



Office of Code Administration

New Structures and Additions Checklist

Version 2021-06-28

Staff Use Only

BLD _____ - _____

PROJECT NAME _____

This Checklist is to be completed and signed on Page 5 by the designer who prepared and compiled the plans. Submit the Checklist with the plans.

Please address any questions to the Office of Code Administration staff at 703-385-7830.

This basic Checklist lists the minimum essential building code information required on plans prior to submitting them as part of the building permit application package.

PROVIDING ALL THE INFORMATION LISTED WILL EXPEDITE THE OVERALL REVIEW PROCESS AND INCREASE THE LIKELIHOOD THAT PLANS WILL BE APPROVED ON THE FIRST SUBMISSION.

Complete all plans in accordance with the VUSBC, IMC, IPC, NEC, with current amendments to all codes, and the ICC/ANSI A117.1 for accessibility guidelines. On the Coversheet, list the codes used for project design. Please see the <https://www.dhcd.virginia.gov/virginia-uniform-statewide-building-code-usbc> to determine the codes and code year applicable to your project.

ADDRESS VALIDATION

- Application for permit requires the applicant to complete the [Address Request Application](#) and submit it to the GIS Manager for review/ processing. The Department of Information Technology GIS Manager may be contacted at 703-246-6331 for additional information in regards to the address assignment process. The GIS Manager checks for correct street addresses and suite/unit numbers for single and multi-tenant buildings/shopping centers/condos/apartments, city, state, zip code, lot number, etc...This is the first step before submitting plans to the Office of Code Administration.

ADDRESSING FOR ARCHITECTURAL REVIEW

- Show the complete address and suite numbers (if applicable) on the Cover Page and in the Title Blocks of subsequent sheets of the construction document set. The complete address should include address number, street name, street type, city, state, zip code and any suite or unit numbers associated with the building(s).
- If the scope of work involves multi-tenant commercial spaces such as condominiums, it is very important to show all of the unit numbers that are assigned by the GIS Manager. The design may require that one sheet of the architectural plans be dedicated to show the typical addressing diagram and building address table for the condominiums, garages, maintenance building, clubhouse, etc.

GENERAL REQUIREMENTS

Application for Permit

- Fully completed [Building Permit Application](#)
- Filing Fee = \$91.80 or 25% of Building Permit Fee (whichever is the greater amount). This fee should not be paid until you receive an invoice from Code Administration Staff. Building Permit Fee is based on the Gross Floor Area of the approved [Schedule of Rates and Levies Fee Schedule](#)
- Electronic/ digital copy State of Virginia Contractor's License (in addition to contractor license number to be provided on application)

Construction Documents

- Electronic/ digital set of drawings for Office of Code Administration Review. Virginia Uniform Statewide Building Code requires that each sheet of A, S, M, E, P drawings is signed and dated by the State of Virginia registered design professional who is in responsible charge of drawings/ design:
 - Architect's or Engineer's ORIGINAL professional seal, hand written signature and dated across the face of the seal;
 - Drawings are required to be submitted as (1) PDF document per discipline. They shall not be submitted in a PDF binder.
 - As permitted by Section 54.1-402 of the Code of VA, contractors and drafters are required to provide license number, occupation, name, address, phone number; ORIGINAL signature and date on each sheet. (This is an exception to the

registered design professional requirement.)

- Proof of receipt of set of drawings submittal to Health Department for review; e.g. food prep area.
Projects for new construction, remodeling, expansion, or changing of equipment for Public Swimming Pools, Restaurant Commercial Kitchens and any projects with foodservice facilities, require a separate permit application to the Division of Environment Health of the Fairfax County Health Department, 10777 Main Street, Suite 100, Fairfax, VA 22030 Phone 703-246-2411.
- Electronic/ digital set of drawings must contain a "Non-Write-Protected Cover" Sheet to enable electronic stamp to be applied to plans at time of approval.
- Minimum drawing scale: 1/8"=1'-0"

ARCHITECTURAL

Code Analysis, Sheet # _____

- Use Group per Chapter 3; Construction Type per Chapter 6
- Building Height; Building Square Foot Area per Chapter 5
- Building height and area calculations with all allowable modifications per Chapter 5
- Occupant load including employees calculated on square foot area per Chapter 10
- Number of exits required and provided per Chapter 10
- Compliance with Mixed Occupancy requirements and design method per Chapter 5
- Accessory Occupancies compliance per Chapter 5
- Incidental Use compliance per Chapter 5
- Whether or not the building is fire suppressed and supervised/monitored per Chapter 9
- Note to fire and smoke protection systems subcontractors that a fire protection permit is required to be issued prior to commencement of work

