

BUILDING TENANT FITOUT CHECKLIST

General

- ☐ Code year used for the design.
- ☐ Name, address and occupation of the building designer.
- ☐ Tenant name, address of the building, floor, suite number and tax-map reference number.
- ☐ Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings, etc.).

Architectural

- ☐ Group(s) and type of construction.
- ☐ Architectural plan(s) showing the dimensions and use of rooms, design occupant loads and exits.
- ☐ Fire-resistance design numbers when fire-rated assemblies are required.
- ☐ Dimensions of all corridors and aisles.
- ☐ Door and hardware schedule, including special locking devices.
- ☐ Partition schedule.
- ☐ Floor to ceiling height and height from floor to underside of lowest structural member.
- ☐ Fire sprinkler and system monitoring information.
- ☐ Structural changes, such as modifying load-bearing elements, increasing occupancy loads, installing heavy equipment, require engineered drawings.
Detailed plans must identify new and existing construction, floor framing systems, foundation systems (if applicable), and structural member sizing.
- ☐ Method of accessibility compliance

Mechanical

- ☐ Location of new and existing equipment.
- ☐ Equipment data for the HVAC system to include:
 - ✓ Make, model number, BTU rating.

- ✓ Total supply and outdoor air capacities of each air handling unit.
- ☐ Duct, piping layout for the HVAC system to include:
 - ✓ Main trunk and branch sizes.
 - ✓ Size and CFM of all registers.
 - ✓ Locations of equipment, exhaust air openings and outside air intake.
- ☐ Outdoor air ventilation calculations/schedule
- ☐ Detailed shop drawings for commercial hoods to 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 Virginia Mechanical Code or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.
- ☐ Location of fire and smoke dampers and smoke detection devices.
- ☐ Mechanical smoke control system details.

Electrical

- ☐ Floor plan showing luminaires, receptacles, branch circuits (and home-runs), panels, equipment and battery packs.
- ☐ Symbol legend.
- ☐ Panel and equipment schedules.
- ☐ Riser diagrams when new panels are installed or existing panels are upgraded showing size of feeder conductors, insulation types, conduit sizes and main over-current protection.
- ☐ Load calculation if load is being added to panels.
- ☐ If a new sub-panel receives added

power from an existing panel, provide:

- ✓ Panel rating indicating if panel is MCB (main circuit breaker) or MLO (main lug only).
- ✓ If MLO, indicate the size of the overcurrent protection.
- ✓ If MCB, indicate feeder conductor sizes and insulation types.
- ✓ Circuit identification directory.
- ✓ Load calculations of the existing panel.
- ✓ Fuse or circuit breaker sizes.
- ✓ Taps; drilled or altered lugs, require field testing.
- ✓ Transformer ratings including feeder and grounding conductor sizes, voltage levels and overcurrent protection ratings.
- ☐ Provide the following when adding loads to existing panels:
 - ✓ Panel schedule.
 - ✓ Size of feeder conductor, MCB.
 - ✓ Size of the feeders MLO overcurrent protection.
 - ✓ Load calculations.

Plumbing

- ☐ Demolition plan indicating fixtures to be relocated or removed and location of the capped piping.
- ☐ Floor plans indicating new and existing plumbing fixtures and connections between new and existing piping.
- ☐ Complete riser diagrams.
- ☐ Fixture schedule to include fixture information, waste, vent, gas, water connection sizes, backflow preventers, other water control equipment.
- ☐ Gas piping riser diagram to include new and existing equipment and pipe sizes.
- ☐ Gas piping size information to include inlet pressure, pressure drop, specific gravity, fully developed length and BTU rating for all equip-

BUILDING / TENANT PLAN REVIEW CHECKLIST

1. Provide a Key Plan showing the location of the space in the building.
2. Provide a completed Building Information Sheet.
3. Provide the size of the space in square feet.
4. Provide a full floor plan. VCC 109
5. Provide clear scaled drawings. VCC 109
6. Define contents of space; define all work to be done. VCC 109.3
7. Clarify the method of separation between mixed occupancies. VCC 508.4
8. Provide design number for floor/ceiling or other rated assembly. VCC 601, 602
9. Guestroom/D.U. or mall tenant demising walls shall be 1-hour rated. VCC 708.1
10. Provide fire dampers. VCC 716
11. Provide an audible notification device (water bell) on the exterior of the building for fire sprinkler water flow.
Note: Typically located outside the sprinkler room or at the FDC. VCC 903.4.2
12. Where there is no fire alarm system, a local alarm must be provided to notify of a hood suppression system activation. VCC 904.3.4, NFPA 17A 5.2.1.8
13. Range hood pull station must be 10 to 20 feet from the hood. VCC 904.13.1
14. When required, pull stations to be no more than 5 feet from the exit door. VCC 907.4.2.1
15. When required, provide fire alarm speakers or audible devices. VCC 907.5.2.1, 907.5.2.2
16. When required, provide strobes per NFPA 72 18.5.5.4, VCC 907.5.2.3
17. When applicable, provide a seating plan VCC 1004.6
18. Indicate emergency egress lighting. VCC 1008
19. Door hardware shall conform to VCC 1010.2
20. Provide details of door hardware/special locking (wiring, location & description). VCC/VCC 407.4.1.1, 1010.2.4, 1010.2.11-13
21. Exit lights required. VCC 1013
22. Travel over 75 feet requires 2 remote exits. VCC 1006.2.1
23. Over 50 people in a space requires 2 remote exits. VCC 1006.2.1
24. Exit access corridor requires a 1-hour rating with 20 min. doors, closers. VCC 1020.2
25. Exit access corridor to be a minimum 36/44" width. VCC 1020.3
26. Dead end over 20/50 feet not permitted. VCC 1020.5
27. Corridors shall not serve as supply, return, exhaust, relief, or ventilation air ducts. VCC 1020.6
28. Transfer grilles/ducts not permitted in interior exit stairways and exit passageways. VCC 1023.5, 1024.6
29. Floor space must have a minimum number of exits. VCC 1007.1.1
30. Stairs 3 levels or less shall be 1-hour rated. VCC 1023.2
31. Stairs 4 levels or more shall be 2-hour rated. VCC 1023.2
32. Assembly aisles to be a minimum width. VCC 1030.9
33. When applicable, provide Manufacturer Safety Data Sheets for all hazardous substances. IFC 5001.2