

Planning and Development Dept. - Permit Application Center

P.O. Box 11706 or 155 Johnston St., Rock Hill, SC 29731-1706

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www.cityofrockhill.com



Storage Rack/Shelving Plan Review Checklist

Storage racks, pallet racks and other shelving require a separate building permit. Combustible storage and High-piled combustible storage must comply with the International Fire Code (IFC). High-piled combustible storage includes storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of the storage is greater than 12 feet in height or certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of the storage is greater than 6 feet in height.

The SCLLR Contractor's Board considers racking/shelving to be a fixture and does not require a licensed contractor for the installation, however, a City business license is required.

Plan Submittal

Plans should be submitted to the Permit Application Center (PAC) at the address above and will be routed to the appropriate City departments for review. Plan review may take up to 10 business days. Plans may be submitted for review the following ways:

- **Electronically** - Electronic plan submission is preferred and allows for a faster plan review. Please combine all sheets into one .pdf file and add bookmarks listing the sheet number to each page. Once plans are approved a paper copy will be requested. Submit plans using the following -
 - Via Online Services website at www.cityofrockhill.com/onlineservices
 - Via FTP site (contact us for login info)
- **Paper** - Plans may be mailed or hand delivered to the address above. Two paper copies are needed.

All plans should have the fire alarm license holders' signature, certification and level (NICET Level II, NTS Level 1)

Complete the following forms:

- **Building Permit application** – this form should be completed by the installer/contractor
- **Plan Submittal Form** – this form tells us who to notify with plan review comments
- **Sealed Plans** – For buildings 5,000 sq.ft. or greater or any size building with a High Hazard Use, plans and specifications must be prepared and sealed by a S.C. Registered Design Professional per SC state law.

Plan Checklist and Other Required Information

Building plans drawn to scale.

- 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 including at a minimum:
 - 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)
 - sprinklers
 - fire alarm or smoke control system.(if required)
 - Specific commodity types and classification (see Section 3203 of the 2015 S.C. Fire Code)
- Dimensioned floor plan showing location of racks, rack dimensions, aisle widths and locations of exits.
- A key/legend on the floor plan indicating the locations of different types and heights of racks.
- Fire pump/riser room location.
- Smoke and heat vent locations and dimensions. (if required)
- Exit signs and emergency lighting locations (new and existing).
- Portable fire extinguisher locations.
- Fire access door locations and type of hardware
- Specify design loads, including seismic, and material specifications.
- Structural calculations.
- Identify required special inspections and complete a Special Inspections Form.
- 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).

Site plan, if high-piled combustible storage applies.

- 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.