



# Commercial Racking/Shelving Submittal Checklist

## Project Information

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

- **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 32 for specific details and requirements.

## Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents and work with staff to provide the correct documentation.
- Plans must be accepted as complete, and all review fees must be paid before review can begin.

## Instructions

- Checklist must be completed by the project's Idaho-licensed design professional of record (or applicant if design professional not required) and uploaded with the application, and the plans and documents (ePlanReview).
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked and all plan page numbers are listed.

## Checklist

### Documents Provided:

Yes N/A

- Form #516** – Commercial Racking/Shelving Application – all pages.
- Form #302** - Contractor Registration Declaration form.
- Form #304** – Registered Design Professional form.
- Structural Calculations** – stamped and signed by an Idaho licensed engineer.
- ICC-ES Evaluation Services Report** – For all anchor connection products proposed for attaching the racking/shelving structures to the floor, walls, or ceiling.
- Form #310** – 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)** Elevation certificate stamped and signed by licensed surveyor. If LOMR to be submitted, complete FEMA approved document to be submitted.

**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.*

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Signature of Submitting Design Professional of Record

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Date