



DEPARTMENT OF CODE ADMINISTRATION

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PP # 2012 – 14

DATE: DECEMBER 1, 2012
TO: ALL CODE ADMINISTRATION STAFF AND CUSTOMERS
FROM: JOHN CATLETT, DIRECTOR
SUBJECT: SHOP DRAWING REQUIREMENTS

This policy provides guidance to assist those submitting required shop drawings as listed below:

- Pre-engineered wood floor and roof truss systems, girders and beams; and
- Structural steel roof trusses, joists, beams, columns, anchor bolts and plates.

It is the responsibility of the Commonwealth of Virginia registered design professional (RDP) **building designer** to perform a detailed review of the prepared shop drawings to ensure compatibility with the building's structural design and loads and certify the shop drawings are acceptable based on the building designer's structural framing layout.

It is the responsibility of the Commonwealth of Virginia (RDP) **fabrication designer** to generate detailed shop drawings specifying those structural elements that will transfer the specified loads or perform specified functions based on the building designer's structural framing layout.

Applicant Submission Requirements

- Two copies of the shop drawings, each sheet signed and sealed by a Commonwealth of Virginia RDP, shall be submitted to Code Administration for review and approval prior to the installation of the components with the following:
 - Shop drawing sheets shall bear the building designer's certification stamp or an index page references all submittal sheets;
 - All applicable loads and;
 - Project address and permit number

Staff Processing Requirements

- Verify shop drawings meet the above “Applicant Submission Requirements”
- Staff shall apply the ‘Shop Drawing Submission’ stamp on the cover page of each plan set
- Staff shall add – within the permit case – a ‘Shop Drawing Received’ activity line
- Staff shall also add - within the permit case – a ‘Shop Drawing Plan Review’ activity line and assign it to the previously assigned building plans examiner.
- Once the shop drawing plan review is approved, staff shall process and prepare submitted shop drawings as outlined in SOP2012-11 “When a Plan Review is Complete”

Note: approved shop drawings are required on the project job site during City inspection and installation.