



Inspections Department

Mark A. Fleet, Building Official

CONSTRUCTION DOCUMENT REQUIREMENTS FOR SUBMITTAL

540-665-5650

All information provided on the construction plans shall be clear and legible Fax 540-678-0682

Plans review will be delayed if all the required information is not documented on the plans

Residential and Commercial plans shall include the following details:

DRAWING SIZE/PLANS

- Clear and legible plans – 3/16” or 1/4” scale residential, 3/32” or 1/8” scale for commercial. MAX PLAN SIZE 36” X 48”. Where plan size permits, 3/16” or 1/4” preferred, otherwise 3/32” or 1/8” scale for plan size limit.
- Plans mailed, faxed (plan must be legible or a hard copy will be required, online submittal not available).

FOOTING:

- Width and thickness of the footing
- Details shall include foundation wall information
- Location of all columns, pier footings
- Piers footings and columns shall be sized to accommodate all point loads
- Slab thickness if applicable

FOUNDATION:

- Type(i.e. Poured, CMU, etc.)
- Foundation wall width, height, and footprint dimension
- Details shall include reinforcement size/location and drainage system type and details
- Amount of backfill against basement walls
- All point loads shall be identified

FLOOR FRAMING:

- Type, Lumber Grade, Nominal Size, and on-center spacing required for all framing members
- Direction of run for framing members
- Plan details shall show entire floor framing system of each floor level. All beam, girders and the location of bearing points
- Provide copies of all manufactures *beam* details, if applicable
- Provide copy of manufactures floor system showing each floor level, if applicable
- Habitable attics require a minimum of 30 lb per square foot floor loading
- All point loads shall be identified

WALL FRAMING:

- Stud nominal size, height, and on center spacing.
- Bearing and nonbearing wall locations
- Opening sizes/door and window sizes
- All wall headers identified
- Window and Door Schedule
- Wind bracing plan identifying design approach, wall identification and length, panel location, nailing patterns, and wall headers identified.
- Walls more than 12' in height requires a Virginia Registered Design Professional to design the wall framing for wind bracing
- All point loads shall be identified

ROOF FRAMING

- Rafter nominal size, on center spacing, and length
- Direction of run for framing members
- Collar ties and/or ceiling joist nominal size, spacing, and length
- Ridge(s) identified
- All hips, valleys, gables, and bearing points identified
- Manufactures design showing truss location and design for Engineered Roof Truss System.
- Detailed individual truss details are required for all roof designs with more than one ridge line
- Overbuild(s) rafter size and spacing
- All point loads shall be identified

FLOOR PLANS:

- Floor plan(s) show each level of the structure, including basements, unfinished areas, habitable attics, and bonus rooms.
- All rooms/areas labeled to identify the use, i.e. bedroom, kitchen, recreation rooms
- All interior rooms clearly dimensioned
- Dimensions provided for overall layout, length & width
- All window and door locations clearly marked
- Habitable Attic areas 70 square foot or larger *and* 7' ceiling heights require code compliant stairs

ELEVATIONS:

- Details shall include exterior elevations indicating wall/floor heights. Elevations shall include windows and door locations.

ENERGY CODE REQUIREMENTS

- All projects (new & remodels) for all heated/conditioned areas require an Energy Efficiency Compliance form to be completed and submitted and shall include the R-value of the proposed insulation and the U-Factor for all glazing (door, windows, skylights, etc.)
- Unheated structures and areas such as garages, sunrooms, and seasonal structures that are not conditioned shall be clearly identified as such
- Basement remodeling projects shall clearly identify an existing insulation and any additional or new insulation being installed. Complete the Energy Efficiency Compliance form and indicate the new and existing insulation R-Values

MODULAR HOMES

- Plans must be approved by a compliance assurance agency
- Plans must be labeled and dated with the approval date
- All work performed on-site or by others shall be detailed as required for new construction listed above (basements, porches, crawlspaces, unfinished area, garages etc.)

ACCESSORY STRUCTURE

- Structures 256 square feet and larger require a permanent foundation detail
- Virginia Registered Design required on all metal building structures and carports
- Pole buildings exceeding 400 square foot in area requires a registered design professional to design the structure

COMMERCIAL BUILDING PLANS (not required for Single Family Dwellings)

In addition to the above requirements, commercial projects shall include

- Current Model Code edition
- Design Loads of the structure (Section 1603)
 - Wind loads 115v_{ult}
 - 35 lb ground snow (40 Pg in higher elevations)
 - Seismic Category B
 - Risk Category Section
 - Design Load Bearing Value of Soil
- Floor Live Loads
- Use Group as defined in Virginia Construction Code Section 302
- Type of Construction as defined in Virginia Construction Code Section 601
- Height and area (proposed and allowed) per Virginia Construction Section 503
- Required fire protection systems as listed in Virginia Construction Code Section 901
- Plans are sealed by a Virginia Registered Design Professional as required in Virginia Code §54.1-402
- Occupant load of tenant area(s) and total building occupant load (T1004.1.2)
- Floor design loads as required for the use of the space

- Fire exiting plan that clearly identifies the required exists, number of occupants traveling to the exit, and total travel distance for the occupants
- Floor Plan indicating the use of each area/room; Dimensions of all rooms, hallways, and doors measured from finished materials
- Fire resistive construction and fire protection systems. Full details of firewalls, fire partitions, etc.(ex: UL Design details for nailing patterns, drywall installation, size of air space, etc.)
- Door Schedule indicating size of door, hardware, and rating
- ICC ANSI A117.1 Accessible Provisions:
 - Dimension the floor plan and provide measurements from finished materials for hallways, corridors, ramps, stairways, etc.
 - Restroom floorplan and elevations (min 3/16" scale or larger; please provide dimensions if not to scale)
 - Depth and width, measured from finished material to finished material on restroom partitions, if provided.
 - On-Center spacing of fixtures from finished walls to other fixtures or walls
 - Provide a 60" turning radius inside restroom
 - Provide clear floor space for required accessible fixtures including water closets, sinks, urinals
 - Interior wall elevation detailing mirror height, sink height, grab bar locations
 - Clear floor approach for all doors(404.2.3.2)
 - Customer Service Counters maximum height is 36" for a minimum of 36" length.