



Rack Storage Systems and Shelf and Rack Storage Systems

Building Permit Application Checklist:

This document summarizes the minimum required information to be submitted in accordance with the Building Code Act and the City of Burlington's Building Permit By-Law for a complete building permit application. **Incomplete applications will not be accepted.** However, should it be determined that additional documents and/or approvals are required during the processing of this application, you will be notified.

Refer to the [Electronic Building Permit Application Submission and Resubmission Standards](#) for digital drawings and documentation submission requirements. Submissions that do not meet this criteria will be refused.

Pre-Approval:

- Zoning Clearance Certificate – Contact Community Planning and Zoning – planning@burlington.ca

Permit Fees:

- Refer to current Building Permit By-Law for [Fee Schedule](#) or contact a Building staff at buildingpermits@burlington.ca

Completed Forms and Documents:

- Completed "Application for a Permit to Construct or Demolish" Provincial application form.
- Schedules completed to show all designer qualifications along with BCIN numbers.
- General Review Commitment form completed and signed by the Owner and Architect and/or Professional Engineer.
- Letter of Use describing the nature of the business or operation, the number of employees and processes, materials or chemicals used or stored and the method of storage.
- Ontario Building Code Data Matrix completed and sealed by the design professional(s).
- BMEC Authorizations or Minister's Rulings with CCMC Evaluation Listings for innovative materials or systems.

Construction Documents

Maximum digital paper size is 36"x48" (914mmx1219mm): All drawings shall be to scale, dimensioned and provide sufficient information that describes the full extent of proposed work.

- Architectural Plans and Calculations:
 - Floor plans for each level, showing proposed uses of spaces, wall assemblies, fire separations, egress/exiting plans and associated construction details.
 - Timed egress calculations per OBC, Div. B, 3.16 (if applicable).

Structural Plans:

- Plans and cross section(s) through racking system showing height(s), connection details to the floor slab including base plate thickness, design criteria and specifications.
- General notation or statement the base slab has sufficient structural capacity to resist all loads.

Fire Protection System Plans, Calculations and Documents:

- Automatic sprinkler system layout, elevations, details and seismic restraint.
- Hydraulic calculations for in-rack sprinklers or a letter verifying the existing use, protection capabilities and confirmation the system will protect the new storage.
- Owners Information Certificate as per NFPA 13, 4.3.

Additional Documentation:

- Drawings showing mechanical ventilation system in areas where industrial vehicles are stored or used.

Building Permit Issuance:

Prior to issuance of a building permit, the applicant will be contacted upon completion of the plans review and advised of any outstanding fees, such as Parkland Dedication Charges, Development Charges, Community Benefits Charges, and/or any other applicable fees in the City of Burlington's Building Permit By-law.

Permits shall be released to the owner or applicant. The Building Department will release permits to other parties only where written authorization has been received from the property owner or the applicant.

Refer to [Applying for a Building Permit](#) on the City of Burlington website, for more information.

Building Department
buildingpermits@burlington.ca
905-335-7731