



PLANNING AND DEVELOPMENT SERVICES

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PDS

Document Number

#516

Commercial Racking/Shelving Submittal Checklist

- **Storage Racks.** Storage racks exceeding 8 feet in height require a separate building permit. The design, testing and utilization of industrial steel storage racks shall be in accordance with the *RMI (Rack Manufacturer's Institute) Specification for the Design, Testing and Utilization of Industrial Steel Storage Racks* Standard. The seismic design of storage racks shall be in accordance with the provisions of ASCE 7.
- **Combustible Storage.** All storage in any occupancy shall comply with *International Fire Code (IFC)*.
- **High-Piled Combustible Storage.** Storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of storage is greater than 12 feet in height or certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of storage is greater than 6 feet in height. See IFC Chapter 23 for specific details and requirements.

Initial Fire Code Review

Before intake can occur, a fire code analyst must review the proposed submittal to determine if the proposed racking/shelving permit application involves high-piled or high-hazard combustible commodities (See above). If the project involves high-piled storage, plans will not be eligible for intake until the required data is provided and approved by the fire code analyst. Permit applications and plans for any modifications to fire sprinkler and fire alarm systems shall be submitted separately.

Intake Meetings

Intake meetings are required for commercial racking/shelving exceeding 8 feet in height to verify that the project submittals are complete and that basic plan information is provided. This meeting will not be a "plan review" for code compliance. If additional consultation is required to discuss more in depth issues, then the applicant is responsible to contact a staff member regulating the specific area in question.

Intake meetings can occur from 8:00 a.m. – 3:30 p.m. Monday through Friday. Please check in at the Permit Counter and a staff member will conduct the intake meeting with you. For any questions please call (208) 608-7070.

Application Acceptance

Plans and applications found to be complete will be eligible for acceptance into the building permit process at the close of the meeting. A plan review fee shall be paid at the time of submittal. Contact (208) 608-7070 with a total valuation of the project to obtain the required fee amount. Applicants with submittals found to be incomplete will be required to schedule another meeting with the same staff member. The follow up meeting is to be at an agreed upon time between staff member and applicant.

Instructions

The Idaho licensed design professional of record (or applicant if project does not require a design professional) must bring this completed and signed checklist with all required drawings to the meeting. Make sure to: Fill out the Project Information, check the appropriate boxes, list all page numbers for the plans, and sign this checklist. The staff member conducting the meeting will verify that all required information is included.

Project Information

Meeting Date: _____ Project Name: _____

Site Address: _____

Note: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

Checklist

Documents Provided:

Yes N/A

- Form #516** – (2 copies) Commercial Racking/Shelving Application – all pages.
- Form #302** - (2 copies) Contractor Registration Declaration form.
- Form #304** – (2 copies) Registered Design Professional form.
- Structural Calculations** – (2 copies) stamped and signed by an Idaho licensed engineer.
- ICC-ES Evaluation Services Report** – (2 copies) For all anchor connection products proposed for attaching the racking/shelving structures to the floor, walls, or ceiling.
- Form #310** – (2 copies) Project Start Up for Special Inspections form completed by the design engineer (If Special Inspections are required such as for anchorage of the racking/shelving units).
- Floodplain Elevation Certificate or Letter of Map Revision (LOMR)** (1 paper copy for both ePlan and paper submittals) Elevation certificate stamped and signed by licensed surveyor. If LOMR to be submitted, complete FEMA approved document to be submitted.
- Form #606** – (2 copies) High-Piled and Combustible Storage form (If building has fire sprinklers).

Plans Provided:

Yes N/A

- Vicinity Map** showing location of the property with street names identified. [Page _____]
- Key Plan** showing the tenant space location within the existing building or floor. [Page _____]
- Table of Contents** [Page _____]
- Code Analysis/Building Data** on front sheets of plans which includes at a minimum: Code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable), fire alarm or smoke control system. [Page _____]
- Site Plan** (Only required if high-piled combustible storage applies – see definition on first page)
- Site Plan** showing streets, building locations including dimensions to property lines & other buildings. [Page(s) _____]
- Site Plan** clearly designating “Fire Department Access Roadways” including connecting public streets. (Include contour lines or similar elevation designation if grade changes are over 2%.) [Page _____]
- Site Plan** designating fire hydrants. (distinguish new and existing) [Page _____]
- Architectural/Life Safety Plans**
- Dimensioned Floor Plan** showing the locations of racks, rack dimensions, aisle widths, and locations of exits. [Page(s) _____]
- A Key/Legend** on the floor plan indicating the locations of different types and heights of racks. [Page(s) _____]
- Fire pump/Riser Room** location. [Page(s) _____]
- Smoke & Heat Vent** locations and dimensions. [Page(s) _____]
- Exit Signs** and emergency lighting locations. (new and existing) [Page(s) _____]
- Portable Fire Extinguisher** locations. [Page(s) _____]

Structural Plans

- Specify design loads (including seismic) and material specifications. [Page _____]
- Identify required special inspections on plans. [Page _____]
- List deferred items on plans. [Page _____]
- Elevations and details of all structural components, connections, rack heights and widths, shelf heights and widths, applicable design loads for rack shelf levels, and shelf types (solid, slatted, wire grid, or open) shall be provided on the full-size plan sheets demonstrating compliance with the engineered design calculations and the RMI Standard. [Page(s) _____]
- A note on plans stating "Design, testing and utilization of industrial steel storage racks are in accordance with the *RMI Specification for the Design, Testing and Utilization of Industrial Steel Storage Racks* as specified in the IBC." Racks included in the scope of the RMI Standard include industrial pallet racks, movable shelf racks, and stacker racks. [Page _____]
- Other types of racks – the RMI Standard does not apply to other types of racks, such as drive-in and drive-through racks, cantilever racks, portable racks or rack buildings. Plan submittals for other types of racks shall demonstrate design and use compliance with IBC Chapter 16 for Structural Design; utilize the applicable IBC code chapters for specific materials, quality control, design and construction proposed for use and ASCE 7 as referenced by code. [Page(s) _____]

Signature of Applicant

I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.

Signature of Submitting Design Professional of Record

Date

For Staff Use

- Accepted
- Not Accepted _____ by _____
Date Staff Member Conducting the Intake
- Accepted
- Not Accepted _____ by _____
Date Staff Member Conducting the Intake