



**PLANNING & DEVELOPMENT SERVICES**

# COMMERCIAL STORAGE RACK / SHELVING SUBMITTAL CHECKLIST

**APPLICABLE CODES:** 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16

This submittal checklist outlines the minimum requirements to help prepare you for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through our Palo Alto Online Permitting System (OPS).

Please see our [WEBSITE](#) for instructions on how to submit your application.

## REQUIRED PLANS / DOCUMENTATION

### Completed Applications (APPLY.pdf)

- [Building Permit REVISION Application](#)
- If a standalone building permit, please submit a [Building Permit Application](#)

### Electronic PDF of plans and supporting documents signed by the person who prepared them. (PLAN.pdf)

- Cover Sheet/Title Page
- Architectural Plans
  - *Shelving / Rack Schedule*
  - *Floor Plan showing the space / room of the new shelving / rack location*
  - *Accessible route, aisle, and use shall be considered and illustrated for each type of racks/shelving*

- *Architectural Sections, Details & Notes*
- Structural Plans
  - *Floor Plan with floor anchorage system, including sliding type*
  - *Floor-ceiling / Roof and Wall Construction Framing Plan if these elements support and brace the shelving / rack system*
  - *Structural Sections, Details & Notes*

### Supporting Documents (DOCS.pdf)

- Shelving / Rack Specifications
- Structural Calculations
- [Special Inspection & Testing Agreement Form](#)\*

\* = Not required at submittal, but required before issuance