



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division

FOOTING AND FOUNDATION CHECKLIST

Version 2020\_0618

PROJECT NAME: \_\_\_\_\_

Reference Base Building #: BLD20\_\_\_\_ - \_\_\_\_\_

Staff Use Only

BLD\_\_\_\_ - \_\_\_\_\_

*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 ICC/ANSI A117.1 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.*

#### ADDRESS VALIDATION

- Provide a copy of the Architectural Plan for a quick review to the GIS Counter Staff for address verification purposes only. The GIS Counter Staff may make copies before returning them to the customer. This verification is only verifying the location of the building to ensure its correct location. This is the first step before submitting your plans to the DS Plan Intake Counter.
- The GIS Office will provide a copy of the Address Validation with an ADR Plan Number to the customer.

#### ADDRESSING FOR ARCHITECTURAL REVIEW

- Submit one partial set of plans for GIS's review in addition to the two complete sets to the Development Services Plan Intake Staff. The partial set for GIS must include **the cover page, layout page showing all floors, the building entrances, sprinkler control room exterior doors, and the interior suite entrances.** GIS Staff checks for correct street addresses and suite/unit numbers for single and multi-tenant buildings/shopping centers/condos/apartments, city, state, zip code, lot number, etc...
- Show the complete address and suite numbers (if applicable) on the Cover Page and in the Title Blocks of the "A" sheets of the Architectural Plans (if applicable). The complete address should include address number, street name, street type, city, state, zip code and any suite or unit numbers associated with the building(s). You may contact the GIS Office Staff at 703-792-6840 to verify the correct information before adding it to your plan.
- If you have a multi-tenant commercial space such as apartments or condos, it is very important to show all of the unit numbers that are assigned by the PWC DOIT GIS Division. You may have **one page** of the Architectural Plan showing the typical addressing diagram and building address table for the apartments, sprinkler rooms, electrical rooms, garages, maintenance shed and the clubhouse.

#### GENERAL REQUIREMENTS

- The full name and complete address of the proposed project.
- Completed Building Permit Application for each structure.
- Filing Fee: 20% 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 (no photocopies will be accepted):**

- Architect's or Engineer's ORIGINAL professional seal, sign and date within the seal;
- Contractors, as permitted by Section 54.1-402 of the Code of VA, list license number, occupation, name, address, phone number; ORIGINAL signature and date on each sheet.

- Minimum paper size 24" x 30"
- 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.
- Use Group; Construction Type.
- Building height; building square foot area.
- Building height and area calculations with all allowable modifications.
- Compliance with Mixed Occupancy requirements and design methods.
- Whether or not the building is fire suppressed and supervised/monitored.

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):*

- Provide a [Statement of Special Inspections](#), prepared by the Registered Design Professional of Record, in accordance with VUSBC Special Inspection Requirements. Sheet # \_\_\_\_\_

**MECHANICAL (when applicable)**

- Energy Conservation – Perimeter insulation with R-value. Sheet # \_\_\_\_\_
- Gas piping entrance, piping sizing per IFGC. 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. Sheet # \_\_\_\_\_
- Coordinate points of connection between new plans and site plans, per VUSBC Site Plan.  
Sheet # \_\_\_\_\_

Designer Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- By checking this box, I agree to electronically signing this form.*

*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](http://www.pwcgov.org/BDDForms)*