



**City of San Leandro**  
 Division of Building & Safety Services  
 835 East 14th Street San Leandro, CA 94577  
 Main Line:(510) 577-3405 Kiosk: (510) 577-3423  
 Fax: (510) 577-3418

**Plan Submittal Guidelines**  
**Commercial/Industrial**  
**Storage and Racking**

### STORAGE RACKS, DISPLAY CASES and SHELVING

Height of Highest Shelf:	Up to 5'9" above Floor	Higher than 5'9" to 8' above the floor	Higher than 8' above the floor
Requirement	Required: • Layout of racks and shelving (show Accessibility of aisles)  Not required: • Building Permit	Required: • Layout of racks and shelving (show Accessibility of aisles) • Anchor and bracing details • Building Permit  Not Required: • Engineering Calculations	Required: • Layout of racks and shelving (show Accessibility of aisles) • Anchor and bracing details • Building Permit • Engineering Calculations

The following information must be provided with your permit application.

3 complete wet signed and stamped sets of plans, including:

- **Cover sheet information** – Address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); applicable editions of **state & local codes; description of project; occupancy classification(s) for all building areas; type** of construction; fire sprinkler system (yes/no)
- Site plan showing building location and tenant space.
- Floor plan showing storage locations, aisle width, exit path, lighting, and emergency lighting.
- Indicate the location of all fire extinguishers and the location of the fire department key box ("Knox Box") on the floor plan.
- Two sets of engineering calculations for vertical and lateral loads (*if top shelf is higher than 8'*), with wet seal and signature of engineer on the plans and calculations.
- Construction details for the racks or shelves, including dimensions (*cross section of entire system*).
- Anchorage details including type, size, depth and spacing of anchors. The anchorage details must be clearly shown on plans.
- Height and type of commodities to be stored on racking or shelving.
- \* Special Inspection may be required for anchoring racks to floor and for welding of rack components. Special inspections are performed by a recognized independent inspection agency in addition to City inspections.

Note: Fire sprinklers are required for some rack and shelving installations. That decision is based upon several factors, including the type of sprinkler system (*if any*) that exists in the building, the type of storage system proposed (*single/double/multiple*), open versus solid shelving, height of racks or shelves, height of storage and type and quantity of material/commodity stored. Plastic commodity exceeding 6' may require fire sprinkler protection in the storage rack shelving. Fire sprinkler protection is based on storage height, not the shelf or rack structure height, and the type of commodity placed in the storage system. Contact Alameda County Fire Prevention for specific sprinkler requirements at 510-618-3490 or 510-577-3317.

**Applicable Construction Codes:**

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2017.

- 2016 California Building Code
- 2016 California Fire Code
- 2016 California Green Building Code