

# Occupancy Classification Letter (OCL) - Part 1 “Coversheet”

Correct identification and classification of commodities and hazardous materials is critical for safety and proper storage. Incorrect or missing identification and/or classification can result in processing delays, failed inspections, and delays in issuing a Certificate of Occupancy for the business. Hazardous materials and commodities require specialized protection systems aligned to the identification and classification per adopted building and fire codes and that meet the requirements of the business. It is strongly recommended the services of a fire protection design professional (e.g. TX Registered Fire Protection Engineer) be obtained to assist with correct classification and the design of an appropriate protection system.

This Occupancy Classification Letter (OCL) “Coversheet” **is to be filled out and signed by the owner of the business** and included in the building permit submittal package, or with a COO as required by the Port’s application procedures.

**Q1: Do you have more than 500 ft2 of High-Piled Combustible Storage?** Yes  No

If **yes**, you are required to submit an Occupancy Classification Letter **Part 2, “High- Piled Combustible Storage Statement”**. See Part 2 example form attached.

*High-Piled Combustible Storage is defined as the storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of the storage is greater than **12 feet** in height or certain high-hazard commodities, (e.g., rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities), where top of the storage is greater than **6 feet** in height.*

**Q2: Do you handle (store or use) any hazardous materials as defined in the 2021 IFC?** Yes  No

If **yes**, you are required to submit an Occupancy Classification Letter **Part 3, “Hazardous Materials Inventory Statement”**. See Part 3 example form attached.

*A Hazardous Materials Inventory Statement lists those items which are classified as physical hazards and health hazards. A Physical Hazard is defined as 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. A Health Hazard is 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, highly toxic and corrosive. (See locally adopted fire code for further details.)*

**Q3: ANY amount of Class IV racks or back-to-back shelf storage over 10 feet high?** Yes  No

If **yes**, higher sprinkler densities than Ordinary Hazard Group 2 may be required.

**Q4: ANY high Hazard storage over 5 feet high?** Yes  No

If **yes**, higher sprinkler densities than Ordinary Hazard Group 2 may be required.

**Q5: General Information**

Office/Warehouse Size: \_\_\_\_\_

What is being stored: \_\_\_\_\_

Type of storage (pallets, shelves, racks, etc.): \_\_\_\_\_

Height of storage: \_\_\_\_\_

I hereby certify that the information provided in this document is true and correct, to the best of my knowledge, and that any missing/omitted information/documentation will result in delaying the review of this OCL and approval of your occupancy of the proposed building/space.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Company: \_\_\_\_\_