



Plan Submission Requirements for Commercial Permits

When applying for a new construction, alteration, renovations, or Change-of-USE building permit, submit the required documentation listed below to the Department of Development Services, Community Development Service Center online or in person. County staff will direct you through the multi-agency review process.

If your project involves a food service establishment, school, swimming pool for transient lodging, or a daycare facility, you must begin your process at the Virginia Department of Health (540)288-9018.

Building Plan Review

Building Plan Review staff verifies code compliance of the plans. The status of your reviews and review comments are found online by logging in to ePLANS at <https://progress.staffordcountyva.gov/> or the IWR at <http://hello.stafford.va.us/Build> you will need the application (A/P) number assigned at submittal to check the status of your permit.

Site Plans vs. Building Plans

Since the development of your site plans and building plans take place at different times, the review processes for each may take place independently. If the site plan is not approved at the time of building permit application, simply submit an unapproved copy of the site plan with your building plans. **An approved site plan is required prior to building permit issuance.**

Plans Checklist

Plans must clearly illustrate the nature of the work to be performed and must show the information or meet the requirements listed below. This is not to be considered an exhaustive and complete list. **Depending on the project, additional items or clarifications may be required. All construction documents must be submitted in electronic (PDF) format, paper plans or photographs of plans will not be accepted.**

BUILDING

Required building permit submission documents for New Buildings and as required for Additions, Alterations, Occupancy Only Permits, etc.

- Full set of Architectural Plans. Single bound PDF document. NO PHOTOGRAPHS OF PLANS. NO TRADE PLANS (These require separate trade permits and submissions).
- Full set of Structural Plans as required by scope of project. Single bound PDF document. NO PHOTOGRAPHS OF PLANS.
- A copy of the Site Plan. If site plan is not approved at the time of building permit application, simply submit the most recent unapproved copy.
- A Statement of Special Inspections form for required 3rd Party Inspections (ex. Steel, Concrete, Masonry, Foundations, Retaining Walls, etc.). Form to be filled out in its entirety with all required signatures on the cover page.
- COMChecks for Energy Code Compliance if not specified prescriptively within plans.
- Geotechnical Soils Report (See Soils Report Policy)

- Floor layout from manufacturer/supplier for wood I-joist or web truss systems. Need Engineer sealed floor web truss design sheets from manufacturer.
- Roof truss layout from manufacturer/supplier for wood roof truss systems. Need Engineer sealed roof truss design sheets from manufacturer.
- Fabricated Structural Steel Shop Submittals (Columns, beams, roof/floor bar joists, stairs, railings, etc.) reviewed and approved by Structural Engineer of Record.

****Additional Documents for Alterations, Additions, Occupancy Only permits****

- An [Accessibility Compliance Form](#); if project involves an existing structure.
- An [Occupancy Permit Information form](#); if project involves an existing structure.

Architectural Plans

RDP Sealed Plans

- WHEN REQUIRED; Plans submitted for the following Building Use Group classifications must be sealed by a Virginia registered architect or professional engineer (RDP); “A” Assembly Groups, “E” Educational Group, “H” High Hazard Groups, “I” Institutional Groups, “R-1” Residential Groups per section 54.1-402 of the Code of Virginia. Additional requirements for sealed plans may include other use groups based off area and height of structure and or at the Building Official’s discretion. See 2018 Virginia Building and Fire Code Related Regulations for A/E Chart.
- If prepared by a Virginia registered architect or professional engineer (RDP), the plans must bear the original signature, seal, and date.

Cover Sheet

- Project Identification to include name and address with suite number if applicable.
- Project location map. Key plans indicating location of work where multiple spaces exist (malls, office building, etc.)
- Name and occupation of building designer with address, email, and phone numbers.
- Index of all plans included within the set being submitted.
- Code year used for designs, Design Criteria – “Designed in Compliance with Virginia Uniform Statewide Building Code, _ _ _ _ (year)”.
- Type(s) of construction.
- Occupancy Group(s)/USE groups. All occupancies/USES within must be listed. If an accessory or incidental to the main, specify as such with supporting calculations. If Mixed-Use specify as such along with Separated or Non-Separated.
- Square footage of project area along with the total building area. Provide the allowable building area square footage per code (provide area modification calculations, if applicable). When doing a build-out to an existing shell building, please provide entire square footage of existing building and occupancy type/USE group of adjacent suites.
- Building height and number of stories provided per Table 503 VCC. Provide modification calculations as applicable.
- Criteria for Fire Sprinkler, Fire Alarm, and other Fire Protection or life safety system requirements and monitoring information.
- Plumbing fixture calculations based off the occupant load showing the minimum required fixtures for the proposed design.

