

# Document Submission Checklist Shelf Racking & Shelf and Rack Storage Systems

Pursuant to Section H of an Application to Construct or Demolish

June 2018

Alternate formats available upon request at 905.683.7575

|               |         |      |
|---------------|---------|------|
| Application # | Address | Date |
|---------------|---------|------|

All permit applications must be accompanied by drawings and other documents which clearly describe the proposed construction, in order to confirm that it will comply with the Ontario Building Code and/or the Ontario Fire Code. This checklist identifies drawings and documents required for the installation of Shelf Racking and/or Shelf & Rack Storage Systems in non-residential buildings. **Items indicated below as [O] required must be provided before this application can be processed.**

[ ✓ ] provided [X] not applicable [O] required

## Drawings and Documentation (Shelf Racking)

### General Information

- Professional seal & signature on all drawings (Architect and/or Professional Engineer)
- Commitment to General Review
- Applicable Law Compliance Checklist
- All drawings drawn to scale & fully dimensioned
- Compass orientation       Drawings sets required (2)
- Letter/MSDS sheets regarding commodities stored and amounts (building operator/owner)

### Site Plan

- Showing unit location in building or area of work
- Adjacent tenant use shown

### Structural

- Concrete slab certification letter from a Professional Engineer referencing rack post loads and the ability of the slab to support said loads and the weight of commodity storage
- Racking structure drawings set/shop drawings (plan layout, elevations/sections, details, notes)

### Architectural, Electrical & Fire Protection

- Architectural floor plans for every level of the building where racks are being installed showing exits, travel distance, and racking layout
- Coordinated electrical floor plans showing emergency lighting and exit signage
- Sprinkler system certification letter where no sprinkler modifications
- Sprinkler drawings and hydraulic calculations where in-rack sprinklers required or modifications required to building sprinkler system

## Drawings & Documentation (Shelf & Rack Storage Systems - OBC 3.16)

### General Information

- Professional seal & signature on all drawings (Architect and/or Professional Engineer)
- Commitment to General Review
- Applicable Law Compliance Checklist
- All drawings drawn to scale & fully dimensioned
- Compass orientation       Drawings sets required (2)
- Letter of intended use/processes (building operator/owner)

### Site Plan

- Showing unit location in building or area of work
- Adjacent tenant use shown
- GFA statistics for shelf and rack storage systems

### Structural

- Concrete slab certification letter from a Professional Engineer referencing rack post loads and the ability of the slab to support said loads and the weight of commodity storage
- Racking structure drawing set/shop drawings (plan layout, elevations/sections, details, notes, signage, etc.)

### Architectural, Electrical & Fire Protection

- Architectural floor plans for every level of the building where racks are being installed showing exits, travel distance, and racking layout
- Time-based egress analysis (if appropriate)
- Coordinated electrical floor plans showing emergency lighting and exit signage
- Sprinkler drawings and hydraulic calculations where in-rack sprinklers required or modifications required to building sprinkler system
- Sprinkler monitoring compliance letter
- Sprinkler system certification letter where no modifications to existing building sprinklers
- Letter/MSDS sheet regarding commodities stored and amounts (building operator/owner)

Application Received By \_\_\_\_\_

Original-Municipality Copy-Applicant