

Project Name: \_\_\_\_\_

Project Number or Reference: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewer/Inspector: \_\_\_\_\_

### **The following documents or information will be required for review of the permit set of plans:**

Note: The better the construction documents clearly describe the project and demonstrate conformance to the building codes, the faster the permit can be issued. Incomplete plans and specifications, incomplete responses or incomplete information will result in unnecessary delays in review, permits and inspections.

#### \_\_\_\_\_ **Included with the Building Permit Application**

- \_\_\_\_\_ Soil Investigation or Geotechnical Report – For any project that requires foundations uncontrolled fill, questionable supporting material. Moderate or high shrink swell soil will require an engineered foundation system.
- \_\_\_\_\_ Asbestos Investigation report - for work in existing buildings
- \_\_\_\_\_ Lead Investigation report - for work in existing buildings
- \_\_\_\_\_ Special Inspection documents – for projects that are required to be prepared as an A/E (Charts A, B, C) or use products covered by an ICC evaluation reports
- \_\_\_\_\_ Prefabricated materials Documents – for projects that utilize prefabricated products (Trusses, precast, etc)
- \_\_\_\_\_ Manufacturer’s documents - for projects that include specific equipment to be used or installed
- \_\_\_\_\_ Health Department report – For work that impacts food service or other Health Department Regulation related projects, copy of the Health Department plan review report or written evidence that the Health Department has the project for review.
- \_\_\_\_\_ Two copies of the energy analysis (building envelope, lighting, and mechanical) based on the 2009 IECC standard.

#### Notes

1. Construction Drawings prepared by a licensed architect or a professional engineer – Refer to Charts A through C from the Related laws Package to determine if an Engineer or Architect is required. Note that all drawings, Project manuals, specifications prepared by an engineer or architect (RDP) must bear the seal of the professional or be clearly noted as “Preliminary” or “Not for Construction,” etc. One final set must have original seals, the other may be a copy or electronic. All seals must conform to the size and style specified in the Virginia DPOR regulations and must be signed and dated.
2. When not prepared by an RDP, construction documents must clearly note the name, address and contact information of the preparer. If the preparer is a master tradesman (Master Electrician for example), that information and his contractor’s license number shall be provided on the drawings.
3. Fire Marshall Requirements - For work that impacts means of egress, fire protection system, elevators, etc. the Regional FM will need to review the plans and provide inspections

#### **Building Construction Drawings and Project Manuals (when applicable some elements may not apply in a renovations project)**

1. General:
  - Full size sheets.
  - Two copies of construction drawings, three may be required if a copy is required for the State Fire Marshall.
  - Floor plans drawn to scale. All dimensions with all rooms labeled are required.

- Scale shall be ¼" minimum unless otherwise approved by the University Building Official Office.
2. Building Information is required on the documents
    - Building name and number.
    - The governing building code for project (2006 or 2009 VUSBC).
    - Construction type (original at CO and current code if different).
    - Occupancy Use group classification (original and current code if different).
    - Occupant loads for building and work area.
    - Nature of mixed use separation.
    - Gross building area and height.
    - Work zone area and height.
    - Foundation plan drawn to scale with dimensions, details or notes reflecting geotechnical report as well as code requirements.
    - Features and location (s) of fire, smoke, or sound rated assemblies.
    - Elevation drawings with details such as roof pitch, floor elevations above grade, and finish materials clearly noted.
    - Detailed wall or building sections showing all structural elements.
    - Provide roof plans for complex roofs and truss plans if utilized in design.
    - Two copies of sealed floor and roof truss plans if utilized in design.
    - Ceiling heights shall be noted on the wall section or the elevations.
    - All framing members including joists, double joists, beams, girders, posts are to be specified and labeled as to material, grade, location, direction size and span on floor and foundation plans. All load paths shall be clearly shown from the roof to the foundation.
    - Egress components.
    - Accessibility (handicap) facilities.
    - For new work, window and door sizes are to be labeled or schedule provided.
    - All design loads required by Section 1604.1 of the 2009 International Building Code as required by the project.
  3. Electrical permit application
    - Building name and number.
    - The governing building code for project (2006 or 2009 VUSBC).
    - Electrical work must include a one line diagram denoting wire sizes, grounds, panels, receptacles, etc.
  4. Mechanical Permit Application
    - Building name and number.
    - The governing building code for project (2006 or 2009 VUSBC).
    - All devices which create heat (grills, furnaces, etc.) must denote what is to be heated and the hood requirements.
    - Mechanical work must show the ductwork, returns, etc. as well as the requirements for ventilation and outside air and design parameters of water supply and waste lines as well as vents and cleanouts.
  5. Plumbing Permit Application
    - Building name and number.

- The governing building code for project (2006 or 2009 VUSBC).
  - Plumbing work must have a one line isometric that shows the materials and size of water supply and waste lines as well as vents and cleanout.
6. Fire Protection
- Piping Diagrams
  - Hydraulic Calculations
  - Alarm Design package