

Plan Submittal – Storage Racks

Policy and Procedure No.: **B-04-09**

Revised March 2008

Purpose

This handout establishes a procedure for complete plan review submittals for any proposed storage pallet racks, movable shelf racks and stacker-racks in commercial or industrial buildings. Approval must therefore be obtained from Building Safety & Inspection before commencing any work.

Permits Required

A building permit is required for the following type of work:

- Storage racks greater than 6-ft above ground
- Storage racks greater than 8-ft above ground shall be provided with structural calculations
- Storage racks greater than 12-ft above ground shall be provided with structural calculations and a Fire Department “High-piled” permit and approval

The overall height for high-piled storage racks is taken from the ground to “top of storage”. Regardless whether the rack height is less than 12-ft but the proposed storage will be 12-ft or higher, a Fire Department permit is still required.

Additional high-piled design includes information such as commodity clearance between top of storage; fire sprinkler head locations; aisle clearances; location and classification of commodities; types of fire suppression and fire detection systems, etc.

Plan Submittal for Construction

Quantity

- Two (2) complete sets of plans must be submitted; a completed Application for Permit form and plan check fee paid. Upon submittal of plans, they will be distributed to Building Inspection & Safety for review.

- Two (2) sets of wet-signed and stamped calculation reports prepared by a professional engineer licensed in the State of California [if required].
- One (1) full size set of site plan and floor plan sheets only for the Assessor’s office.
- Two (2) Special Inspection forms for drilled and inset expansion or epoxy type anchorage bolt systems.

Additional Requirements

- If applicable, a separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from the **Elk Grove CSD Fire Department**, Plan Intake Coordinator at **(916) 405-7111**, located at 8812 Elk Grove Blvd; by calling the **Elk Grove CSD Fire Department** at **(916) 405-7100**; or by visiting their website at www.egcsd.ca.gov/fire.

Plan Review Timelines

Allow a minimum of **15** business days for the first plan review; **10** business days for any subsequent reviews.

Minimum Plan Requirements

Size

Minimum 18” x 24” and maximum 24” x 36” plans drawn to scale, fully dimensioned and legible.

Information

1. Plot plan and/or cover sheet - job building/suite address; name, address and phone number of building/business owner, contractor and design professional; description of work including type of business, applicable codes, type of construction, occupancies, fire sprinklers.

2. Architectural plans - dimensioned floor plans identifying location and square footage of all storage areas, racks and shelving; exit door and exit sign locations; location and dimensions of smoke vents and curtain boards (if required). Aisle clearances between racks shall comply with 2007 California Building Code (CBC), Section 1133B.6.2.
3. Structural plans - shelf & rack support base anchorage connection details and specifications to reinforced concrete slab & footing foundation and/or elevated wood floor framing system; rack details depicting dimensions, number of tiers, and whether these are single, double, or multiple racks; shelving installation method, support and brace framing details. For drilled and inset expansion or epoxy type anchorage bolt systems, specify on the plans that "**Special Inspection**" shall be required per 2007 CBC, Section 1704 and 1707.6. Structural design shall comply with structural requirements based on the 2007 (CBC), Chapter 22, Section 2208.

Structural calculations are not required for racks greater than 6-ft and less than 8-ft; however, include anchorage connection details to concrete slab & footing foundation and/or elevated wood floor framing system for review.
The rack type(s) shall be clearly coordinated to match the plans.

Fees

Building fees are based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: 8401 Laguna Palms Way
Phone: (916) 478-2235
Hours: Monday through Friday
8 am – 5 pm