



108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2310
Hearing Impaired: 711

RACKING/ SHELVING PLAN SUBMITTAL REQUIREMENTS

How to Apply for a Building Permit:

- Visit our online portal at www.carsoncity.gov/building
- Click on the link called "Online Portal – Submit Your Building Permit Application Online."
- Click on the box called "Login or Register" to either create an online account or log into your account to start the permit process.

Plan Submittal:

- Upload one complete set of digital plans with supporting documents in PDF format, ensure pages are accurately named/labeled, and that the pages face the same way and are fully legible. Minimum Plan size is 36"X24", landscape format, all pages to be uniform in size. Embed all supporting documents.
- Documents submitted for review are required to be stamped or sealed, pursuant to the legal requirements for that specific design professional.
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General Plan Submittal Requirements: *(As dictated by the scope of the project):*

- Plans shall be fully dimensioned and drawn to a minimum 1/4"-1'-0" scale or greater. Interior elevations or details shall be drawn to a minimum 1/2"-1'-0" or greater scale. The scale shall be indicated on each page and on each separate detail or elevation.
- Cover Sheet
 - Indicate the design professionals involved with the project, with address and contact number.
 - Indicate all contractors involved with the project, with address, and project manager's name and contact numbers.
 - Index of Plan Sheets
 - Clearly show the location of all buildings, septic system components, wells, water lines, other existing utilities, a North arrow, and a vicinity map.
- Design Criteria
 - Construction Codes
 - Building Construction Type
 - Indicate if the building is equipped with an Automatic Fire Extinguishing System
 - Indicate if the building is equipped with an approved Fire Alarm System
 - Total square footage of proposed construction – For additions; provide a square footage breakdown of existing area versus proposed area.
 - Occupancy Type(s)
 - Total Occupant Load (If applicable, broken down between the existing portion of the building and the addition)
 - Indicate the project Roof Snow Load, with site elevation.
 - Indicate the Seismic designation.
 - Indicate the Wind Load
- Architectural Floor Plan
 - Floor plan of the building showing locations and dimensions of high-piled storage areas. Usable storage height for each storage area.
 - Number of tiers within each rack and design of floor attachment.
 - Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement. Aisle dimensions between each storage array.

- Maximum pile volume for each storage array.
- Location and classification of commodities in accordance with IFC Section 3203. Location of commodities which are banded or encapsulated.
- Location of required fire department access doors. Type of fire suppression and fire detection systems.
- Location of valves controlling the water supply of ceiling and in-rack sprinklers. Type, location and specifications of smoke removal and curtain board systems. Dimension and location of transverse and longitudinal flue spaces.
- Additional information regarding required design features, commodities, storage arrangement and fire protection features within the high-piled storage area shall be provided at the time of permit, when required by the *fire code official*.
- Structural Plan(s) & Structural Detail Sheet(s)
- Special Inspection Packet- Complete with all required Signatures- EMBEDDED WITHIN PLANS
- Structural Observation Form

Plans prepared by a Nevada licensed Registered Design Professional (Architect or Engineer) shall bear an original licensing seal ("wet stamp"), in compliance with Nevada Administrative Code (NAC)

Architectural plans prepared by a Nevada licensed General Contractor shall have the following information on the Cover Sheet of the plan set:

- Business Name
- Business Address
- Bid Limit
- License Classification Type
- License Number
- License Expiration Date
- Name of Qualified Employee, with an original signature