



Woodland Fire Department

Residential Energy Storage Systems (ESS) Plan Review and Inspections Guideline CRR-008

PURPOSE

The purpose of this guideline is to establish a clear and systematic approach for the review and inspection of Residential Energy Storage Systems (ESS) within the jurisdiction of the Woodland Fire Department (WFD). This document aims to ensure that all ESS installations are conducted in accordance with the highest safety standards and comply with current fire codes and regulations. It is designed to assist architects, engineers, contractors, and property owners in understanding the requirements for successful plan submission, review, approval, and inspection processes related to ESS installations.

Fire Safety Information and Resources regarding Residential ESS Systems is available on our website at: <https://www.cityofwoodland.gov/1607/Residential-Energy-Storage-Systems-ESS>

SCOPE

This guideline applies to all entities involved in the design, installation, and inspection of Energy Storage Systems within the area served by the Woodland Fire Department.

SUBMITTAL REQUIREMENTS

Deferred Submittal: All ESS plans must be submitted to the Woodland Fire Department Community Risk Reduction Division for review via deferred submittal. Applicants are required to use the designated online form available on the WFD website: <https://www.cityofwoodland.gov/227/Plan-Submittal-Review-Inspections>

Documentation: The applicant must provide all necessary documents, including but not limited to detailed system specifications, site plans, and data sheets.

PLAN REVIEW PROCESS

Plan Intake: Upon submission, the Fire Permit Technician will assign the ESS plan to a Community Risk Reduction Specialist for review. The assignment of plans is done on an alternating rotation (1 for 1) to ensure fairness and workload distribution.

Fire Permit Issuance: Along with their building permit number, a Fire Permit number will be issued for each new ESS plan submission.

Review Timeline: There is a standard 14-day turnaround time for all ESS plan reviews, starting from the date of submission.

APPROVAL AND INSPECTION CARD

Plan Approval: Once the plans have been approved, the Fire Permit Technician will contact the applicant and provide the approved and stamped plans.

Inspection Card Issuance: Upon plan approval, an inspection card will be issued to the applicant. This card must be available and presented during field inspections to verify compliance.

FIELD INSPECTIONS

Pre-Inspection Preparation: Prior to field inspection, the CRR Specialist should review the approved plans and familiarize themselves with any site-specific requirements or concerns.

Inspection Protocol: During the field inspection, the CRR Specialist must inspect and sign both the building permit card and the fire permit card to confirm compliance with the approved plans.

Data Entry: All inspections must be entered into the City's Permit Management system on the same date of inspection, recording details for both the building and fire permit numbers.

Inspection Timing: The final Fire Inspection of the ESS should occur before the building's final inspection is conducted. This ensures that any issues can be addressed without delaying the overall project completion. WFD ESS Inspections can be requested online:
<https://www.cityofwoodland.gov/227/Plan-Submittal-Review-Inspections>

Fire Final Inspection: The final inspection should include a thorough check of all installation aspects against the approved plans, focusing on safety measures, system integration, and compliance with fire safety codes.

Contractors/ Applicants will need to ensure the following is onsite, available, and/or completed for the fire final inspection:

1. Approved plan set onsite
2. City of Woodland Building and Fire Permit Cards
3. All required labels to be in place as indicated by the approved plans

Corrective Actions: In instances where deficiencies are identified during the review or inspection process, the Community Risk Reduction (CRR) Specialist will issue a letter/notice that clearly outlines the observed deficiencies, and the corrective actions needed. A follow-up inspection will be scheduled to ensure that all required corrections have been implemented effectively and that the installation now complies with the established safety standards and regulations.