



Community Development Department
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Checklist for Accepting High Pile Storage Racking Permits

Project Address: _____

BUILDING REQUIREMENTS:

- Completed and signed electronic contractor disclosure form (in .pdf format).
- One electronic set of complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping in .pdf format
- Electronic set of Structural calculations in .pdf format.

FIRE MARSHAL REQUIREMENTS:

- Completed and signed permit application (in .pdf format).
- One electronic set of complete plans including structural, architectural, mechanical, electrical, plumbing, grading and landscaping in .pdf format. **Plans should include the following:**
- Floor plan of the building showing locations and dimensions of high-piled storage areas.
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- Usable storage height for each storage area.
- Number of tiers within each rack, if applicable.
- Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement.
- Aisle dimensions between each storage array.
- Maximum pile volume for each storage array.
- Location and classification of commodities in accordance with Section 3203.
- Location of commodities that are banded or encapsulated.
- Location of required fire department access doors.
- Type of fire suppression and fire detection systems.
- Location of valves controlling the water supply of ceiling and in-rack sprinklers.
- Type, location and specifications of smoke removal and curtain board systems.
- Dimension and location of transverse and longitudinal flue spaces.

- Additional information regarding required design features, commodities, storage arrangement and fire protection features within the high-piled storage area shall be provided at the time of permit, when required by the fire code official.
- Where required by the fire code official, an evacuation plan for public accessible areas and a separate set of plans indicating location and width of aisles, location of exits, exit access doors, exit signs, height of storage, and locations of hazardous materials shall be submitted at the time of permit application for review and approval. Following approval of the plans, a copy of the approved plans shall be maintained on the premises in an approved location.