Prisons
- Jails
- Reformatories
- Detention centers
- Correctional centers
- Prerelease centers

Buildings of Group I-3 shall be classified as one of the occupancy conditions indicated in Sections 308.4.1 through 308.4.5 (see Section 408.1).

**308.4.1 Condition 1.** This occupancy condition shall include buildings in which free movement is allowed from sleeping areas, and other spaces where access or occupancy is permitted, to the exterior via means of egress without restraint. A Condition 1 facility is permitted to be constructed as Group R.

**308.4.2 Condition 2.** This occupancy condition shall include buildings in which free movement is allowed from sleeping areas and any other occupied smoke compartment to one or more other smoke compartments. Egress to the exterior is impeded by locked exits.

**308.4.3 Condition 3.** This occupancy condition shall include buildings in which free movement is allowed within individual smoke compartments, such as within a residential unit comprised of individual sleeping units and group activity spaces, where egress is impeded by remote-controlled release of means of egress from such a smoke compartment to another smoke compartment.

**308.4.4 Condition 4.** This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Remote-controlled release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

**308.4.5 Condition 5.** This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Staff-controlled manual release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

**308.5 Group I-4, day care facilities.** This group shall include buildings and structures occupied by persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption, and in a place other than the home of the person cared for. A facility such as the above with five or fewer persons shall be classified as a Group R-3 or shall comply with the *International Residential Code* in accordance with Section 101.2. Places of worship during religious functions are not included.

**308.5.1 Adult care facility.** A facility that provides accommodations for less than 24 hours for more than five unrelated adults and provides supervision and personal care services shall be classified as Group I-4.

**Exception:** A facility where occupants are capable of responding to an emergency situation without physical assistance from the staff shall be classified as Group A-3.

**308.5.2 Child care facility.** A facility that provides supervision and personal care on less than a 24-hour basis for more than five children 2½ years of age or less shall be classified as Group I-4.

**Exception:** A child day care facility that provides care for more than five but no more than 100 children 2½ years or less of age, when the rooms where such children are cared for are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.

### SECTION 309 MERCANTILE GROUP M

**309.1 Mercantile Group M.** Mercantile Group M occupancy includes, among others, buildings and structures or a portion thereof, for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but not be limited to, the following:

- Department stores
- Drug stores
- Markets
- Motor fuel-dispensing facilities
- Retail or wholesale stores
- Sales rooms

**309.2 Quantity of hazardous materials.** The aggregate quantity of nonflammable solid and nonflammable or noncombustible liquid hazardous materials stored or displayed in a single control area of a Group M occupancy shall not exceed the quantities in Table 414.2.4(1).

### SECTION 310 RESIDENTIAL GROUP R

**310.1 Residential Group R.** Residential Group R includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes when not classified as an Institutional Group I or when not regulated by the *International Residential Code* in accordance with Section 101.2. Residential occupancies shall include the following:

*dential Code* in accordance with Section 101.2. Residential occupancies shall include the following:

**R-1** Residential occupancies containing sleeping units where the occupants are primarily transient in nature, including:

- Boarding houses (transient)
- Hotels (transient)
- Motels (transient)

**R-2** Residential occupancies containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including:

- Apartment houses
- Boarding houses (not transient)
- Convents
- Dormitories
- Fraternities and sororities
- Hotels (nontransient)
- Monasteries
- Motels (nontransient)
- Vacation timeshare properties

Congregate living facilities with 16 or fewer occupants are permitted to comply with the construction requirements for Group R-3.

**R-3** Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4 or I, including:

- Buildings that do not contain more than two dwelling units.
- Adult facilities that provide accommodations for five or fewer persons of any age for less than 24 hours.
- Child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours.
- Congregate living facilities with 16 or fewer persons.

Adult and child care facilities that are within a single-family home are permitted to comply with the *International Residential Code*.

**R-4** Residential occupancies shall include buildings arranged for occupancy as residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff.

Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in this code, or shall comply with the *International Residential Code*.

**310.2 Definitions.** The following words and terms shall, for the purposes of this section and as used elsewhere in this code, have the meanings shown herein.

**BOARDING HOUSE.** A building arranged or used for lodging for compensation, with or without meals, and not occupied as a single-family unit.



**CONGREGATE LIVING FACILITIES.** A building or part thereof that contains sleeping units where residents share bathroom and/or kitchen facilities.

**DORMITORY.** A space in a building where group sleeping accommodations are provided in one room, or in a series of closely associated rooms, for persons not members of the same family group, under joint occupancy and single management, as in college dormitories or fraternity houses.

**PERSONAL CARE SERVICE.** The care of residents who do not require chronic or convalescent medical or nursing care. Personal care involves responsibility for the safety of the resident while inside the building.

