

STORAGE RACKING APPLICATION CHECKLIST

Building Section - Development, Engineering, and Sustainability Department
105 Seymour Street, Kamloops, BC, V2C 2C6
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Storage racks are regulated under Part 4 of the British Columbia Building Code and require professional design. A building permit is required for all racking systems, except for racking that is less than 2.4 meters (8'6") in height and not loaded by a machine .				
ALL builders/contractors must have current City of Kamloops business licence or an ICBL				
Project Address:				
Proposed Use(s): (Description of product being stored)				
Are you applying for a fire sprinkler at this time?				☐ Yes ☐ No
				Office Use Only
DOCUMENTS: ☒ Required at time of application ☐ May be required				Submitted Accepted
1. Completed and Signed Building Permit Application	Please include construction value of project. For current application fee refer to City of Kamloops Development & Land Use Fees Bylaw.	☒	☐	☐
2. Building Permit Agency Agreement	If a third party is representing the owner of the property for building permits, a signed and completed Agency Form is required.	☐	☐	☐
3. BC Company Summary	If property owned by a BC company, a company summary is required	☐	☐	☐
4. Owner's Acknowledgement Form	All permit applications that include a new foundation or the use of heavy equipment on the property must include a signed Owner's Acknowledgement Form.	☒	☐	☐
5. Title Search from LTSA https://ltsa.ca 1-877-577-5872 option 1	Title search within the 30 days of application. Including copies of all covenants and encumbrances noted on title.	☒	☐	☐
6. Building Code Summary (if applicable)	Will show base building information, such as the number of storeys, whether the building is sprinklered, whether there is a fire alarm system, etc.	☒	☐	☐
7. Fire Sprinkler Application	All permit applications where the proposed works include installation of or alterations to a fire sprinkler system.	☐	☐	☐
8. Alternative Solution Request (if applicable)	Alternative solutions if required c/w City of Kamloops Alternate Solution Request Form.	☐	☐	☐
PROFESSIONAL DOCUMENTS AND DRAWINGS:				
Engineering Guides:		Geotechnical Reviews: Unless otherwise confirmed by the Building Official, all additions and new construction will require a geotechnical engineer with submission of letters of assurance		
Structural Reviews: Storage racks are regulated under Part 4 of the British Columbia Building Code and require professional design.				
9. Letters of Assurance (LOA) - Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials. - All letters of assurance also require a copy of certificate of insurance from each professional. - Schedule B is required from a registered professional when one has been retained or if during the plan review it is determined by the Building Officials.	Schedule A - Certified Registered Professional (CRP)	☐	☐	
	Schedule B - Architectural ☐ Sealed drawings from professional ☐ Additional documentation: _____ Architectural drawings are required when a fire safety system and egress change due to proposed racking layout.	☐	☐	
	Schedule B - Structural ☐ Sealed drawings from professional ☐ Additional documentation: _____ Struct drawings are required when Storage racks are regulated under Part 4 of the British Columbia Building Code.	☐	☐	

All letters of assurance also require a copy of certificate of insurance from each professional.	Schedule B - Geotechnical (temporary/permanent) (if applicable)	☐	☐	☐			
DRAWINGS: Requirements For All Drawings: - One (1) complete copy of each plan is required with permit application (Hard copy or Digital) - Provide metric 1:100 or ¼ foot scaled plans. - Include North arrow for all plans. - Include civic address.							
10. Site Plan: (if proposed exterior racking) Confirm zoning setbacks, heights, dimensions, etc.: - All heights and setbacks to be shown on site plans to be in both metric and imperial. - From the proposed structure to the property lines. - From existing structures to the property lines Include any of the following: - Covenants, easements, and rights-of-way. - Landscape features such as retaining walls, pools, etc. - Roof and site drainage, roof overhangs, cantilevers, etc. - Parking area, including dimensioned depth and width. - Identify the use (occupancy) of the subject unit and surrounding units. - Natural and finished grades. - Grades exceeding 15% require site cross section showing drainage and required retaining. - Max 10% slope for driveways over 15 m length c/w vertical transition clearances.					☒	☐	☐
11. Floor Plan Show the following: - North arrow on all floor plans. - All plans to be fully dimensioned in metric and imperial. - Label all rooms. - Show interior room sizes (can affect accessibility for persons with disabilities and travel distance, etc.). - Location and size of structural elements. - Show size and swing of doors. - Indicate fire separations. - Point loads to foundations - Show location and dimensions of stairs. - Show guard / handrail details. Indicate travel distance on plans. - Indicate exit signs, emergency lighting, and fire alarm devices where applicable.					☒	☐	☐
12. Foundation Plans Show the following: - Layout showing locations and sizes of footings, walls, columns. - Geodetic elevations					☒	☐	☐
13. Cross Sections: min. 2 sections required - Foundations, wall, floor, roof, ceiling assemblies. - Fire-resistance rating details if any required. - Show height between floors and ceilings. - Fire separations, including test(s) references.					☒	☐	☐
Permit Submission (Office Use)							
Screened by:	Date:	☐ Insufficient information for application as noted - resubmit					
Comments:		☐ Accepted for application					

Also see Part 24 of City of Kamloops Building Regulations Bylaw No. 11-84, 2025 for building permit application requirements.