

COMMERCIAL PLAN REQUIREMENTS

NOTE: Insufficient information or incomplete plans may be disapproved.

- Completed Commercial Building Permit Application (all pertinent information ***MUST*** be provided)
- Construction documents:
 - ***NEW CONSTRUCTION***: Three (3) complete and identical sets of construction documents or one (1) digital set and one (1) identical printed set to be stamped and on the job site after permit is issued
 - ***RENOVATIONS OR TENANT BUILD-OUTS***: Two (2) complete and identical sets of construction documents or (1) digital set and one (1) identical printed set to be stamped and on the job site after permit is issued
- One (1) complete set of construction documents to the Health Department for projects governed by their regulations. Contact _____, Environmental Manager (757) XXX-XXXX, for additional information.
- Minimum drawing size shall be 21" x 30"
- Plan Review Fee of \$50.00
- The site plan for the project
- Soils report for the project that includes the Soil Bearing Capacity and Seismic Site Classification
- One (1) set of specifications
- Statement of Special Inspections, as applicable
- Approved design documents for Special Public Interest Districts
- Complete energy conservation documents (building envelope, mechanical and electrical)

All plans shall have the original seal and signature of a registered design professional licensed in the Commonwealth of Virginia as required by Title 54.1-402 of the Code of Virginia or bear the name, address and occupation of the author if permitted by Title 54.1-402. All sets of plans shall be stapled in sequential order and include, but not be limited to, the following criteria:

☐ ARCHITECTURAL DRAWINGS:

- Title Block (include *complete* project address)
- Key Plan (tenant location with corridors and exits)
- Floor Plan(s) of the proposed project (fully dimensioned and to a scale no less than $\frac{1}{8}'' = 1'-0''$) Identify the use of all spaces and the design occupant load(s)
- Group and type of construction
- All fire resistance design designations and their details for all fire-rated assemblies
- Partition schedule
- Interior and exterior elevations
- Door/window/hardware schedules, including special locking devices
- Finish schedule
- Large scale detail(s)
- Roof plan
- Building cross section(s)
- Reflected ceiling plan
- Seating/fixture plan
- Any additional details or sections necessary to accurately depict intended construction

☐ **STRUCTURAL DRAWINGS:**

- Foundation plan, details and schedules
- Roof framing plan
- Floor framing plan
- Pre-engineered metal building plans (signed and sealed by the engineer responsible for the design licensed in the Commonwealth of Virginia)
- Footing schedule
- Sections
- Design load criteria (Sections 1603.1.1 through 1603.1.8 of the U)

☐ **MECHANICAL DRAWINGS:***

- Floor plan, to a scale of not less than $\frac{1}{8}'' = 1'-0''$, with room designations and occupant loads
- Location of mechanical system components
- Scaled ductwork plans, showing supply and return registers, dampers, smoke detectors and ductwork sizes
- Mechanical systems piping and sizes
- Outside air criteria in cubic feet per minute (CFM)
- Specifications shall include equipment, cooling, heating, ductwork, and piping materials
- Insulation R-value for ductwork and piping
- Scaled floor plan of kitchen equipment, including schedule and manufacturer's technical "cut sheets" for each piece of equipment

☐ PLUMBING DRAWINGS:*

- Floor plan, to scale of not less than $\frac{1}{8}'' = 1'-0''$, with all fixtures and piping indicated
- Drain, waste and vent riser diagram indicating pipes sizes, DFU counts, material(s) and direction of flow
- Water distribution riser diagram indicating pipe sizes and materials
- Fixture schedule keyed to plans and riser diagrams

☐ ELECTRICAL DRAWINGS:*

- Floor plan, to scale of not less than $\frac{1}{8}'' = 1'-0''$, indicating lighting, emergency lighting, exit lighting and power
- Meter and panel locations
- Riser diagram and panel schedule, service voltage, current and phase, conductor sizes and conduit sizes
- Indicate circuit home runs and relate them to panel numbers
- Provide lighting schedule for fixtures

Should you have questions or require clarification of any of the above information feel free to contact the Development Services Center at 757-728-2444.

****These drawings may be prepared by a licensed Mechanical Contractor, licensed Master Plumber or a licensed Master Electrician in lieu of a registered design professional when permitted by title 54.1-402 of the Code of Virginia.***