



SUBMITTAL REQ. FOR STORAGE RACKS

PERMIT REQUIRED: All storage rack installations for any industrial or commercial use that are more than 6-feet high require a Building Permit prior to installation, and the submittal of structural calculations. A High Piled Combustible Storage Application form is required for high pile rack installations, and is issued separately by the Fire Department when storage areas exceed 500 square feet and have commodities stored over 12 feet in height. Special hazardous commodities, such as tires, plastics, and some flammable liquids, are considered high piled storage, even if as low as 6 feet.

PLAN SUBMISSION REQUIREMENTS: Complete sets of building plans/reports and documents are required for the plan check of the proposed construction. One set will be returned to you as the official approved “job copy.” Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. All dimensions and scales shall be clearly indicated. No marked, altered, or paste-on plans will be accepted. You may be required by the Building Official to obtain a registered architect or professional engineer to prepare your building plans. The City of Union City Building Division requires:

For Storage Racks:

- Three (3) sets of complete building plans (plan size - 18" x 24" minimum and 24" x 36" maximum)
- Two (2) sets of Structural Calculations
- **Projects over \$50,000 in value;** shall submit a completed Construction & Demolition Waste Management Plan along with the Performance Security. The amount of the performance security shall be calculated as the lesser of 3% of total project cost or \$10,000 USD. Acceptable forms of performance security include; performance bonds, surety bonds, money orders, letters of credit, and certificates of deposits.

For High Pile/Rack Storage:

- Three (3) sets of complete building plans (plan size - 18" x 24" minimum and 24" x 36" maximum)
- Two (2) sets of Structural Calculations
- High Pile Combustible Storage Application Form
- Building Occupancy Classification Inventory Form, *if applicable*.
- **Projects over \$50,000 in value;** shall submit a completed Construction & Demolition Waste Management Plan along with the Performance Security. The amount of the performance security shall be calculated as the lesser of 3% of total project cost or \$10,000 USD. Acceptable forms of performance security include; performance bonds, surety bonds, money orders, letters of credit, and certificates of deposits.

The following information, if applicable, shall be included on, or with, all plans submittals for buildings and accessory structures. *The information as follows are minimum requirements. The Building Official reserves the right to request further information or clarification.*

- **The Designer's Name** - The drawings shall be prepared by a California Licensed Architect or registered professional engineer, and shall sign and seal all drawings and calculations as appropriate, state all applicable codes, description and type of work, occupancy and type of construction, allowable area calculations, gross tenant area (by floor), index of drawings.
- **Site Plan** - Show the outlines of the Assessor's Tax Parcel and the locations and use of all existing buildings. Plan details must include parcel dimensions, building setbacks from all property lines, distance between buildings, off-street parking, driveways, sewer lines or septic tank and leach field locations, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Also

specify the owner's name, the site address, and the Assessor's Parcel Number. Location of the storage racks within the space, path of travel to exits and path of travel to main entrance for limited access persons.

- **Architectural Plans** - Dimensioned floor plans identifying location and square footage of all storage areas, racks and shelving; exit door and exit sign locations; aisle location and dimensions of smoke vents, location of draft curtains and curtain boards (if required). Aisle clearances between racks shall comply with the currently adopted Building and Fire Codes.
- **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 currently adopted Building and Fire Codes.
- **Other Details that May be Required** – Refer to "How to Apply for a Permit for High-Piled Combustible Storage" Handout.

PLAN CHECK PROCESS: Initial review of plans may take between 2-3 weeks. Re-submittals shall take between 1-2 weeks. Larger projects may take longer, please contact the Building Division for further information. The Building Division will route the plans to the appropriate city departments.

FEES:

- **AT SUBMITTAL:** At the time of submittal a plan check fee and the construction waste and demolition deposit (if required) shall be paid, for fee estimate call (510) 675-5313 or see fee schedule.
- **ONCE PERMIT IS READY TO ISSUE:** The Building Division will contact the Applicant of the project with the remaining fee balance. Refer to the adopted fee schedule for further information.

INSPECTIONS: Inspections will be required for all commercial projects. Contact the Building Division at (510) 675-5313 for required inspections for your specific projects.

SEPARATE PLANS AND PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:

- High Piled Storage Areas (commodities as regulated by the Fire Code).
- Fire Alarm/Smoke Detection Systems.
- Flammable Liquid Storage Areas/Compressed Gases.
- Automatic Fire Sprinkler/Extinguishing Systems.