



PROJECT/SITE ADDRESS: _____

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

GENERAL REQUIREMENTS

- A description or narrative that outlines the exact details of the proposed work to be accomplished and accompanied by supporting documentation. Permit Center staff will determine if the narrative and documentation is sufficient to conduct a meaningful review. If the supporting documentation is not satisfactory to proceed with the review the applicant will be notified, and the permit application placed in a “hold” status until satisfactory documentation is provided.
- Electronic plan sets, scaled or dimensioned, size no larger than 100mb per set
- Electronic copy of a certified survey plat with dimensions of proposed improvements or grading/site plan (to scale)
- Existing (if applicable) and proposed floor plans, including room designations & ceiling heights
- Exterior building elevations, existing and proposed
- Roof plan, including covering materials & roof pitch/slopes
- Refer to City Soil Policy for requirements (for new construction & additions, including story additions)
- Neighbor notification letter - if proposed project/excavation is 5ft or less from the property-line
- Plans must be signed and sealed by a registered design professional (RDP) licensed to practice in the Commonwealth of Virginia:
 - in accordance with the Code of Virginia section 54.1-402 or
 - If the RDP is responsible for the construction documents (regardless of if Virginia law requires the plans to be prepared by an RDP)

PLANNING & ZONING (P&Z) REQUIREMENTS 703.746.4333/3833 (BAR)

- Completed floor area ratio and open space calculation form ([FAR Form](#))
- Average existing grade indicated on plans
- Average Finish grade line noted and marked on plan; Height shown to Average finish grade line
- Certified survey plat to scale per General Requirements
- Elevations to scale
- Exterior Mechanical Units
 - Certified Survey plat showing location
 - Open Space requirement (for townhomes)
 - If a rooftop unit, provide aerials ([Google](#))
- If the property is located within a Historic District or listed as 100-Year-Old Building, the applicant MUST obtain Board of Architectural Review approval for the work prior to applying for ANY permit. Stamped plans by the BAR are required to be uploaded to the permit applications.

TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703.746.4035

In addition to the general requirements, the following must be shown on a submitted certified survey plat and should be labeled “TES PLAT”:



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TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703.746.4035

- Provide highlighted limits of total disturbed area and total square footage on submitted survey plat, to include a minimum 10ft parameter around proposed improvements; as well as construction access and any other areas where work will take place or materials stored. (*Concrete or asphalt driveways may be excluded from the calculation if they are to be retained. Note that concrete runners or other materials driveways must be calculated*).
- Show all roof drains/downspout and sump pump discharge or connection locations. Connection to storm sewer may be required if a storm sewer is within 100 ft of property line [Sec. 5-6-224 - Method of storm and subsoil water disposal](#)
- Note if the incoming services are Underground or Overhead Lines. Existing Service Connections (Overhead Lines) will be required to be relocated underground if the existing point of connection to the dwelling cannot be maintained.
- Provide the required disturbed area certification and drainage certification form with the TES survey plat. The certifications must be signed by the property owner or by a registered Virginia design professional. (Per Memo to Industry 02-08). [Disturbed Area and Drainage Certification Form](#)
- If associated with a site plan or grading plan, a copy of the approved plan must be attached to the permit plan set.
- If any work is within the public right-of-way, a separate T&ES Excavation or Right of Way permit is required. Work outside of property limits **shall not** be approved under a building permit. For *Additional information please visit [T&ES Permitting Guidelines](#)*

FLOODPLAIN REQUIREMENTS 703-746-4035

- Base Flood Elevation (BFE) shown on plan or drawings
- Lowest Floor Elevation shown on plan or drawings
- Existing and Proposed Topographic information shown on plan or drawings
- Complete improvement costs affidavits for Substantial Completion determination
- Flood Hazard documentation prepared & sealed by a VDP as per *VCC CH.1612.5*

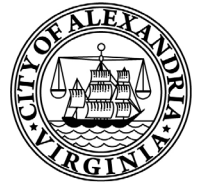
CODE ADMINISTRATION REQUIREMENTS 703.746.4200

ARCHITECTURAL REQUIREMENTS:

- Exterior wall sections, including required fire resistance rated assemblies that are less than 5 feet from the property-line.
- Residential Energy Efficiency Guidelines
- Electrical panel location
- Door and window schedules

STRUCTURAL REQUIREMENTS

- Proposed design criteria & loads
- Floor/Roof framing plans & sections
- Soil report as required per City Soil Policy
- Braced wall plans & sections per *VRC R602.10*



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STRUCTURAL REQUIREMENTS

- ES reports & UL details for engineered products
- Foundation plans & sections, including drainage
- Engineering calculations, signed & sealed by a VA RDP (if design exceeds prescriptive methods)

TRADE REQUIREMENTS:

Trade plans are required for review under the building permit for all new construction and addition projects. Separate trade permits are required upon building permit approval.

PLUMBING REQUIREMENTS (per the Virginia Residential Code and/or Virginia Plumbing Code)

- Plumbing work is proposed
- Supply water riser diagram
- Plumbing fixture layout
- Drainage/Vent diagram

ELECTRICAL REQUIREMENTS (per the Virginia Residential Code and/or National Electrical Code)

- Electrical work is proposed
- Panel location
- Single-line riser diagram if service \geq 200 amps
- Electrical layout (switching/lighting/outlets)
- GFCI & AFCI protection, where required
- Smoke alarms (detectors)

MECHANICAL REQUIREMENTS (per the Virginia Residential Code and/or Virginia Mechanical Code)

- Mechanical work is proposed
- Interior equipment layout (duct layout, size and ventilation rate)
- Exterior equipment layout on house plat (condensers, generators, etc.)
- Manual J calculations
- Mechanical exhaust (ex. clothes dryer, kitchen, bathroom)
- Engineered system (ex. ground-source heat pump), signed & sealed by a VA RDP
- Screening details for rooftop equipment

FUEL-GAS REQUIREMENTS (per the Virginia Residential Code and/or the Virginia Fuel Gas Code)

If fuel-gas work is included in the scope of work of this project and the system is:

- Less than 2psi – no review is required; however, a permit is still required.

New construction and/or the system is 2psi or more, then the review occurs under this building permit and a separate fuel-gas permit is required. The following is required for Code review:

- Gas riser diagram (gas pipe size, length and appliance loads, in BTH)
- Gas appliance layout