

BATTERY SYSTEM PERMITS

GENERAL INFORMATION

A Battery System Permit from the Fire Department is required to install stationary storage battery systems having a liquid capacity of more than 50-gallons.

Below is a list of the items required to be submitted with a Battery System Permit. These items are required to be submitted at the same time, in the correct electronic format, through the City's SmartGov Permit Portal. The City cannot accept paper applications, plans, or other associated materials.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS

Staff recommends that Applicants gather all of the below-listed items before logging onto the City's permit portal to submit a permit because each of the listed items is required to be submitted when you apply for your permit. Please pay attention to the format each of the listed items is required to be in because staff will reject submittals that are not correctly formatted.

If you are not sure what a submittal item is, or what the required format means, it is important for you to communicate with the City before you attempt to submit a permit. The City would much rather discuss your submittal and have you provide the correct items than have you upload submittals that we have to reject.

Next to the name of each of the below-listed submittal items are notes regarding the type of PDF document and the required name of the document. The City uses an electronic plan review system that necessitates these standards.

Additional information regarding the required format for all submittal items can be downloaded from the City's Permit Portal by clicking [HERE](#) and once on this page downloading the handouts named *Electronic Document Submittal Requirements* and *Pre-Submittal Reminders for Applicants*.

ITEMS REQUIRED TO BE SUBMITTED

FLOOR PLANS (*NATIVE PDF NAMED PLANS*)

These plans must be drawn to-scale with each sheet indicating the scale and containing a north arrow, be no less than 11-inch by 17-inches in size, and be uploaded in 'landscape' orientation versus a horizontal position:

- Locations and arrangement of battery system(s).
- Identify the amount of electrolyte in the system(s).
- All rated wall, floor and ceiling assemblies.
- Location of all equipment used for required ventilation.
- Location of all required signage.

MANUFACTURER'S CUT SHEETS FOR ALL EQUIPMENT *(NATIVE OR MIN. 300 DPI SCANNED PDF NAMED MANUFACTURER'S CUT SHEETS)*

For all batteries, battery rack, and method and materials for control and neutralization of a spill

APPLICATION FEES

Application fees will be calculated by the City once your application is deemed complete.