



PLAN SUBMISSION CHECKLIST- KITCHEN RENOVATION

This Building Plan Submission Checklist is a guide to assist applicants in the Code Administration Permit Center permit & plan submission process. **Please include all of the following required information for the proposed project's scope-of-work:**

Notes:

- Design code: current Virginia Residential Code (VRC)
- House Location Plat is required if there are any changes at exterior wall, such as: new ventilation openings, enlarging window and door openings, etc.

ARCHITECTURAL AND STRUCTURAL

- Plan size: permanent ink, dimensioned plans no smaller than 8 ½" x 11" (Refer to attached Figure A)
- Floor plan (dimensioned): Indicate walls, windows (size and type), and door sizes, adjoining labeled rooms, location of all cabinetry (upper and lower), plumbing and electrical fixtures
- Indicate all structural changes: provide engineering calculations, sections and details as necessary. If any walls are being removed or relocated, show existing framing to clarify the load bearing and transfer conditions. For load bearing walls, please indicate how the supports are being replaced and the load is transferred to the foundation.

PLUMBING

Note: changes to the water supply distribution system and/or drainage and vent system requires a permit

- Indicate all the fixture locations
- Verify manufacturer's appliance specifications comply with plumbing code requirements

MECHANICAL

Note: changes to the gas supply or exhaust systems requires a permit

- Provide gas riser diagram, including gas pipe size, length and appliance BTU ratings for the installation or relocation of any gas appliance
- Range and cook-top appliance installation: a) must be listed as household type; b) 24" minimum clearance between cooking surface and combustible materials or cabinetry
- Ducted range hoods or down-draft exhaust systems shall discharge to the outdoors through a single-wall duct, except in accordance with manufacturer's installation instructions and where mechanical (ceiling or wall mounted exhausted fan) or natural ventilation is provided. Listed and labeled ductless hoods are not required to discharge to the outdoors
- Exhaust ducts shall terminate a minimum 3 ft from property line and not be directed onto walkways

ELECTRICAL

Note: installation or relocation of any electrical systems, equipment and components, including: services, power distribution systems, fixtures, appliances, devices and appurtenances requires a permit

- Indicate distribution panel location and size (AMPS)
- Provide separate circuits suitable for the load as required for proposed appliances, such as: dishwasher, garbage disposal, range/cook-top, exhaust fan, refrigerator, etc.
- Provide a minimum of two 20-Ampere-rated branch circuits to serve all wall and floor receptacle outlets.
- Indicate all switches/lighting fixtures/receptacles/Ground Fault Circuit Interrupter (GFCI) receptacles/smoke alarms (Refer to attached Figure B)