Occupant Load

- Provide calculations for the total occupant load of each floor, use group, and or individual occupancy based off each room/area and load factor per Table 1004.5 VCC.
- Architectural plans to have dimensions and use of all rooms/areas identified.

Life Safety

- Provide a Life Safety plan with egress routes, travel distance, exit stairwell capacity, exit capacity, exit remoteness distance/calculations, exit and emergency lighting, fire extinguisher locations, etc.
- When doing a build-out to an existing multi-story building, please provide stairway analysis for existing occupancy with the new occupancy loads.

General

- Building elevations (all sides).
- Partition layout for each floor/level. Include a partition schedule for differing wall types as applicable.
- Provide Fire rated wall and assembly locations on the plan and a schedule for all wall types.
- Provide complete original Fire Rated assembly design specs copied into the plans – re-drawn plans of UL, USG, rated designs will not be approved.
- Provide R-values of building insulation components and U-factor of fenestration on plans. Otherwise, a complete COMCheck must be submitted with the application.
- Dimensions of all rooms, areas, doors, window, corridors, and aisles.
- Door and hardware schedule including identification of any special locking devices, panic/fire exit hardware, etc.. Manufacture's specifications to be on schedule.
- Floor to ceiling height and height from floor to underside of lowest structural member.
- Accessibility details per ICC A117.1 for counters, bathrooms, doors/entrance/exits, ramps/walkways, parking, and site accessibility routes.

Structural Plans

General

- Foundation plan. Details to be provided for foundation wall design, reinforcement, water proofing, and or drainage system as applicable.
- Footing schedule and reinforcement details.
- Framing plans, cross sections, and details showing all structural elements for each level, floor, and roof.
- Wood and Steel framed structures to include prescriptive wall bracing design or sealed design for engineered shear walls. Shear wall designs must contain specs for the sheathing locations/size, fastener type/size/spacing, etc.
- Specify all bearing supports and columns for beams, headers, and girders.
- Designs for steel lintels.
- Masonry and Concrete walls to include details for the steel reinforcement, bond beams, and grout or concrete material specifications.
- Connection details.
- Material specifications.
- All design loads; Roof load, Snow load, Soil Bearing, Wind Speed, Floor Live Loads, etc.
- Live and Dead load reductions.
- All Shop drawings must be submitted with Design Engineer or Architect of Record's stamp of review/approval prior to Building permit issue.

Systems Furniture or Racking Permits

- A separate Commercial Change application is required when systems furniture or storage racking is installed in new, renovated, change of use, or tenant build-out buildings. Depending on the square footage for system furniture, a registered design professional may be required to seal the drawings. Depending on the size and height of the storage racking, fire suppression may be required within the racking, therefore a separate fire suppression permit may be required for the racking installation.

TRADE PERMITS

Mechanical, electrical plumbing and fuel gas permits can be issued only after the building permit has been issued.

Please note each trade contractor must have their own permit; for example, if one contractor is responsible for the HVAC and another is responsible for the refrigeration, two mechanical permits would be required.

Mechanical

Stafford county Utilities Dept. prohibits the disposal of condensate into the county sewer system. Please contact Utilities to discuss alternatives at (540) 658-8653.

- Duct, piping layout for the HVAC system to include:
 - Main trunk and branch lines
 - Size and CFM of all registers
 - Locations of all new and existing equipment, outside air intake, and exhaust air openings
- Symbol and abbreviation list
- Calculations demonstrating compliance with the International Energy Conservation Code
- Details demonstrating compliance with the UL design numbers of the required fire-rated floor, roof assemblies
- Details for boilers and safety devices
- Fire and smoke dampers and fire/smoke detection devices
- Equipment data for the HVAC system to include
 - Make and model number, BTU rating for heating and cooling
 - Total supply and outdoor air capacities of each air handler
- Identify economizer cycle when required by code. Provide sequence of operation
- Manufacturer's installation specs for all kitchen cooking, dish washing, and refrigeration equipment
- Detailed shop drawings for commercial hoods, which include:
 - Hood dimensions
 - Construction material
 - Size, number, and type of filters
 - Output of exhaust
 - Size and number of ducts
 - Method of providing make-up air and amount

- Evidence of compliance with Chapter 5 of the international Mechanical Code or a report by an approved testing agency indication compliance with UL 710 for factory-built hoods

