

COMMERCIAL RACKING/SHELVING

SUBMITTAL CHECKLIST AND STANDARDS

SUBMITTAL CHECKLIST

Drawings:

- **Architectural Plans** – Stamped and signed by an Idaho registered design professional. Plan set must include a complete code analysis.
 - Dimensioned floor plan must show the locations of racks, rack dimensions, aisle widths and locations of exits.
 - Elevations and details of all structural components, connections, rack heights and widths, shelf heights and widths, applicable design loads of rack shelf levels, and shelf types (solid, slatted, wire grid or open).
 - Vicinity or Site Plan.
- **Structural Drawings** – Must be stamped, signed, and dated by an Idaho licensed professional.

Documents:

- **Certificate of Value** – Complete the [Certificate of Values form](#) to its full extent.
- **Statement of Special Inspections** – Only required if the project requires special inspections. If required, complete the [Statement of Special Inspections form](#) to its full extent.
- **Project Narrative** – Detailed with full scope.
- **Structural Calculations** – Must be stamped, signed, and dated by an Idaho licensed professional.

SUBMITTAL STANDARDS AND FILE NAMING REQUIREMENTS

All drawing sheets must be submitted:

- In a PDF format
- In landscape format in the horizontal position
- With a space reserved in the upper left corner for City Approval stamps
- Drawn to scale with each sheet stating the scale
- As individual sheets

- With a file name allowing for easy identification of the drawing content.
Example: CS – Cover Sheet; SP1 – Site Plan; S4.0 – Structural Roof Framing; E2.0 – Electrical Schedule
- As print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

All documents (non-drawing files) must be submitted:

- As searchable PDF files