**RESIDENTIAL CARE/ASSISTED LIVING FACILITIES.** A building or part thereof housing persons, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment which provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff. This classification shall include, but not be limited to, the following: residential board and care facilities, assisted living facilities, halfway houses, group homes, congregate care facilities, social rehabilitation facilities, alcohol and drug abuse centers and convalescent facilities.

**TRANSIENT.** Occupancy of a dwelling unit or sleeping unit for not more than 30 days.

### SECTION 311 STORAGE GROUP S

**311.1 Storage Group S.** Storage Group S occupancy includes, among others, the use of a building or structure, or a portion thereof, for storage that is not classified as a hazardous occupancy.

**311.2 Moderate-hazard storage, Group S-1.** Buildings occupied for storage uses that are not classified as Group S-2, including, but not limited to, storage of the following:

- Aerosols, Levels 2 and 3
- Aircraft repair hangar
- Bags: cloth, burlap and paper
- Bamboos and rattan
- Baskets
- Belting: canvas and leather
- Books and paper in rolls or packs
- Boots and shoes
- Buttons, including cloth covered, pearl or bone
- Cardboard and cardboard boxes
- Clothing, woolen wearing apparel
- Cordage
- Dry boat storage (indoor)
- Furniture
- Furs
- Glues, mucilage, pastes and size
- Grains
- Horns and combs, other than celluloid
- Leather
- Linoleum
- Lumber
- Motor vehicle repair garages complying with the maximum

allowable quantities of hazardous materials listed in Table 307.1(1) (see Section 406.6)

- Photo engravings
- Resilient flooring
- Silks
- Soaps
- Sugar
- Tires, bulk storage of
- Tobacco, cigars, cigarettes and snuff
- Upholstery and mattresses
- Wax candles

**311.3 Low-hazard storage, Group S-2.** Includes, among others, buildings used for the storage of noncombustible materials such as products on wood pallets or in paper cartons with or without single thickness divisions; or in paper wrappings. Such products are permitted to have a negligible amount of plastic trim, such as knobs, handles or film wrapping. Storage uses shall include, but not be limited to, storage of the following:

- Aircraft hangar
- Asbestos
- Beverages up to and including 12-percent alcohol in metal, glass or ceramic containers
- Cement in bags
- Chalk and crayons
- Dairy products in nonwaxed coated paper containers
- Dry cell batteries
- Electrical coils
- Electrical motors
- Empty cans
- Food products
- Foods in noncombustible containers
- Fresh fruits and vegetables in nonplastic trays or containers
- Frozen foods
- Glass
- Glass bottles, empty or filled with noncombustible liquids
- Gypsum board
- Inert pigments
- Ivory
- Meats
- Metal cabinets
- Metal desks with plastic tops and trim
- Metal parts
- Metals
- Mirrors
- Oil-filled and other types of distribution transformers
- Parking garages, open or enclosed
- Porcelain and pottery
- Stoves
- Talc and soapstones
- Washers and dryers

### SECTION 312 UTILITY AND MISCELLANEOUS GROUP U

**312.1 General.** Buildings and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with

## Section 15.04.032 Site Plan Requirements



**A. Statement of Purpose.** It is the purpose of this section to regulate the safe, orderly and attractive development, including but not limited to all residential, commercial, and industrial land uses within the city; to preserve and enhance property values, to preserve adequate space for pedestrian, bicycle, and vehicular traffic, including transportation facilities usually associated with such uses; to provide for effective transportation without congestion or hazards; and to provide for effective storm water management and control. It is also the purpose of this section to assure that public utilities and services are provided in a safe and healthful manner and are consistent with any and all applicable regulations and standards. It is the further purpose of the section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage creative economic development, certain modifications to these requirements may be permitted the City Council, after seeking the recommendation of the City's Plan Commission and/or Zoning Board of Appeals.

**B. Applicability.** Any person, corporation, firm or other organization or association making application for a permit issued by the Building Official or designee, shall submit to the Office of the City Clerk, who will distribute to appropriate departments for review and approval, a site plan prepared by a registered architect, registered professional engineer or a licensed land surveyor licensed in the state to practice as such. The City may accept a preliminary plat as a substitute for the site plan required hereunder.

**C. Submittals.** Site plans shall be drawn on a sheet or sheets not to exceed 24 x 36 inches. Said site plan shall also be provided electronically in a format deemed to be acceptable by the City (.pdf file extension preferred). In addition to all requirements contained herein, if the site plan is required to be drawn by a licensed professional engineer, architect, or surveyor, the plans must include the name, firm name, address, and seal of said professional

**D. Minor Changes.** Minor changes to a site plan shall be permitted only after approval of such changes by the Building Official or designee. Request for approval of minor changes shall be made in writing. A new site plan reflecting said changes may be required at the discretion of the Building Official or designee. The Building Official or designee shall approve all minor changes within a reasonable time frame not to exceed 10 business days. Minor changes shall be limited to building footprint or height changes that vary by no more than ten percent (10%) in any one direction.

