



# Carson City Building Division

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## RACKING/SHELVES PLAN SUBMITTAL REQUIREMENTS

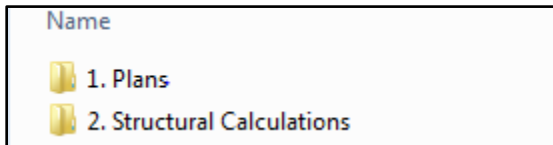
### Plan Submittal:

Provide *one* complete set of digital plans on a CD or USB in **PDF format**. The digital files need to have the plans and all supporting documents in individual folders that are correctly labeled. Please ensure all pages within the plan set are facing the same direction to ensure legibility for the reviewer. **Documents submitted to the building official for review are required to be stamped or sealed, pursuant to the legal requirements for that design professional.**

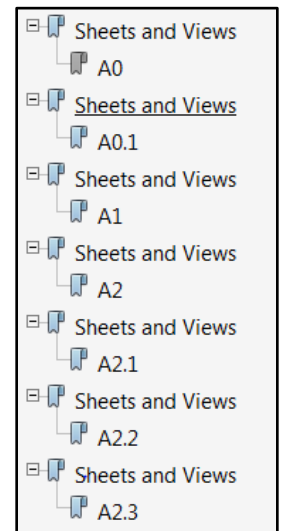
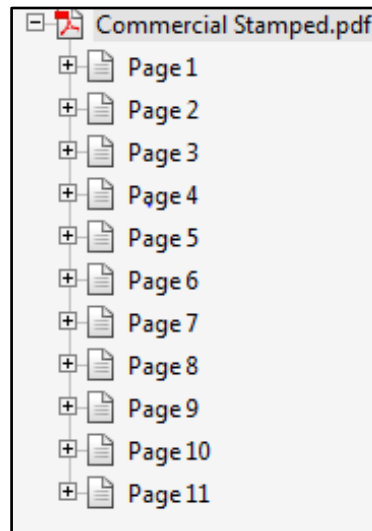
### Digital Requirements with every submittal:

**Folder Naming (within the CD or USB):**  
(Example shown)

Plans  
Structural Calculations (if applicable)



Within each complete set of digital plans submitted, all sheets should be within **One PDF Document**.  
(Examples shown)



### Physical Requirements with every submittal:

Provide *two* complete sets of physical plans.  
**Documents submitted to the building official for the review are required to be stamped or sealed, pursuant to the legal requirements for that design professional.** Incomplete plan submittals will not be accepted.

Floor Plans  
Site Plans (if required)  
Structural Calculations (if applicable)

**See Next Page for General Information**

## General Requirements:

A building permit is required for racking/shelves exceeding 5' 9" in height per CCMC Title 15 Section 105, 2012 International Building Code (IBC), Section 2209, and the 2012 International Fire Code (IFC), Section 105 and Chapter 32. **(Acceptable practice has been racking 8' and below inside a warehouse listed and (approved by a national agency) anchor to the floor or wall is acceptable.)** High Pallet racking is racks above 12'. Due to all of Carson City being within seismic design categories D or E, Special Inspections are required for storage racks 8' or greater in height per IBC Section 1705.11.7.

## A Racking Plan submittal must include the following items; incomplete plan submittals will not be accepted:

- One (1) Carson City Building permit application filled out to include valuation.
- Two (2) Copies Special Inspector Agreement Application complete filled out with Special Inspector and owner signature.
- Two (02) Floor plan drawings of building area. (Two (2) Site plan drawing for exterior racking.)
- Plans must be prepared on a **minimum of 11" x 17" paper size.**
- Plans **must be photocopies, or original blue or black ink drawings.** The use of colored ink, other than blue or black, or the use of colored ink beyond that which is used for licensing seals and/or original signatures on plan sets is prohibited. Plans with original pencil drawings or notes, will also be rejected.
- Site plans must be fully dimensioned and drawn.
- Provide a **title block on each plan sheet** with the project address and assessor parcel number (APN). If applicable, include the owner's name and contact information.
- **Plans prepared by a Nevada licensed General Contractor** must have the business name, business address, bid limit, license classification type, license number and license expiration date printed in a title block labeled "Designer" on the each sheet of the plan set. **A statement the racks will be installed per Manufacturing Listing Instruction.** Below this information, within the "Designer" title block on the Site Plan and Cover Sheet must be an original signature of the qualified employee on the license with the date of signing.
- **Plans prepared by a Nevada licensed Registered Design Professional** (Architect, Residential Designer, or Engineer) must comply with the applicable Nevada Administrative Code (NAC) for their licensure.
- **Two (2) copies of original signed Engineering Calculation.**

## Sheets That Constitute a Complete Plan Set:

Plans and specifications must be of sufficient quality to clearly indicate the location, nature and extent of the work proposed and shown in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations. The following information must be incorporated on the plans as outlined below; some items may not be applicable to your specific project:

### Floor Plan

- Floor plan of the building showing locations and dimensions of high-piled storage areas.
- Usable storage height for each storage area.
- Number of tiers within each rack and design of floor attachment.
- 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 IFC Section 3203.
- Location of commodities which 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*.