

Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

Plan Check No.: _____ Proposed Occupancy Classification: _____ Signature of Preparer: _____ Date: _____

Control Area No.: _____ Is this area protected by an automatic sprinkler system? Yes; No. How Many Floors Does This Building Have? _____

1. Room No.	2. Chemical Name & Concentration <i>(Not Trade Name)</i>	3. CFC Class*		4. Quantity in Storage	5. Quantity in Use*			6. Stored in Approved Cabinet
		Physical	Health		Open System	Closed System		
				<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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				<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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				<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> Yes <input type="checkbox"/> No	

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

Instructions for Completing the Building Occupancy Classification Inventory Form

A critical first step in the plan check process is the establishment of proper building occupancy classification. The occupancy classification determines the standard to which your plans will be reviewed. This form is a guidance document that has been prepared to expedite the review process. Please note that submittal of this form does not satisfy Hazardous Materials Business Plan (HMBP) Inventory reporting requirements.

Complete a separate inventory for each control area (or a single inventory for the entire building if control areas are not established). Group materials within each room by their primary California Fire Code (CFC) hazards, then indicate additional physical and health hazards. Where several classes are given (e.g., Oxidizer 4, 3, 2, 1), please indicate the appropriate one.

Physical Hazards*	Health Hazards*
Combustible Liquid – Class II, IIIA, IIIB	Corrosive
Combustible Fiber – loose, baled	Highly Toxic
Consumer Fireworks (Class C, Common) – 1.4G	Toxic
Cryogenics, flammable	
Cryogenics, oxidizing	
Explosives – Division 1.1, 1.2, 1.3, 1.4, 1.4G, 1.5, 1.6	
Flammable Gas – gaseous, liquefied	
Flammable Liquid – Class IA, IB, IC; Combination IA, IB, IC	
Flammable Solid	
Organic Peroxide – UD, Class I, II, III, IV, V	
Oxidizer – Class 4, 3, 2, 1	
Oxidizing Gas – gaseous, liquefied	
Pyrophoric Material	
Unstable (reactive) – Class 4, 3, 2, 1	
Water Reactive – Class 3, 2, 1	

* Definitions of physical hazards and health hazards can be found in the California Fire Code.

Definitions

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.

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. *Refer to IBC Section 414.2 for additional information regarding control areas.*

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 operations; and plating tank operations.

Make additional copies of this form if needed. Number each page appropriately.