



RACKING PERMITS

FREQUENTLY ASKED QUESTIONS

WHEN IS A PERMIT REQUIRED TO INSTALL COMMERCIAL RACKING?

A permit is required if the racking is fixed in place or is over 5'9" in height.

PERMITS & FEES

A Racking permit is required for commercial racking systems used for storage and retail. Non-fixed racking that does not exceed 5'9" in height are exempt. The Permit Type is BUILDING (COMMERCIAL) and the Work Class is RACK.

The permit fee is \$100.

SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Racking permits include, but are not limited to, the following (submittal requirements may vary depending on the scope of work and additional documents may be required by City staff):

- Description of the work
- Overall layout with dimensions, including rack and aisle width
- Location of exits and exit signs serving the room or area
- Engineered details for anchoring
- Height of racking
- Commodity type being stored, including pallet and packaging materials
- Shelving material
- Flue spacing
- Distance from the top of the top of storage to the fire sprinkler heads
- Names of the general contractor and subcontractors performing the work. All must be currently registered as contractors with the City of Coppell. Administrative staff will confirm that contractors are registered before the permit is issued.



RACKING PERMITS

TYPICAL REQUIRED INSPECTIONS

Typical inspections for Racking permits include, but are not limited to, the following:

- Racking final inspection- A letter from the engineer of record identifying that the anchors have been installed per their city-approved detail must be uploaded to the permit on the CSS portal or a wet-print copy available to the inspector at the time of inspection.

Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day. Documents must be in PDF format.

GENERAL REQUIREMENTS

- Inspector will check anchors and verify dimensions
- Inspector will evaluate emergency egress and lines of sight to exit signs within 100'
- The inspector may require a test of the emergency lighting system to verify that adequate egress lighting is provided in the new aisles between racks

CODES AND ORDINANCES

The City of Coppell has adopted the 2015 Editions of the International Building, Residential, Energy, Plumbing, Mechanical, Fire, Property Maintenance, and Existing Building Codes. The City has also adopted the 2014 National Electric Code and the 2018 International Swimming Pool and Spa Code. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

https://library.municode.com/tx/coppell/codes/code_of_ordinances