Electrical

- Floor plans showing luminaires, receptacles, branch circuits (and home-runs), panels, equipment and battery packs
- Symbol legend
- Panel schedule to include:
 - Panel size, phases, and voltage
 - Breaker/fuse and conductor sizes
 - Indicating if MCB (main circuit breaker) or MLO (main lug only) if MLO, indicate the size of the overcurrent protection, if MCB, indicate sizes
 - Feeder conductor sizes and insulation types
 - Clear, evident, and specific circuit identification directories
- Load calculations broken into total connected and demand loads, and continuous and non-continuous load
- Equipment schedules
- Riser diagrams to include
 - Size of feeder conductors and insulation types, conduits and overcurrent protection
 - Connections and sizes, shunt trip of emergency/stand-by generator;
 - Fire and jockey pumps
 - Ratings of transformers, conductor sizes, voltage levels, grounding conductor sizes and overcurrent protection sizes
 - Size of motors
 - Main grounding at the service
 - Additional bonding of separately derived systems
- Exit, emergency, and battery pack luminaire locations and branch circuits
- Provide approved fire-stop details for all penetrations to or through fire resistance rated assemblies
- Attach a completed energy certification form
- Number of site lighting poles with wire, insulation type, and calculations for voltage drops
- Manufacturer's specifications package of equipment or devices with grounding/bonding requirements if required

Plumbing

Separate plumbing permits for private exterior and interior plumbing may be required if being installed by different contractors. Private side exterior water and sewer lines require a plumbing permit issued by Development Services.

- Provide a plumbing site plan drawn to no less than 1:20 scale with connection to potable water supply, piping ASTM numbers and size of water and sewer service piping
- Demolition plan indicating fixtures to be relocated or removed and location of the capped piping
- Minimum required plumbing facilities
- Floor plans and riser diagrams showing the location of all plumbing fixtures, sanitary, water, storm piping, drawn to no less than 1/8 inch scale

- Identify size, slope, and type of all piping material and location of all required valves
- Fixture connection schedule including waste, vent, gas, hot and cold-water connection sizes
- Identify all fixture symbols used on plans and risers. Include backflow preventers and other water control equipment
- Provide approved fire-stop details for all penetrations to or through fire resistance rated assemblies
- Label fixtures intended for food preparation to ensure indirect waste connections
- Clearly label fixtures that will be drained to a grease interceptor
- Illustrate the handicap accessible clear floor space, elevation details, and dimensions for all plumbing fixtures
- Provide plumbing roof drain plan drawn at no less than 1/8 inch scale
- Illustrate and provide details on plumbing roof plan primary roof drains, secondary roof drains, and scuppers if applicable with vent terminations
- Provide specifications and installation details for traps and interceptors
- Provide specifications & installation details for backflow device(s.) The approval of specific main water service backflow devices is required from the Utilities department **Contact Utilities for backflows in mains @ 658-5200**

Fuel Gas

- Fuel-gas site plan showing the connection to the onsite fuel-gas storage tank; indicate above ground or underground storage tank, size and type of fuel-gas; natural gas does not mandate site plan
- Floor plans and riser diagrams showing the location of all gas piping drawn to no less than 1/8 inch scale
- Fuel oil piping in building
- Fixture connection schedule and connection sizes of piping material, piping ASTM numbers
- Point of connection to fuel-gas supply and type of fuel gas
- Indicate on the fuel-gas site plan the maximum fuel-gas demand in cubic feet per hour
- Provide approved fire-stop details for all penetrations to or through fire resistance rated assemblies

Low Voltage Electrical System

Requires a separate electrical permit if “...when any such installations are located in a plenum, penetrate fire rated or smoke protected construction or is a component of controlled egress. Any wiring associated with a Fire Alarm System to be submitted under a Fire Protection Permit.

- Provide general information box with fire alarm system specified; or note if none provided
- Low voltage electrical floor plan(s) electrical riser diagram) no less than 1/8 inch scale for all floor levels including basements, mezzanines, and useable attic spaces
- Indicate the electrical code edition that plan(s) are designed (VUSBC)
- Submit manufacturer’s specs for any electrically controlled door/egress hardware to be installed
- Illustrate and identify all fire resistance rated assemblies and the ratings; to include as a minimum rated partitions, rated walls, rated shaft enclosures, rated horizontal assemblies, and rated exterior walls
- Provide approved fire-stop details for all penetrations to or through fire resistance rated assemblies

- Illustrate and identify all low voltage outlet locations
- Provide conductor/cable type; including wire gauge and insulation type
- Plans show if any part of the low voltage system located in a plenum or penetrating a fire rated assembly

Fire Protection

- On the plans, list the approved address of the location (Street number, street name, suite number).
- Provide stamp/signature of the design professional of record (typically NICET III, IV or P.E.)
- Describe the “scope of work” and clearly illustrate the work areas and non-work areas.
- See page 3 of the [Fire Protection application](#) for a more detailed list of items based on the type of work (Sprinklers Systems, Fire Alarm Systems, Alternative Extinguishing Systems, Underground Fire Lines, or Other Life Safety Systems).

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

Print Name: _____

Owner Contractor Authorized Agent

Signature: _____

Contact Phone Number: _____

Alternate Phone Number: _____