



DEPARTMENT OF CODE ADMINISTRATION

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**TO: CODE ADMINISTRATION STAFF  
PLANNING AND ZONING STAFF  
CODE ADMIN. AND PLANNING AND ZONING CUSTOMERS**

**FROM: GREGG FIELDS, DEPUTY DIRECTOR CODE ADMINISTRATION  
BARBARA ROSS, DEPUTY DIRECTOR PLANNING & ZONING**

**SUBJECT: WALL CHECK PROCEDURES**

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The purpose of this policy is to establish a coordinated “Wall Check” procedure for Code Administration and Planning & Zoning staff related to the placement of structures on a lot. These procedures will apply only to new structures and additions that require wall checks per City Code 8-1-12. Wall checks are required at the beginning of the project to ensure that the structure(s) are in the correct location per the approved plans and in compliance with city Zoning regulations.

[Sec. 8-1-12 - Foundation and wall survey plats.](#)

*When the building footing has been placed and the walls have been raised to the first joist bearing or story height above grade, a foundation and wall survey plat showing the exact location of the walls shall be prepared by a licensed, certified public land surveyor or engineer and filed with the building official and zoning administrator for approval before proceeding further with the construction. (Ord. No. 4659, 5/15/10, Sec. 1)*

“**Wall Checks**” pertain specifically to the location of foundation walls and projections as they relate to property lines for site placement. The Department of Planning and Zoning will determine if a wall check is required during the project land use approval or their review of the building permit drawings if no separate approval is required. If they determine that a wall check is required, a stamp will be placed on the approved drawings indicating “**Wall Check Required**” and a condition will be placed in Permit Plan.

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## **FIELD INSPECTION STAFF:**

At the time of the building footing or the foundation wall inspections, the building inspector shall review the approved plans to identify if a wall check stamp is present and notify the contractor that an approved wall check is required before any further inspections can be performed. The wall check survey must be prepared by a Virginia licensed land surveyor or engineer. The inspector shall clarify to the contractor that “approved” means approved by the City's Department of Planning and Zoning (P&Z) and that no framing inspection will be conducted until the approved wall check is on site.

The purpose of requesting an approved wall check before conducting the framing inspection is to allow for required corrective action to be taken before construction is too far along, which may require corrections at additional costs. The contractor will be encourage to submit their information as soon as possible in order to allow for the 3-5 working days required by Planning and Zoning to review the wall check survey.

## **PERMIT TECHNICIANS:**

Three copies of wall check surveys shall be submitted to Code Administration. The wall check will be entered into Permit\*Plan (P\*P) by address/permit number as “Wall Check Received.” If more than one address appears on the survey, each address must have a separate P\*P entry for the wall check received. The address and permit number(s) will be written on the wall check survey before routing it to P&Z for approval.

Planning & Zoning will review the wall check survey and note their approval or rejection in P\*P for each listed address/permit number. After review, two P&Z stamped wall check surveys will be returned to Code Administration. The permit techs will then contact appropriate job personnel to pick up the field copy of the survey, or email or fax it to a designated location by the job contact. The office copy of the survey will be scanned and placed in the file for each noted address. If a survey is rejected, a copy shall be forwarded to the New Construction Supervisor and a Stop Work Order shall be issued on the framing if conditions dictate the action.

## **FINAL WALL CHECK PROCESS:**

Once the wall check is approved and delivered to the site, the building inspector is required to verify the placement of the remainder of the structures, including additions, retaining walls, sheds, detached garages, etc, in accordance with the approved plan and wall check survey. At the time of footing and foundation inspections, the inspector shall verify that the placement is in agreement with the approved plans and approved wall check.

If an approved wall check is not on site at the time of the framing inspection, the framing inspection shall be disapproved with the notation that an approved wall check is required before the inspection will be conducted and before work may proceed.