

	<h2 style="margin: 0;">Village of Carol Stream</h2> <p style="margin: 0;">500 N. Gary Avenue, Carol Stream, Illinois 60188</p>		
	<b>Phone:</b> (630) 871-6230	<b>Fax:</b> (630) 665-1064	<b>Website:</b> www. carolstream.org

## Permit Submittal Checklist and Process

### Storage Rack Systems

#### **Note to applicants:**

This handout is intended to assist applicants through the permit process for storage rack systems. All items listed under “items needed for a complete permit application” must be submitted with the application. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

#### **Items needed for a complete permit application:**

- A completed Commercial Permit Application (or apply online: [carolstream.org](http://carolstream.org)). (*Note: An additional, building permit is required for storage rack systems that require changes to the fire sprinkler system.*)
  - ✓ One set of professionally prepared plans, stamped and sealed by a qualified design professional, containing the following information:
  - ✓ An egress plan with travel distances to exits clearly indicated
  - ✓ Height(s) of the storage rack system
  - ✓ Depth(s) of the storage rack system
  - ✓ Depth of pallets or materials being stored on the rack system
  - ✓ Distance(s) from storage materials to sprinkler heads
  - ✓ Emergency lighting locations and type
  - ✓ Exit signage locations and type
  - ✓ Fire alarm device(s) locations
  - ✓ Storage area lighting locations in reference to rack system
  - ✓ Locations of all doors (interior and exterior) in the storage area
  - ✓ Fire extinguisher locations (75 feet maximum travel distance between extinguishers)
  - ✓ Details showing the anchoring of the racks to the floor,
  - ✓ Details showing the separation distance between racks (aisle widths)
  - ✓ Detail showing back-to-back rack connectors and size (if installed)
  - ✓ Shelf specifications, such as shelf material and whether shelves be open or closed
  - ✓ The type and quantity of commodities to be stored on the rack system (Safety Data Sheets may be required depending on type of commodity to be stored)

*(over)*

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- The storage rack system permit application fee as noted below\*

**Storage rack systems less than 5.75 feet in height: No Permit Required**

**Storage rack systems 5.75 feet and greater in height: \$640 (+ Dev. Services Fee)**

\* The *Development Services Fee*, not included in the base permit fee shown above, also applies to storage rack system permits. The amount of the *Development Services Fee* depends on the valuation of the work to be performed. The fee is \$6.70 per \$1,000 of valuation, with a minimum *Development Services Fee* of \$50.

**Helpful tips:**

- All aisle widths and egress paths must be maintained free and clear of obstructions.
- Manufacturer's installation instructions should be supplied, if available.
- A separate permit is required for the installation or alteration of fire sprinkler systems, fire alarm devices, emergency lighting and egress lighting.

**Inspections (24-hour advance notice required for inspection scheduling):**

- Following the issuance of the building permit, and once the racking system has been erected, the applicant or contractor must call the Community Development Department as soon as possible for a final inspection. The final inspection must be performed and approved BEFORE any materials or commodities are placed on the racking. At the time of the final inspection, the racking, exit signage, emergency lighting and egress lighting and any modifications to the sprinkler system (if applicable) will be checked. As such, all work on these items must be complete prior to the final inspection.

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**Contact the Community Development  
Department at (630) 871-6230 if you have any questions  
regarding the building permit or inspection process.**

