

## STORAGE RACKS, DISPLAY CASES, AND SHELVING

### PERMIT AND BUILDING REQUIREMENTS

Height of Highest Shelf	Permit required	Building Requirements
Up to 5'9" above the floor	No	No permit required
5'9" to 8' above the floor	Yes	Anchors and bracing, no engineering required
Higher than 8' above the floor	Yes	Engineering is required

Storage racks, display cases, and display products shall be processed through the standard plan review process. Plans are required for all storage racks, display cases, and shelving.

Applications, plans, and supporting documents must be submitted electronically through the City's Accela Citizen Access (ACA) Portal online at: [Accela Portal](#)

**The following guidelines are typical plan submittal requirements. Additional requirements may apply depending on the scope of work and complexity of the project.**

**Cover sheet shall be provided with the following information:**

- Include property owner's name, site address, phone number, and Assessor's Parcel Number (APN).
- Provide the plan preparer's information on each sheet of the plans, including name, title, professional license number (if applicable), address, phone number, and signature.
- Indicate the current applicable codes and regulations in effect at the time of application (e.g., 2025 California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standards Code, and City of Pleasanton Municipal Code).
- Provide a complete scope of work describing all work that will be performed under the building permit.
- Provide a description of the tenant space use (e.g., office, retail, restaurant, personal service, etc.).
- Indicate the occupancy classification of the tenant space (CBC Chapter 3).
- Indicate the construction type of the building (CBC Chapter 6).
- Total building square footage and tenant space square footage.
- Indicate whether the building is equipped with an automatic fire sprinkler system.
- Identify any deferred submittals. (typically fire sprinkler and/or fire alarm system installation).
- Legend for symbols, abbreviations and notations used in the construction drawings.
- Provide a sheet index identifying all drawings included in the plan set.

**Building Requirements:**

- A location plan showing which building and suite is involved.
- Floor plan showing where the storage units will be located within the building and the layout of the units.
- Engineering calculations for vertical & lateral loads (if top shelf is higher than 8'), with seal and signature of engineer on the plans and calculations.
- Construction details for the racks or shelves, including dimensions (cross-section of entire system).
- Lateral bracing details.
- Anchorage details including type, size, depth, and spacing of anchors. The anchorage details must be clearly shown on the plans.
- Combustible Material Storage Plan Package. (if required)
- \*Special inspection information (if required).

\*Dependent upon your design and engineering calculations, special inspection may be required for anchoring racks to floor and for welding of rack components. Special inspections are inspections performed by an approved, independent inspection agency in addition to City inspections.

Note: Fire sprinklers are required for some rack and shelving installations. That decision is based upon several factors, including the type of sprinkler system (if any) that exists in the building, the type of storage system proposed (single/double/multiple units), open versus solid shelving, height of racks or shelves, height of storage, and type and quantity of material/commodity stored. Plastic commodity storage exceeding 6' may require fire sprinkler protection in the storage rack shelving. Fire sprinkler protection is based on storage height, not the shelf or rack structure height, and the type of commodity placed in the storage system. For additional requirements please contact Fire Prevention at (925)-454-2362.

If you have any further questions, Contact City of Pleasanton Building Department.

Phone number: 925-931-5300

Email Address: [Buildingdivision@cityofpleasantonca.gov](mailto:Buildingdivision@cityofpleasantonca.gov)