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PLAN REVIEW SUBMITTAL CHECKLIST – COMMERCIAL STORAGE RACKING



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

Below is a checklist of items that are typically required for the installation of commercial storage racking. A building permit is required for any racking/shelving above 5'-9" high. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
Building Permit Application	Yes	<input type="checkbox"/> Completely filled out including owner's info, architect/engineer, & project contact <input type="checkbox"/> Emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
Air Pollution Control District Form	Yes	<input type="checkbox"/> Completely filled out
Construction Plans	Yes	<input type="checkbox"/> Plans are legible and organized by discipline <input type="checkbox"/> Sheet index provided, plan set matches sheet index <input type="checkbox"/> Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, occupancy groups <input type="checkbox"/> Deferred submittals identified on cover sheet (i.e. fire sprinkler/fire alarm alterations) <input type="checkbox"/> Separate plan disciplines provided (as needed) for Architectural, Structural, Mechanical, and Electrical <input type="checkbox"/> Plans are stamped and signed by design professionals
Racking Details	Yes	<input type="checkbox"/> Details provided on the plans for racking construction and anchorage <input type="checkbox"/> Detail plan sheets are stamped and signed by design professional
Egress Plan	Yes	<input type="checkbox"/> Emergency egress plan provided showing path of travel around proposed racking to available exits <input type="checkbox"/> Exit travel distances identified on the plans <input type="checkbox"/> Existing and proposed exit doors shown on the plans <input type="checkbox"/> Existing and proposed Exit signs and emergency lighting shown
Electrical Plans	Yes	<input type="checkbox"/> Required for new exit/emergency lighting required in the racking area <input type="checkbox"/> Plans are stamped and signed by design professionals
Structural Calculations	Yes	<input type="checkbox"/> Required for anchorage of new storage racks <input type="checkbox"/> Calcs are stamped and signed by design professional
High-Piled Combustible Stock Packet	Yes	<input type="checkbox"/> Completely filled out <input type="checkbox"/> Required if top of storage is over 12-feet high
Special Inspection Agreement	Yes	<input type="checkbox"/> Required at time of permit issuance <input type="checkbox"/> Completely filled out and all signatures provided

If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City's [Electronic Plan Check Guide](#).

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.