Architectural Plans, Elevations, Sections, Details:

- Label all rooms with names. Sheet # _____
- Number all doors. Sheet # _____
- Door Schedule including door number, size, type, latching, closers, hardware and fire rating in hours. Note: Security hardware systems designed to interface with fire alarm systems will require deferred submittal of fire alarm shop drawing review.
Sheet # _____
- Show the locations of partition types with the UL design numbers on plan. Sheet # _____
- Materials used for construction meeting requirements of Construction Type. Sheet # _____
- Roof plan with roof slope, high points, low points, location of drains. Sheet # _____
- Dimensions of corridors and aisle widths. Sheet # _____
- Provide story above grade details. Sheet # _____
- Systems furniture or shelving layout as appropriate to show egress. Sheet # _____
- Interior finishes; flame spread/smoke developed index. Sheet # _____
- Details of all ramps and stairs with required handrails, guardrails and landings. Sheet # _____
- Floor elevations with changes in floor level. Sheet # _____
- Coordinate the electrical plan showing lighted exit signs, interior and exterior, normal and emergency.

Fire rated construction:

- Locate fire resistive rated construction including fire walls on architectural plans. Sheet # _____
- Locate fire walls on civil drawings. Sheet # _____
- Reference UL Database (or other third party testing agency) design numbers; key into Partition Types. Sheet # _____
- Most current actual UL Design Detail(s) incorporated into set of drawings as referenced from the [UL.com Database](http://UL.com)
- Section details of rated construction showing compliance including continuity and supporting construction where applicable.
Sheet # _____
- Document the hazard classification; commodity classification; storage systems and arrangements, including fixed rack storage, dimensions of rack/shelving, spacing between aisles, etc. Sheet # _____

Accessibility requirements per ICC/ANSI A117.1:

- Wheelchair Turning Space, Clear Floor Space, Knee and Toe Clearance. Sheet # _____
- Base and wall cabinet heights per Reach Ranges. Sheet # _____
- Maneuvering clearances at doors per Accessible Routes. Sheet # _____
- Toilet room clearances and equipment locations per Plumbing Elements and Facilities. Sheet # _____
- Counter and work surface heights per Built-in Furnishings and Equipment. Sheet # _____

STRUCTURAL

Note: All plans, technical reports and calculations shall bear the original seal, signature and date of State of Virginia licensed structural engineer of record.

General:

- Electronic/ digital copy of geotechnical report as a separate PDF
- Electronic/ digital copy of structural calculations as a separate PDF
- Frame reactions for all pre-fabricated structures. The reactions shall be used for footing/foundation design.
- General design requirements including ground snow load, wind and seismic design data, soil bearing value, soil lateral pressure value. Sheet # _____
- Notes on structural materials used. Sheet # _____

Foundation:

- Complete foundation plans with cross sections and details. Sheet # _____
- Anchor bolt details, embedment length, size and spacing. Sheet # _____
- Include all hairpin details where applicable. Sheet # _____

Floor:

- Cross-sections and details. Sheet # _____
- Complete floor framing plans for all levels. Include size and spacing of joists and beams. Specify the joist manufacturer where applicable. Sheet # _____

Roof:

- Complete roof framing plans. Provide size and spacing of rafters, joists and trusses. Specify the joist manufacturer where applicable. Sheet # _____
- Show design loads for top and bottom chords of roof trusses. Sheet # _____
- Identify location of rooftop mechanical equipment with dimensions and weight for each. Provide cross sections and details. Sheet # _____

Shop drawings:

- As a deferred submittal, ensure that registered design professional reviewed and approved shop drawings are submitted for pre-fabricated structures, tilt-up panels, pre-stressed members, pre-cast members, roof trusses/joists and floor trusses/joists.

Special Inspection Requirements (When applicable per VUSBC):

- Provide [Statement and Schedule of Special Inspections](#) prepared by the Registered Design Professional in Responsible Charge (RDPRC) in accordance with VUSBC.