**E. Major Changes.** Major changes to a site plan shall be permitted only upon submittal of a new site plan. If site plan consists of multiple pages, all pages affected by the major changes must be revised and submitted. If said site plan required a public hearing prior to approval, a public hearing shall be required prior to approval of any major changes. After fifteen (15) days notice is given, a public hearing shall be held before the plan commission and forwarded to the City Council for their approval. Major changes shall include: new buildings, omission of buildings, or reorganization of buildings on the site.

**F. Accessory Structures.**

1. The following information shall be shown on the site plan:
  - (a) Location map, north arrow, graphic plan scale.
  - (b) Zoning district, subdivision name, lot number, and parcel number.
  - (c) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
  - (d) Actual shape, location, and dimensions, and distance of the lot drawn.
  - (e) Location and identification of all existing and proposed easements.
  - (f) Location of any and all stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
  - (g) Proposed building line and setback requirements for the district in which the property is located.
  - (h) Shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any existing building or structure. The distance to property lines and other structures on the lot shall also be indicated.
  - (i) Location of existing and proposed utilities, including service lines and connections.
2. If the subject property includes stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, floodplains, wetlands, sanitary sewage treatment and/or septic fields, a professional engineer or surveyor shall sign and seal site plans and perform field layouts for accessory structures.

## **G. Single-Family Dwellings.**

1. The following information shall be shown on the site plan:
  - (a) All information listed in Section 15.04.32.F.1.
  - (b) Existing and proposed contour lines or elevations based on mean sea level datum at vertical intervals of not more than two (2) feet, including established street grades at the foundation walls of all new structures shall be required if any portion of the subject property is identified as being in a floodplain, floodway, or wetland.
  - (c) Elevation of top of foundation of primary structure, finish floor of garage, finish floor of basement and lowest foundation opening where applicable.
  - (d) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
  - (e) Location of existing and proposed sidewalks.
  - (f) Driveway location, width, and proposed grade (if more than 12% slope).
  - (g) Professional seals affixed to every sheet in a set of documents in accordance with the standards of the Illinois.
2. A professional engineer or surveyor shall perform field layouts for all single-family residential structures.
3. The Building Official or designee may require additional soil testing and documentation if it is determined that the foundation is not placed on virgin soil.
4. The applicant shall provide a slope stability analysis conducted by a professional engineer upon request of the Building Official or designee if the subject property has excessive slope (generally greater than 3 to 1).
5. The Building Official or designee may impose equivalent requirements for additions to single-family dwellings if:
  - (a) The City has no site plan on file for the subject property; or
  - (b) Substantial site modifications or environmental changes have rendered the original site plan obsolete.



## **H. Multi-Family Dwellings, Non-Residential Buildings, Planned Developments, and other Development**

1. The following information shall be shown on the site plan:
  - (a) All information listed in Section 15.04.32.G.1.
  - (b) Off-street parking spaces, required and proposed, including the number, size, and location of those designated as accessible spaces, width of all interior drive aisles, and degree of angle for individual spaces, if applicable.
  - (c) Location of refuse disposal areas, including dumpster enclosures and grease traps.
  - (d) Location of existing and proposed utilities, including service lines and connections, as well as mains and distribution lines.
  - (e) Location and size of existing and proposed freestanding signs.
  - (f) Site lighting plan which clearly shows no spillover onto adjacent properties or right-of-way.
  - (g) Site landscaping plan, including name and size of existing and proposed plant material.
  - (h) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, and wetlands.
  - (i) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.
2. The Building Official or designee may request additional information to be placed on the site plan beyond the requirements listed above or may request preparation of a complete set of improvement plans. Improvement plans shall conform to the City of Columbia's standards regarding the preparation of improvement plans found in the City Subdivision Code.

**I. Waiver of Site Plan Requirements.** The Building Official or designee may waive in writing any site plan requirement contained herein determined unnecessary for review and approval of a specific building permit application.



