

## **VILLAGE OF ELK GROVE VILLAGE WAREHOUSE RACKING PLAN SUBMITTAL CHECKLIST**

This checklist is an effort to help provide a uniform approach for the design community and to provide owners and warehouse racking installers with complete design and submittal package requirements. By including all of the necessary information requested it is the intent of this document to provide efficient and appropriate turnaround of the plans submitted.

Please note the following important information regarding the installation, renovation, addition, and/or maintenance of any warehouse racking:

- It is the responsibility of the installer/designer to ensure that all applicable Code requirements are followed. (Review the [Village Code](#) to find the current standards.)
- No installation work shall be performed until the plans have been reviewed and approved.
- Plan reviews are completed within 5-10 business days.

**CHECKLIST** (All plans submitted must contain the following)

### **FIRE ALARM DRAWINGS**

- Complete set of fire alarm drawings required. The scaled drawings are to be clear, legible and are to include the following information:
  - Warehouse layout with rack locations, dimensions, and aisle widths
  - Elevation views of the racks along with the height (storage height shall not exceed 12' to the top of storage materials)
  - Exit signs and emergency lights layout
  - Flue space or longitudinal/transverse spacing
  - The type(s) of commodities to be stored on proposed racks
  - The location of exit doors along with travel distances to the doors from the center of the racks

### **SPECIFICATION SHEETS**

- Cut sheets for the racks
- Product information for all products to be stored

### **ADDITIONAL SUBMITTAL INFORMATION REQUIRED**

- The installation contractor must obtain a Village Business License prior to issuance of permit, however a Village Business License is *not* required if the owner is the installer
- A sprinkler density analysis is required if racks exceed 12' in height
- Dead end corridors *shall not* be created by the racks
- The racks/storage *shall not* block required access to electrical disconnects and panels
- All racks must be anchored to the floor
- A fire alarm upgrade will likely be required (see [Fire Alarm Permit Checklist](#))



## **ROUGH INSPECTION**

A rough inspection of the warehouse racks shall be conducted by the Village of Elk Grove Village Inspectional Services Division prior to filling the racks with storage.

## **FINAL INSPECTION**

Final acceptance is subject to Field Inspection (appointment required). A minimum of 2 working days is required to schedule inspection.

