



REV-01

Stafford County Department of Public Works Building & Permits Division

Minimum Standards for Commercial Low Voltage

Construction documents shall be dimensioned and drawn upon suitable material (no pencil or other readily changeable medium) and should be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the 2006 Virginia Uniform Statewide Building Code (USBC) and relevant laws as addressed within this document.

Plan Submittal Requirements:

- One full set of plans drawn to no less than 1/8 inch scale; for each level
- Bearing original (wet) seal, signature and date of a registered design professional (RDP); if mandated
- One set of specifications if all information necessary to ensure compliance is not provided on plans
- One computer disc containing the specifications and the full set of plans as submitted that includes the scanned images of any mandated RDP seals with the signature and date saved electronically in the PDF format.

See separate document entitled “Minimum Standards for Registered Design Professionals” to determine if a registered design professional (RDP) is mandated and the seal requirements.

~ Stafford County’s Commercial Low Voltage Electrical Plan Review Checklist ~

The following is a checklist of items that must be indicated on commercial plans. The list is not an all-exhaustive list and does not take the place of the 2006 Virginia Uniform Statewide Building Code. This is simply a guideline indicating information typically absent from plans submitted for plan review. It is not a substitute for, nor does it include everything indicated on a complete set of building plans. Checking the set of plans against this list of commonly omitted items will help expedite the plan review process and could prevent the costly delays for additional plan reviews.

When commercial plans fail a review the applicant is responsible for providing both the revised plans (same requirements and number of full sets as the original submittal) and the updated computer discs (same requirements and number as the original submittal) for the additional review process. The plans that were previously reviewed and failed are not returned to the applicant.

Low Voltage Electrical System:

- Provide general information box with type of construction
- Provide general information box with overall occupancy use group
- Provide general information box with overall square footage
- Provide general information box with overall occupant load
- Provide general information box with occupant load specified for each floor
- Provide general information box with sprinkler type specified; or note non-sprinklered
- Provide general information box with fire alarm system specified; or note if none provided

- Provide low voltage electrical floor plan(s) no less than 1/8 inch scale for all floor levels including basements, mezzanines & useable attic spaces
- Indicate the electrical code edition that plan(s) are designed in compliance with

- 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

- Provide identification number for each room, corridor and stairway
- Illustrate and identify all low voltage outlet locations

- Provide a low voltage electrical riser diagram; include fire-stop details when penetrating a rated horizontal assembly
- Provide conductor/cable type; including wire gauge and insulation type
- Provide conduit type, size and conditions for use

- Clearly identify on the plans if any part of the low voltage will or will not be located in a plenum...
- Clearly identify on the plans if any part of the low voltage will or will not be penetrating a smoke rated assembly...
- Clearly identify on the plans if any part of the low voltage will or will not be penetrating a fire rated assembly...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a fire alarm system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a fire detection system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a fire suppression system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a smoke control system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a fire protection supervisory system
- Clearly identify on the plans if any part of the low voltage is or is not a component of an elevator safety control system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of an access control system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of an egress control system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a delayed egress locking system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a delayed egress latching system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a door control system...
- Clearly identify on the plans if any part of the low voltage is or is not a component of a fire damper...

Additional information recommended is the square footage measured from the exterior face of all exterior walls that includes square footage from under all covered areas such as drive through canopies, etc. and a complete description of work.

This information is to provide guidance to the applicant that is responsible for providing such information on the application at time of submittal. The above-mentioned square footage is the area that the fees are obtained from by calculation and are mandated for all permits.

Reviewer’s Comment Revisions:

For clarity, all revisions must be clearly identified on the resubmitted plans. A written explanation for each revision, in the same order as the review comments, must accompany the revised plans that have all areas revised clearly identified by revision clouds that are linked to the dates of each revision in the title block of the plans. This will allow reviewer to quickly identify changes and expedite the plan review process.

Miscellaneous:

- ◆ Plan review fees paid prior to the review process with all other fees due prior to issuance of permit
- ◆ Separate Fire Permits and design documents are required for any work involving:
 - Fire alarm systems
 - Fire suppression systems
 - Smoke control systems
 - Underground fire lines or standpipes
 - Delayed egress systems or other life safety systems
 - Contact Stafford Fire and Rescue for more information

CONTACT INFORMATION ~ STAFFORD COUNTY:

Department	Phone Number
Zoning	540-658-8668
Planning	540-658-8668
Grading / Erosion / Stormwater Management	540-658-8830
Commercial Plan Examiners	540-658-8650
Permit Technicians	540-658-8650
Building Inspectors	540-658-8950
Fire Marshal	540-658-8558

Adopted Code:

Stafford County, Virginia

The Virginia Uniform Statewide Building Code (USBC) is a state regulation promulgated by the Virginia Board of Housing and Community Development, a Governor-appointed board, for the purpose of establishing minimum regulations to govern the construction and maintenance of buildings and structures.

The provisions of the USBC are based on nationally recognized model building and fire codes published by the International Code Council, Inc. The model codes are made part of the USBC through a regulatory process known as incorporation by reference. The USBC also contains administrative provisions governing the use of the model codes and establishing requirements for the enforcement of the code by the local building departments and other code enforcement agencies.

In keeping with the designations of the USBC used previously, since the 2006 editions of the International Codes are incorporated by reference into this version of the USBC, it is known as the 2006 edition of the USBC.

USBC 2006

- 2006 International Building Code (IBC)
- 2006 International Fire Prevention Code (IFC)
- 2005 National Electrical Code (NEC)

The Virginia Uniform Statewide Building Code can be downloaded at no cost from www.vbcoa.org .

Each of the new State of Virginia Building Codes is available in a read only format at www2.iccsafe.org/states/Virginia/