

Based on the permit scope of work, the submitted construction documents should include the following items, as applicable:

- Name and address of project
- Name, address, and phone number of the author of the construction documents
- Scaled/dimensioned site plan/plat showing the size and location of structure and equipment to be installed in reference to property lines.
- Scaled/dimensioned floor plans with all room names labeled, sleeping room means of egress, doors, and windows shown, and other building features (fireplace, kitchen cabinets) clearly noted
- Exterior elevations showing the building height and location of all openings
- All door and window sizes, either on elevations or plans, or on a separate door-and-window schedule, indicating safety glazing and SHGC
- Complete sections and details for foundations, floors, walls, and roofs, with components of assemblies including insulation R-value clearly noted, properly cross-referenced, with floor-to-floor heights dimensioned (particularly for basement)
- Stair dimensions, headroom, tread riser dimensions, and handrail/guardrail information
- For additions and renovations, make clear the distinction between existing construction, alterations to existing construction, and new work
- Indicate fire-resistant-rated walls, including the testing agency design number(s), and show compliance with other required unit separation provisions
- Scaled/dimensioned framing plans for all floors, decks and roof, indicating all beam sizes, headers, ledgers, and their attachment. Show continuous load path for all posts and columns from the bearing point to the foundation. Note species and grade of lumber, or manufacturer's product specifications.
- Notes regarding structural design loads and assumed soil bearing capacity
- Specific details on how the building will withstand lateral loads (wind/seismic). Information regarding the wall bracing location and lengths.
- Reinforcing steel for slabs, retaining walls, grade beams, foundations, and foundation walls.

- Structural calculations, signed and sealed by a structural design professional licensed in the Commonwealth of Virginia, for those structural elements exceeding the tabular values outlined in the code may be required.
- Floor plans showing the location of light fixtures, receptacles, control devices, HVAC equipment, generator, vehicle chargers, smoke/CO detectors, panelboard, and other electrical devices to be installed.
- If a significant electrical load is added to an existing panelboard, submit a panel schedule showing the calculated electrical load and the method of grounding.
- Mechanical system layout and equipment list, showing the duct sizes, exhaust termination points, vents locations, and provisions for outdoor ventilation and combustion air.
- If large HVAC equipment installation is proposed, submit heating and cooling load calculation (Manual J)
- Plumbing floor plans showing the location of all fixtures, water distribution, drains, vents, and gas piping routing; include details, notes, and schedules necessary to define the installation.
- Domestic water, drain, and gas riser diagram indicating the pipe sizes and method of venting.

Core structural documentation needed to understand the scope of work fully:

- **Site Plan:** Scaled and dimensioned site plan showing the size and location of structure and equipment to be installed and the property lines.
- **Structural Information:** Structural design loads, material specifications, and engineered calculations for those structural elements exceeding the tabular values outlined in the code.
- **Geotechnical Information:** Soil bearing capacity; if it exceeds 1500 psf, a soils report is required.
- **Construction Plans:** Scaled/dimensioned drawings showing the floor plans, structure elevations, and structural sections.
- **Foundation Plan:** Detailed layout of footings, piers, or slab, including reinforcing materials and dimensions.
- **Framing Plan:** Detailed layout of joists, beams, headers, studs, and rafters, with sizes, materials, and spacing clearly marked.
- **Wall Bracing Plan:** Specific details on how the building will withstand lateral loads (wind/seismic).

