### Submittal Requirements

For Commercial / Industrial storage & racking in which the highest shelf is at least 5'-9” above the finish floor, you will need a building permit. To apply for a Storage and Racking building permit, prepare the submittal documents listed below as PDF files and apply either online in our [Online Permit Portal](http://www.SanLeandro.org/PermitPortal) or in person at the Permit Center in City Hall. If your submittals were drafted by hand, we need two printed sets.

- **Application** or **Apply online**: Complete a [San Leandro Building Permit Application](http://www.SanLeandro.org) only if you are applying in person. Otherwise, visit [www.SanLeandro.org/PermitPortal](http://www.SanLeandro.org/PermitPortal) to apply online.

- **Drawings**: minimum size of 11x17, stamped by a licensed engineer, and containing the following information:
  - **Project Data**:
    - Property address
    - Name and Contact information of the Owner, Tenant, Engineer, Contractor, etc.
    - Scope of Work, including linear feet of storage & racks and the height of the highest shelf.
    - Applicable State codes, including the San Leandro Municipal Code
    - Type of Construction and Occupancy Classification(s) for all building areas
    - If there is a fire sprinkler system installed.
  - **Site Plan**: Show Lot dimensions, Building dimensions, setbacks to property lines, the tenant space, etc.
  - **Floor plan**:
    - Storage locations, aisle width, exit path, lighting and emergency lighting
    - Location of all fire extinguishers and of the Fire Department key box ("Knox Box")
  - **Construction Details**
    - Details of the shelves and racks including dimensions and a cross section of entire system.
    - Height and Type of materials / commodities to be stored on racking or shelving.
  - **Anchor and Bracing Details**: Show size, depth, and spacing of anchors. Anchorage details must be clearly shown on plans
  - **Structural Calculations** if the height of the highest shelf is over 8'-0” above the finish floor. These calculations must be stamped and signed by a licensed engineer.

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Note: Fire Sprinklers may be required for some rack and shelving installations. This is based on the following:
- Type of fire sprinkler system (if any) that exists in the building
- Type of storage system (single/double/multiple) and if it is open or solid, height of racks or shelves
- Type, height, and quantity of material/commodity stored. Plastic commodities over 6'-0" may require fire sprinkler protection within the storage system.
Fire Sprinkler Protection is based on the height of highest material/commodity stored (not the height of the highest shelf or rack) and the type of material/commodity stored.

If you have questions, please email PermitsByEmail@SanLeandro.org or visit our Building Division Webpage at www.SanLeandro.org/Building

To Apply
When you are ready with your submittals, apply either online at www.SanLeandro.org/PermitPortal or in person at the Permit Center in City Hall. Visit www.SLPermits.As.Me to find an available appointment Mon / Tue / Thu - 8am to 4pm and Wed - 8am to 3pm.