

## **BUILDING PERMIT CHECKLIST FOR RACKING**

**This checklist details the application submission requirements when completing a new racking permit.**

All items below and supplementary documents must be submitted with your application. Documents must be clear, legible, accurate and drawn to professional drafting standards

The forms and documents referenced in this checklist are available at [www.rockyview.ca/building](http://www.rockyview.ca/building).

- **Building Permit Application**
- **Construction Value Calculator for Commercial / Industrial and Institutional Buildings**
- **Building Plans**
  - Floor Plans
    - Architects stamp on plans (if required by 2019 NBC(AE) Division C Article 2.4.2.1.)
    - Unsprinklered buildings require a commodities letter from a Professional Engineer to confirm size limits as per 2019 NFC(AE) Division B Table 3.2.3.2.
    - Type of materials stored on the racks
    - Width of all main and secondary aisles
    - Travel distance measurements to exits
    - Emergency lighting locations
    - Exit signage locations
    - Footprint of the racking storage area
  - Structural Plans
    - Professional Engineers stamp on plans
    - Design loading for the racking system
    - Rack dimensions
    - Location and size of all structural members
    - Height of storage (to the top of storage)
    - Clearances to the underside of roof deck or ceiling
    - Anchorage details to the floor slab
    - Slab analysis letter from a Professional Engineer
  - Mechanical (Sprinkler) Plans (unsprinklered buildings may require a sprinkler system be added. See 2019 NFC(AE) Division B Table 3.2.3.2.)
    - Professional Engineers letter confirming existing sprinkler system is adequate for the addition of the racking system
    - OR**
    - Professional Engineers stamp on sprinkler system design (if required by 2019 NBC(AE) Division C Article 2.4.2.1.)
    - Type of commodities stored on the rack including hazard classification
    - Sprinkler System type
  - Electrical (Fire Alarm) Plans (required where the fire alarm system is being added to or altered. Refer to the Fire Alarm & Fire Suppression Systems Guideline on website)
    - Professional Engineers stamp on Fire Alarm design (if required by 2019 NBC(AE) Division C Article 2.4.2.1.)
    - Visual and audible signal device locations
- **Schedules A & B** (where professional involvement required)