# SEWER SERVICE CONNECTION APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

No: \_\_\_\_\_

Date of Order: \_\_\_\_\_

**Applicant:**

Contractor/Owner \_\_\_\_\_

**Phone #:**

Office \_\_\_\_\_

Cell \_\_\_\_\_

*Applicant hereby makes application for permission to connect with the City Sanitary System of Columbia, Illinois at the following described property:*

**Sewer Connection Address :** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Block:** \_\_\_\_\_

**\* Location where connection is to be made:** \_\_\_\_\_

**Sewer connection is subject to the following conditions and restrictions:**

1. The said applicant shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the street or alley to a condition similar or equal to that existing before the commencement of the described work.
2. That the proposed work shall be located and constructed to the satisfaction of the supervisor of sewers or his duly authorized representative, and the material used shall conform to the standard specifications contained in the City Ordinances now in effect. **“Roof drains or footing drains may NOT be connected to sanitary sewers.”**
3. In performing this work, the applicant shall not interfere with or obstruct traffic unreasonably on said street or alley.
4. That the applicant, his successors or assigns, shall assume all risk and liability for accidents and damages that may accrue to persons or property on account of this work.
5. That wherever required, sewerage service connection charges shall be remitted with this application and sewer service charges for use of the sewers shall be billed monthly at rates established by ordinances now in effect or as may be revised or amended.
6. That the sewer connection charge applicable to this application is \$\_\_\_\_\_.

Accepted by:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

ENDORSEMENT: This is to certify that the above described work has been completed in accordance with the provisions of the permit and the ordinances of the City of Columbia, Illinois.

\_\_\_\_\_  
Owner or Plumber Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of Sewers

\_\_\_\_\_  
Date

*(Staff use below):*

Received by – Staff Signature	Date Received	Building Permit #
Connection Fee: \$	Date Paid:	Cash:      Check #:



# UTILITIES APPLICATION

City of Columbia  
 P.O. Box 467  
 208 S. Rapp Ave.  
 Columbia, IL 62236  
 618.281.7144 x 100

CHECK ONE	
<input type="checkbox"/>	Install Meter & Turn On
<input type="checkbox"/>	Turn On
<input type="checkbox"/>	Final Reading & Transfer
<input type="checkbox"/>	Turn Off / Non-Pay
<input type="checkbox"/>	Final Reading & Turn Off
<input type="checkbox"/>	Name Change
<input type="checkbox"/>	Address Change

OLD CUSTOMER		NEW CUSTOMER
	<b>Account #</b>	
	<b>Billing Name</b>	
	<b>Forwarding / Mailing Address</b>	
	<b>City, State, Zip</b>	
	<b>Service Address</b>	
	<b>Phone #</b>	
	<b>Email Address</b>	

**Date of Change:** \_\_\_\_\_

**FEES:** Transfer - \$31.50 \_\_\_\_\_ Initial Turn On - \$31.50 \_\_\_\_\_ Initial Turn Off - \$31.50 \_\_\_\_\_ Initial

Property owners will have to sign water application if they want utilities in their name. Contractors cannot sign for property owners.

Per City of Columbia Ordinance 1094, effective Jan. 18, 1993, I shall abide by and accept all of the provisions of the code as conditions covering the use of City utilities.

**Rent/Lease Property:**  **Own Property:**

**New Applicant Signature:** \_\_\_\_\_

**OFFICE USE BELOW**

Route #: \_\_\_\_\_

Sequence #: \_\_\_\_\_

Lot #: \_\_\_\_\_

<input type="checkbox"/>	Property Inspection
<input type="checkbox"/>	Occupancy Permit
<input type="checkbox"/>	GB / Recycling Totes
<input type="checkbox"/>	New Resident Packet

Applicants who are renting must pay <b>\$160.00</b> deposit before service can be put in their name.		<b>Date Paid:</b>
<b>Owner Name:</b>		
<b>Owners Address:</b>		
<b>Phone #:</b>		

Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_



# WATER SERVICE APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

**Date of Order:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
Contractor/Owner

**Phone #:** \_\_\_\_\_

*Applicant hereby makes application for City Water Service at:*

**Water Connection Address:** \_\_\_\_\_  
No. Street

**Subdivision Name:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**If this is a new tap, please choose one of the following:**

**Size of Meter:** \_\_\_\_\_

**Copper Service Line**

**Poly Service Line**

Contractor/Owner shall pay promptly upon completion at actual cost of installation according to City Ordinances. Costs shall include all material from water main to curb box, curb box shut-off valves and water meter.

The City shall render a monthly bill to the consumer for water consumed at regular meter rates.

Contractor/Owner, the undersigned will guarantee payment of all bills contracted from date hereof and thereafter until terminated by giving no less than thirty (30) days notice to the contrary and also agree to pay a nominal service charge for restoration of water service should this service be performed.

**The water connection charge to this application is: \$** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Acceptance Signature**

\_\_\_\_\_  
**Date**

*(Staff use below):*

\_\_\_\_\_  
*Approved by – Staff*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Building Permit #*

<i>Fee: \$</i>	<i>Date Paid:</i>	<i>Cash:</i>	<i>Check #:</i>
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