

Planning & Development Department

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STORAGE RACK/SHELVING PLAN REVIEW CHECKLIST

WHEN TO USE THIS PROCESS

Use this checklist when submitting application materials for a building permit to install storage racks, pallet racks or shelving that are 6 feet tall or taller. These types of racks and shelving units require their own plan review and permitting to ensure compliance with the State Fire and Building Codes.

APPLICATION PROCESS

1. **Submit the following in PDF format through our** Online Services website at www.cityofrockhill.com/onlineservices.
 - A. [Building Permit Application](#)
 - B. [Commercial Building Plans Submittal Form](#)
 - C. **Building Plans** drawn to scale and showing the information listed below-- Note that State law requires a South Carolina Registered Design Professional to prepare and seal plans for buildings that are 5,000 square feet or larger, and for buildings of any size that have a High Hazard Use
 - D. [Special Inspections Packet](#)
 - E. **Sketch plan** showing the information listed below if high-piled combustible storage is proposed. High-combustible storage is defined as:
 - Combustible materials in closely packed piles or placed on pallets, in racks or on shelves where the top of the storage is taller than 12 feet; and
 - High-hazard commodities (rubber tires, Group A plastics, flammable liquids, pallets, etc.) where the top of the storage is taller than 6 feet.
2. **We will email you an invoice for the required fees**, which also will be paid online.
 - [Fee schedule](#)
3. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately 10 business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.
4. All contractors, subcontractors, and design professionals such as architects and engineers must have a City of Rock Hill [business license](#) before the building permit can be issued.
 - If your business is located outside the City and you would like to request a business license on a “per job” basis, you must submit a copy of your signed contract or other proof of the cost of the project.
5. A **contractor’s license is required** for this work when the racking and shelving is anchored into place. Once anchored the State considers it to be structural rather than a fixture.
6. After the above has been completed, **we will process your permit**, which may take another couple of days

REQUIRED PLAN COMPONENTS

1. Building plans

- Vicinity map** showing location of the property with street names identified.
- Key plan** showing the tenant space location within the existing building or floor.
- Code analysis/building data** on the cover sheet of plans that includes at least the following information:
 - Building code edition currently in effect
 - Occupancy group(s)
 - Construction type(s)
 - Floor areas for all floors and building total floor area
 - Building height,
 - Fire suppression system (specify NFPA code applicable), including the type of sprinkler heads (early suppression fast response (ESFR) sprinkler systems or control mode special application sprinklers if available)
 - Fire alarm or smoke control system (if required)
 - Specific commodity types and classification per State fire code
- Floor plan with dimensions** that shows:
 - Where each type of commodity will be stored
 - Location, type, and dimensions of racks (length, width and height)
 - Aisle widths
 - Locations of exits
 - Location of fire access doors and types of hardware.
 - Location of illuminated exit signs and emergency lights (existing and new)—they must be visible and not blocked by the racks
 - Fire pump/riser room location
 - Smoke and heat vent locations and dimensions (if required)
 - Portable fire extinguisher locations
- Provide design loads, including seismic, and material specifications.**
- Structural calculations.**
- Identify required **special inspections.**
- Elevations and details** of all structural components, connections, rack heights and widths, shelf heights and widths, applicable design loads for rack shelf levels, and shelf types (solid, slatted, wire grid or open).

2. Site plan, if high-piled combustible storage is proposed.

- Show streets, building locations including dimensions to property lines and other buildings.
- Designate "Fire Department Access Roadways" including connecting public streets. Include contour lines or similar elevation designation if grade changes are over 2%.
- Designate fire hydrants, new and existing.
- Fire access door locations and spacing for exterior walls that face required fire apparatus access roads.