

STORAGE RACKS • DISPLAY CASES • SHELVING

Purpose

This handout summarizes the requirements for a complete plan review submittal for the installation of storage pallet racks, movable shelf racks, fixtures and stacker-racks in commercial or industrial buildings. The following guideline shall be reviewed and approval must be obtained before commencing any work.

Permits Required

- Storage racks less than 5-ft and 9-in in height: No permit required. (Dublin Municipal Code 7.28.310)
- Storage racks between 5-ft and 9-in and 8-ft: Building permit required for anchors and bracing. No engineering requirements.
- Storage racks greater than 8-ft: Building permit required and engineered design in accordance with 2022 CBC Section 2209 and RMI/ANSI MH 16.1.
- High-piled storage racks greater than 12-ft above ground in any occupancy: Building permit required and engineered design for seismic lateral bracing. Fire Prevention permit required to comply with the 2022 CBC 413.1 and California Fire Code

High-Piled Storage

High-piled storage can include racks, shelving, solid piled or pallet storage 12-ft or higher. A Fire Prevention permit is required regardless if the rack height is less than 12-ft but the proposed storage will be 12-ft or higher. The overall height is taken from the ground to “top of storage”. It includes certain high hazard commodities such as rubber tires, Group A plastics, flammable liquids, idle pallets where the top of storage is greater than 6-ft in height. 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. Contact **Fire Prevention** at (925) 833-6606 for detailed information.

Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublin.ca.eprocess360.com>.
 - Please request via permits@dublin.ca.gov a copy of the instructions to submit and upload your plan submittal.
 - A completed permit application worksheet. [Permit Application Form](#)
 - Contractor’s City of Dublin Business License must be current.
- Complete sets of plans prepared and signed by a CA licensed engineer.
- Engineered calculation reports prepared and signed by a CA licensed engineer.
- Completed permit application form and plan check fee paid.

Plans

- Plot plan and/or Cover sheet: job address and suite number; name, address, phone number of business owner /contractor /design professional.
- Complete description of scope of work; type of business; current codes; type of construction; occupancies; type of fire sprinkler system.
- Floor plans identifying location and square footage of all storage areas, racks and shelving; location of exit door, exit access doors and exit signs.
- Location of and dimensions of smoke vents and curtain boards (if required).
- Aisle clearances between racks (36-in minimum aisle width when serving only one side; 44-in when serving both sides per CBC 1005.1, I1B-403.5.1).
- Shelf and rack support base anchorage connection details and specifications to reinforced concrete slab and footing foundation and/or elevated wood floor framing system.

- o Rack details showing dimensions, number of tiers, if these are single, double or multiple racks.
- o Shelving installation method, support and brace framing details; if utilizing drilled and inset expansion or epoxy type anchorage bolt systems, specify on plans “Special Inspection and Testing shall be required.
- o The bolts or expansion anchors referenced to a valid ICC-ES Research Report or equivalent.

Structural Calculations (when greater than 8-ft or taller)

- o Signed and stamped calculation reports prepared by a CA licensed engineer (if top shelf is higher than 8-ft).
- o Lateral bracing details.
- o Anchorage details including type, size, depth and spacing of anchors. The anchorage details must be clearly shown on the plans.

Special Inspection Forms

A fully completed Special Inspection and Testing Agreement signed by all parties, if required. The special inspection form can be obtained in the City’s website: [Special Inspection and Testing Agreement](#)

Fees

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

Permit Application Forms

Building permit application forms can be requested at the Building Division, first floor counter or obtained in the following website: [Permit Application Form](#)