



Permit Center

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Racking Permit Application Requirements

A building permit is required for racking unless it meets the exemption below. All racking must be anchored to resist overturning. Anchorage details must be prepared by a licensed design professional. The design professional must indicate when special inspection is required per IBC Chapter 17.

BMC 17.10.020 Section 105.2 Work Exempt from Permit:

Nonfixed and movable cases, racks, counters and partitions not over 5 ft. 9 in. in height.

Submittal Requirements:

- ☐ [Building Permit Application form](#)
- ☐ Plan Review Deposit (see [Permit Fees](#) handout)
- ☐ [Special Inspection & Testing Agreement form](#), for anchorage as required by engineer (may be deferred until permit issuance)
- ☐ Identify the product(s) to be stored
 - ☐ Identify the quantity and weight of materials being stored (per shelf, as applicable)
 - ☐ Identify if/how product is packaged (ex. shrink-wrapped, on pallets, etc.)
- ☐ Structural Calculations, if applicable
 - ☐ Must have design professional's seal and the design professional's signature in a format deemed appropriate by the design professional.
- ☐ One complete PDF version of plans, supplemental documents shall be submitted in PDF format and saved as individually-named PDF files separate from the drawing files via email, a CD, flash drive or an FTP website.
 - ☐ *Note: If a design professional has prepared plans, each sheet of all copies must have design professional's seal and the design professional's signature in a format deemed appropriate by the design professional.*
 - ☐ *Note: Please see the [Electronic Submittal Requirements](#) handout for more information on formatting and design standards.*
- ☐ Plan Coversheet
 - ☐ Building Code Edition (see [Adopted Codes handout](#))
 - ☐ Construction type of building
 - ☐ Identify occupancy classifications and areas for each space
 - ☐ Identify total building height, stories and area
 - ☐ Identify if building has a fire sprinkler, if yes, identify type
 - ☐ Identify if building has a fire alarm
- ☐ Racking layout on a floor plan

- ☐ Racking elevations
 - ☐ Include height of top rack and total height of product stored
(See notes on reverse regarding high pile storage)
- ☐ Anchorage details (engineering required)
- ☐ Identify the maximum design capacity of the storage shelves

Associated Reviews:

- Racking permit applications are typically processed separately from tenant improvement applications.
- A separate [Fire Operational permit](#) is required through the Fire Department dependent upon your proposed storage plan. Storage is considered “high piled” when storage of combustible materials is 12 feet or higher, excluding plastics or high hazard commodities, where the maximum height is lower. High pile storage may trigger fire protection requirements. When fire protection systems are required, they must be designed specifically for the type of product being stored. For more information on high pile storage or fire protection requirements, please contact the Fire Department at 360-778-8420 or fire@cob.org.
- If the racking is exempt from a building permit, it is still required to meet all code requirements.
- If hazardous materials are being stored, a [Hazardous Materials Inventory Statement](#) should be submitted with the building permit application.

Review Time:

Racking permit applications typically qualify for an initial review time of 7 days, except when submitted concurrently with a tenant improvement falling into a different review bin or when storage includes Hazardous Materials. (See [Review Times](#) handout for more info).