

City of St. Charles Fire Prevention Bureau

High Pile Warehouse Rack System

Installation/Modification



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630/377-4406 (Office)
<http://www.stcharlesil.gov>
permits@stcharlesil.gov

**Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at (630) 377-4406**

Please direct system design questions to the Fire Prevention Bureau at (630) 377-4457

Fire Prevention permit approval is required for High Pile Warehouse Rack System Installation/Modification in an industrial or commercial building. The following are guidelines and requirements for obtaining a High Pile Warehouse Rack System Installation/Modification permit.

Application and Drawing Procedures

- ☐ An Application for High Pile Warehouse Rack System Installation/Modification must be completely filled out and signed.
- ☐ Two (2) Sets of shop drawings.
- ☐ One (1) Set of specifications sheets (Cut sheets) for all components to include device manufacturer, model number, operational requirements and limitations, listing information shall be clearly identifiable or highlighted. Including securing hardware

Fees - Fees payable by cash, check, to the City of St. Charles or credit card (in Building & Code Office only)

- ☐ Review Fee (to be paid at time of submission of application and plans): \$250.00
- ☐ Revised Plan Submittal Review Fee (due at time of revised submission): 50% of initial review fee
- ☐ Failed Test Reinspection Fee*: \$130.00
- ☐ No Show/Not Ready Fee (15-minute grace period given)*: \$130.00 per no show

*Additional field tests, reinspection fees and no-show fees shall be paid prior to scheduling the final Fire Department inspection required for the project.

Code References as adopted by the City of St Charles:

- ☐ St. Charles Municipal Code
- ☐ 2021 International Building Code w/amendments
- ☐ 2021 International Fire Code w/amendments
- ☐ IL Accessibility Code
- ☐ NFPA 13 Standard for the Installation of Sprinkler Systems
- ☐ NFPA 72 National Fire Alarm & Signaling Code

Inspections – Included with Review Fee

- ❑ One (1) witnessed acceptance test.

Submittal Requirements and General Comments

1. High Pile Warehouse Rack System submittal shall minimally include the following:
 - a. A scaled floor plan of the building showing locations and dimensions of the proposed high pile storage area, locations of racks, and egress doors serving the storage area.
 - b. Show the minimum proposed height of each designated storage area per array. This height is measured from the finished floor to the top of the commodity stored.
 - c. Show number of tiers within each rack.
 - d. Show aisle dimensions between each storage array. Aisles are measured from the actual edge of the commodity to commodity, not rack to rack.
 - e. Show the dimensions and locations of the transverses and longitudinal flue spaces.
 - f. A complete commodities list of items to be stored on the proposed racks.
 - g. Show locations of existing sprinklers and smoke vents (if applicable).
 - h. Show the location of egress doors with travel distances to the doors (Egress Plan).
 - i. Show locations of existing and proposed exit signs and emergency lights.
 - j. Show location of existing building fire alarm notification devices.
 - k. Based on the scope of the project and design of the existing automatic sprinkler system for the building, a full evaluation of the existing sprinkler system by a fire protection engineer or NICET certified sprinkler designer may be required to ensure that the sprinkler system design requirements for the proposed high pile storage are met per NFPA 13 standards.
 - l. Previously approved high pile storage system plans are not transferable to new tenants or sub leases.
2. Submittal package shall be reviewed and approved, with a permit issued, PRIOR to starting work.
3. The approved set of stamped plans, including comments and conditions of approval issued by the fire code official shall be available on-site while work is being performed.
4. A Fire Prevention Bureau final rack inspection will not be scheduled until any outstanding inspection fees are paid.
5. Any deviations from the stamped plans require submittal for approval from the Fire Prevention Bureau. As-built drawings will be required at the time of the acceptance test.

Call (630) 377-4457 to schedule acceptance test or required inspections at least 48 hours before needed. Required inspections and permit conditions will be listed in the review letter.



CITY OF ST CHARLES
Application for High Pile Warehouse Rack System
Installation/Modification



DEPARTMENT: Fire Prevention Bureau

Phone: (630) 377-4457

Date: _____ **Permit #:** _____ **Occupancy #:** _____

PLEASE PRINT ALL INFORMATION CLEARLY

Name of Contractor: _____

Illinois License No: _____ **Expiration Date:** _____

Project Address: _____
(must include suite/unit number)

Project Name: _____

Is this project new construction? _____

Scope of proposed work: _____

Area of Rack Installation in Square Feet: _____

Project Building Permit Number (If applicable): _____

All items on the Checklist for High Pile Warehouse Rack System Installation/Modification are to be submitted together to be considered a complete submittal. Applications missing submittal items will not be accepted.

- ☐ Two (2) Sets of shop drawings.
- ☐ One (1) Set of specifications sheets (Cut sheets) for all components to include device manufacturer, model number, operational requirements and limitations, listing information shall be clearly identifiable or highlighted. Including securing hardware.
- ☐ Review Fee is due at time of submittal: \$250.00. PAYABLE BY CASH, CHECK, TO THE CITY OF ST. CHARLES OR CREDIT CARD (IN BUILDING & CODE OFFICE ONLY).
- ☐ Indicate the approximate area for the proposed racking installation in square feet above.

**High Pile Warehouse Rack System Installation/Modification
Application – Page 2**

Warehouse Rack Installation Contractor:

Company Name:_____

Address:_____

City/State/Zip Code:_____

Contact Name:_____

Contact Phone:_____

Contact Email:_____

Property Owner:

Company Name:_____

Address:_____

City/State/Zip Code:_____

Contact Name:_____

Contact Phone:_____

Contact Email:_____

Sprinkler Contractor (In Applicable):

Company Name:_____

Address:_____

City/State/Zip Code:_____

Contact Name:_____

Contact Phone:_____

Contact Email:_____

General Contractor (If Applicable):

Company Name:_____

Address:_____

City/State/Zip Code:_____

Contact Name:_____

Contact Phone:_____

Contact Email:_____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, fire, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 48-hours before they become due.

PRINT NAME:_____ **SIGNATURE:**_____

Building Division Approval:

Signed:_____

Date:_____
