



# City of Portland Development Services Center

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Bureau of Development Services    Bureau of Water Works    Bureau of Parks and Recreation  
Portland Office of Transportation    Bureau of Fire, Rescue and Emergency Services    Bureau of Environmental Services

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## **SUBMITTAL GUIDELINES COMMERCIAL**

### **RACK STORAGE SYSTEMS**

This handout describes the information that must be submitted when applying for a Rack Storage System permit **WITHOUT STRUCTURAL CHANGES**. It does **NOT** apply to permits that would change the occupancy or use of the building.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

Plans for your project *may* need to be stamped by an architect or engineer, registered in the State of Oregon.

**NOTE:** Please clearly distinguish between existing conditions and proposed work.

- Completed application form
- Erosion Control plan (may be a part of the Site Plan) if the project will result in disturbing the ground with mechanical equipment
- Four (4) copies of Site and Architectural Plans for the area of proposed work and the areas affected by such work. (Please refer to page 2 for details on plan requirements specific to Tenant Improvements.)

# MINIMUM SUBMITTAL STANDARDS COMMERCIAL – RACK STORAGE SYSTEMS

## SITE PLAN (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')

- Property lines, with dimensions
- Building(s) location(s)
- Adjacent streets and any easements
- Property address and R number
- North arrow and scale
- Parking layout plan
- Location of tenant space
- Area (in square feet) of any existing buildings
- Dimensions and area (in square feet) of any existing or proposed paving

## ARCHITECTURAL PLANS (Scale of plans to be 1/4"=1' and details scaled to 1/2"=1'. Single line drawings are not acceptable except as noted– plans must be drawn to show wall thickness)

- General Notes including information on the building's Construction Type, the Number of Stories, and Sprinklering.
- Copy of approved TI permit plans
- Fully dimensioned floor plans (including exits and clear access to exits, aisle widths, draft curtains, smoke and heat vents) for each floor or area affected
- Square footage information on the tenant space
- Rack floor plan layout (including size, number of tires and location of each type of rack)
- Label each space as tempered (heated or cooled) or non-tempered
- Egress path including exit signs and emergency lighting to the exterior of the building

## ADDITIONAL INFORMATION

- One copy of all Appeals, FM 41 Agreements, Accessibility Agreements, etc. for the building that could affect the space in question
- Commodity Statement summarizing specific materials and amounts
- Hazardous Materials Inventory Summary of materials in excess of OSSC Tables 3D & 3E
- High Pile Storage Questionnaire completed for commodities over 12' or hazardous materials over 6'
- Engineered design for all racks over 8', including connections and anchorage
- Details and structural calculations