

Non-Residential Submittal Guide

The following are to be addressed prior to issuance of any non-residential (VCC regulated) building permit:

1. Check Zoning (this is not part of the building plans but this sheet is often given out when people want to know where to start)
2. Asbestos inspection report must be submitted prior to permit issuance for buildings built before January 1985. Section 110.3

The following building code items are to be addressed on all non-residential construction drawings submitted for review:

1. Applicable Codes:
2. Use Group Classification (Section 304):
3. Type of Construction (Section 602.2):
4. Allowable Height and Area (Table 503):
5. Fire Resistance Rating for Building Elements (Table 601):
 - Structural Frame:
 - Bearing Walls:
 - Exterior:
 - Interior:
 - Non Bearing Walls:
 - Interior:
6. Floor Construction:
7. Roof Construction:
8. Fire Resistance Rating (Table 602) (Refer to Site Plan).
9. Automatic Sprinkler System (Section 903):
10. Fire Alarm and Detection System (Section 907.2.2):
11. Size of Doors (Section 1005.1 & 1008.1.1):
12. Design Occupant Load (Table 1004.1.2):
13. Common Path of Egress Travel (Section 1014.3) 75 ft. max.
14. Exit Access Travel Distance (Table 1016.1):
15. Corridor Fire Resistance Rating (Table 1018.1):
16. Shaft Enclosures (Section 708):
17. Required Corridor Width (Section 1018.2):
18. Required Number of Exits (Table 1021.1):
19. Accessibility (Chapter 11)
 - Accessible Route (Section 1104)
 - Accessible Entrances (Section 1105)
 - Parking and Passenger Loading Facilities (Section 1106)
20. Additions / Alterations show compliance w/Accessibility for Existing Buildings (Section 3411) (20% rule)
21. Minimum Plumbing Facilities (Table 2902.1)
22. Mechanical Ventilation Rate (T403.3) (Fresh air changes)
23. Portable Fire Extinguishers (Section 906)
24. Interior Wall & Ceiling Finish (Table 803.9)
25. Floor Loads (Table 1607.1)
26. Exit Signs (Section 1011)
27. Egress Illumination (Section 1006)
28. Wiring Methods (NEC 320-362 and 518-520).

Provide scaled drawings addressing and identifying the following:

Foundation Plan

- Footing size, width, thickness of the concrete and the depth of the bottom of footing for frost protection. Required for perimeter walls, interior walls, interior and exterior piers, etc.
- Provide all dimensions, overall dimensions, offset dimensions, pier spacing dimensions, etc.
- Foundation wall type, thickness, height, amount of unbalanced backfill and the steel rebar reinforcement.
- Show the direction of floor framing. Identify the type, size and spacing of floor framing members. Same applies for decks.
- Identify girder beam type and sizes.

•Floor Plan(s)

- Show walls, windows and doors with dimensions.
- Identify all rooms.
- Identify window and door sizes.
- Identify header type and sizes.
- Identify the roof framing members' type, size, spacing and orientation including beams and headers.
- Identify the wall bracing panels. (Wood frame structures only) Section 2308.9.3. Pay specific attention to Portal Frame Wall Panels (typically panels less than 36" wide)

•Elevation(s) (picture view)

- Show all four elevations
- Show approximately the finished grade to the best of your ability.
- Identify the roof pitch.
- Show the decks and steps, etc.
- Note any special circumstances on the plan that may apply.

•Cross Section (section cut through the house)

- Show all footing, foundation, floor framing, wall framing and roof framing.
- Identify all framing members, type size and spacing.
- Identify the insulation requirements.

•Additions and Alterations

- Provide a Floor Plan of the existing structure.
- Showing necessary dimensions.
- Identify all existing rooms.
- Show demolition work in the existing structure.

****Code of Virginia §54.1-402 requires an A/E Seal from a Registered Design Professional for specific Use Groups.****
(See the VA Related Laws for details)

****An individual may draw their own plans for small, simple jobs, but must be drawn to scale or on graph paper and provide enough information to clearly identify all construction methods and materials.****