

PERMIT REQUIREMENTS

Moveable (non-fixed) storage racks that are 5'-9" tall or less do not require a building permit. All fixed storage racks, regardless of height, require a building permit and a basic layout plan identifying exits and key dimensions. Storage racks that are greater than 5'-9" tall will require structural calculations to verify the attachment to the slab is sufficient to resist overturning during an earthquake.

For storage racks that are 12 feet tall or more, an additional permit is required from the Fire Prevention Office. See the Fire Department's handout for "High-Piled Combustible Storage Annual Permits" for more information.

DESIGNER LIMITATIONS

- A complete and accurate set of plans meeting industry standards is required to start the plan review process and ultimately obtain a building permit.
- Storage rack drawings must be prepared by a California licensed engineer.
- Drawings shall be stamped and signed. Digital signatures are acceptable.

DIGITAL SUBMITTALS ONLY:

- Plans Shall be submitted as PDF files. Paper submittals are not allowed. Plans shall be submitted through the City of Hayward website **E-Permit Portal**. The Plans shall be organized into a single PDF file and organized in the same fashion as a printed set.
- Sheets numbers in the PDF file shall match the sheet numbers on the plans. For example, a PDF will default to sheet 1 for the first sheet in the set. But the drawings may show A0. Please update the PDF numbers to reflect the sheet numbers.
- Supplemental Documents such as structural calculations shall be submitted on 8.5 x 11 as separate PDF files. For example, a typical submittal for a storage rack installation will have 2 PDF files: 1 PDF of structural calculations, and 1 PDF of the plans.
- Plans shall be formatted horizontally on a standard architectural sheet: 24" x 36" (ARCH D), 18" x 24" (ARCH C) or 36" x 48" (ARCH E).

PROVIDE THE FOLLOWING IN THE SET:

The drawings shall meet professional drafting standards. The items listed below are a general guideline and do not cover all possible elements that may need to be shown in the plans. During the plan review process, additional information may be required.

STRUCTURAL CALCULATIONS

Provide structural calculations stamped and signed by an engineer licensed in California. Depending on the scope of the project, this may include:

- Longitudinal Analysis
- Column & Backer Analysis
- Beam Analysis
- Anchor Analysis
- Overturning Analysis
- Baseplate Analysis
- Slab and Soil Analysis

STANDARD DRAWINGS AND DETAILS

- Project Data: address, occupancy classification, current codes, linear feet of racks
- Plans showing egress, rack layout and exit locations
- Connection details
- Anchorage / Baseplate details
- Bracing Details
- Storage capacity per level
- Concrete slab thickness & strength

STATEMENT OF SPECIAL INSPECTIONS

Include the City of Hayward Statement of Special Inspections form signed by the Engineer of Record with the submittal documents. Anchor bolts, high strength slab and/or field welding for storage racks will require a special inspection.

FIRE DEPARTMENT HIGH PILE COMBUSTIBLE STORAGE QUESTIONNAIRE

To learn more about the High Pile Storage questionnaire, you can contact the City of Hayward Fire Prevention Office at: 510-583-4900

TECHNICAL DESIGN CRITERIA

- As applicable, comply with the current editions of the California Building, Mechanical, Electrical, Plumbing and Energy Codes. ASCE 7-16 also applies.