



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division

FOOTING AND FOUNDATION CHECKLIST

Version 2011-04-04

PROJECT NAME: _____

Reference Base Building #: BLD20 ___ - _____

<p><i>Staff Use Only</i></p> <p>BLD _____ - _____</p>

This Checklist is to be completed and signed on Page 2 by the designer who prepared and compiled the plans. Submit the Checklist with the plans. Please address any questions to the plan review staff at 703-792-4040.

This basic Checklist is the minimum essential building code information required on plans prior to submitting them as part of the permit application package. Providing all the information listed will expedite the overall review process and increase the likelihood that plans will be approved on the first submission.

Complete all plans in accordance with the VUSBC, IBC, IMC, IPC, NEC, with current amendments to all codes, and the ICC/ANSI A117.1-2003 edition for accessibility guidelines. On the Coversheet, list the codes used for project design. *Please see the [VUSBC webpage](#) to determine the codes and code year applicable to your project.*

GENERAL REQUIREMENTS

- The full name and complete address of the proposed project.
- Completed Building Permit Application for each structure.
- Filing Fee: 35% of Building Permit Fee.
- Two sets of plans.

Virginia Uniform Statewide Building Code requires that each sheet of A, S, M, E, P drawings is signed and dated by the designer licensed in Virginia responsible for the drawings:

- **Architects and engineers stamp with original professional seal, sign and date within the seal.**
- **Contractors, as permitted by Section 54.1-402 of the Code of VA, shall list their license number, occupation, name, address, phone number and sign and date on each sheet.**

- Minimum paper size 24" x 30"; maximum paper size 36" x 48".
- Minimum drawing scale 1/8" = 1'.
- Current civil site plan as submitted to PWC Land Development Division showing all utilities; dimensioned distances to public way, property lines and adjacent buildings; building height and area, use group/construction type; fire walls; number of stories or mezzanine; finish floor elevation; exits.

ARCHITECTURAL

Code Analysis, Sheet # _____

- Listing of fire separation distances per Table 602.
- Use Group per Chapter 3; Construction Type per Chapter 6.
- Building height; building square foot area.
- Building height and area calculations with all allowable modifications per Chapter 5.
- Compliance with Mixed Occupancy requirements and design methods per Chapter 3.
- Whether or not the building is fire suppressed and supervised/monitored per Chapter 9.

Fire rated construction:

- Locate fire walls on architectural plans. Sheet # _____
- Locate fire walls on civil drawings. Sheet # _____

STRUCTURAL

Note: All plans, technical reports and calculations shall bear the original seal, signature and date of the Registered Design Professional in responsible charge.

General:

- Provide current civil site plan as submitted to PWC Land Development Division. Sheet # _____
- Provide two copies of geotechnical reports.
- Provide two sets of calculations.
- Provide frame reactions for all pre-fabricated structures. The reactions shall be used for calculations.
- Provide design loads, including ground snow, wind and seismic data, soil bearing value, soil lateral pressure value. Sheet # _____
- Provide notes on structural materials used. Sheet # _____
- Provide means and methods of structural support of stairs, elevator and mechanical shafts. Sheet # _____

Foundation:

- Excavation sheeting and shoring plans. Sheet # _____
- Provide foundation plans with cross sections, details, finished grade and depth of footings. Sheet # _____
- Provide anchor bolt details, embedment length, size and number. Sheet # _____
- Include all hairpin details where applicable. Sheet # _____

Special Inspection Requirements (When applicable per IBC, Chapter 17):

- Provide a [Statement of Special Inspections](#), prepared by the Registered Design Professional in Responsible Charge, in accordance with VUSBC Section 111.2 Special Inspection Requirements. Sheet # _____

MECHANICAL (when applicable)

- Energy Conservation – Perimeter insulation with R-value. Sheet # _____
- Gas piping entrance, piping sizing per IFGC, Section 401.1. Sheet # _____

ELECTRICAL (when applicable)

- Electrical permit concealment of conduits only – no plans required (owner’s risk). Sheet # _____

PLUMBING -VUSBC, IPC

- Drainage system – number of plumbing fixtures (laterals). Sheet # _____
- Plumbing floor plans and riser diagrams for all new plumbing fixtures, including sanitary, water and storm piping with fixture identification and complete pipe sizing, per VUSBC 109.3. Sheet # _____
- Coordinate points of connection between new plans and site plans, per VUSBC 109.2 Site Plan. Sheet # _____

Designer: Name/Signature _____

Telephone: _____ Date: _____

To ensure the County has proper contact information to facilitate timely communication, you must also submit the [Contact Information Form](#) which can be found at www.pwcgov.org/BDDForms