MECHANICAL

General:

- Identify the occupancy and the intended use of each space. Sheet # _____
- Provide Mechanical Equipment Schedules, with the efficiency of the equipment (such as COP, EER, IPLV, SEER) total CFM and outside air capacity. Sheet # _____
- Provide heating and cooling (total and sensible), MBH Input/Output, type fuel and weight of equipment. Sheet # _____
- Identify means for make-up and combustion air for all fuel-fired equipment. Sheet # _____
- Provide details for all boilers (such as low water cut-off, pressure relief, gauges, blow down tank, expansion tanks, and piping). Sheet # _____

Note: All commercial boilers must be inspected by Virginia Department of Labor & Industry

International Energy Code:

- Provide heat loss / heat gain calculations. Sheet # _____
- Provide exterior envelope worksheet. Sheet # _____
- Provide R-values of all insulation in all construction components (such as walls, floors, roof and perimeter insulation).
Sheet # _____

Duct Systems:

- Show the location of all mechanical systems with supply registers, return grilles and include all duct sizes.
Sheet # _____
- Show CFM at each supply outlet, return, and exhaust grilles.
- Provide shop drawings on commercial hoods with dimensions, material, make-up and exhaust air including a detail showing the exhaust duct from the hood to the exterior termination. Sheet # _____
- Show all required fire and smoke dampers, fire and smoke detection devices and ceiling radiation dampers.
(As per the listing of the Fire Rated Assemblies). Sheet # _____

Smoke Evacuation Systems:

- Provide plans per IBC and IMC. Sheet # _____

Refrigeration Equipment:

- Provide equipment list and BTUs for each, system classification, refrigerant type, pounds of refrigerant.
Sheet # _____
- Show location and detail of refrigeration equipment and required clearances for equipment located on roof.
Sheet # _____
- Provide piping materials and methods to comply with IMC.
Sheet # _____

Gas:

- Gas piping riser diagram and floor plan with fully developed length, design pressure of gas, total quantity of gas to be provided (CFH or MBH), specific gravity, pressure drop and the type of gas piping with the correct sizing per VFGC.
Sheet # _____

ELECTRICAL

Service equipment and panels:

- Provide NEC-compliant load calculations for feeders and service including demands per Art. 220 NEC.
Sheet # _____
- Provide panel schedules with branch circuit numbers, breaker size, load descriptions, poles, loads per pole in KVA, voltage, AIC rating, available short circuit current. Sheet # _____
- Location size and capacity of service, metering equipment, include complete riser with all panels, conductors and conduit sizes with grounding details, include bonding of service per Art. 250.92. Sheet # _____

Lighting and power plans:

- Floor plans showing light fixture layouts, receptacle locations, and branch circuits; include exit/emergency lighting showing compliance with IBC Section 1006.3 and 700.12(F) & 700.16 NEC. Sheet # _____
- Provide details for site/parking lot lighting on electrical plans and on civil photometric site plans, provide pole base detail for lights over 25' above grade. Sheet # _____
- Light fixture schedule including fixture input power. Sheet # _____
- Show that branch circuits are numbered, identified in the panel schedule and on the floor plans; show wiring methods.
Sheet # _____
- Provide listing details showing that electrical equipment penetrating rated assemblies are listed for that specific design number. Sheet # _____

Mechanical Equipment, Motors, etc:

- Provide details for all equipment wiring, overcurrent protection, disconnection means, and specifications.
Sheet # _____
- Show that branch circuits are numbered, identified in the panel schedule and on the floor plans; show wiring methods.
Sheet # _____

International Energy Conservation Code:

- Construction documents shall be submitted per VUSBC 109. Sheet # _____
- Provide documents with calculations to show compliance with International Energy Conservation Code for lighting power for interior & exterior lighting. Sheet # _____
- Show lighting controls / switching per IECC. Sheet # _____

Hazardous Locations:

- Provide Documents for all Hazardous/Classified Location per NEC Art. 500.4(A) and 500.5. Sheet # _____

PLUMBING AND ACCESSIBILITY – VUSBC, IPC, ICC/ANSI

- Show all plumbing facilities and label with restroom dimensions to scale. Sheet # _____
- Water closets, lavatories, drinking fountain and a service sink are required for all uses.
Sheet # _____
- Plumbing floor plans and riser diagrams for all new plumbing fixtures, including sanitary, water and storm piping with fixture identification and complete pipe sizing. Sheet # _____
- Identify backflow protection and other water control devices required on equipment.
Sheet # _____
- Coordinate points of connection between new plans and site plans. Sheet # _____
- The plumbing floor plan and riser diagram shall indicate the type and quantity of fixtures being installed.
Sheet # _____

Designer: Name/Signature _____

Telephone: _____ Date: _____