



WAREHOUSE RACKING CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a fire permit application online by visiting our [Online Permitting Portal](#)
- The installation contractor must obtain a Village Contractors license prior to issuance of permit.
- Electrical contractor shall provide a letter of intent and a copy of their electrical license.
- Submit plans that indicate:
 - Warehouse layout with rack locations, dimensions, and aisle widths, maximum height of storage, height of ceiling and proposed distance from storage to ceiling.
 - Elevation views of the racks along with the height
 - A sprinkler commodity density analysis performed by a Fire Protection Engineer may be needed. Study must include information on proposed storage arrangements, proposed storage commodity, proposed quantity of storage, and storage height and quantity allowed with existing conditions
 - Racking specifications, manufacturers specifications of rack systems and components, installation specifications, and anchoring details
 - Identify exit door locations along with travel distances to the doors from the center of the racks
 - Exit signs and emergency lights shall be indicated on the drawings and will be field verified for adequacy
 - Indicate the storage commodity classification and description
 - Dead end corridors shall not be created by the racks
 - The racks/storage must not block required access to electrical disconnects and panels
 - Guards shall be installed at the end of each rack row, protecting the outside posts
 - ⊖ A separate fire alarm permit may be required if new devices are needed or if the system does not meet current EGV Municipal Ordinances
 - A separate fire suppression permit may be required based on the age of the system or the results of the commodity density analysis
 - International Building Code Use Group and Construction Type of the building
 - Location of fire extinguishers

Must comply with the following Codes:

- 2024 International Building Code
- 2024 International Fire Code
- 2023 National Electrical Code

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Prior to filling the racks with storage
- Final