



INDUSTRIALIZED BUILDING ePLAN CHECKLIST Regulated by the State Industrialized Building Code Version 2023-0213

PROJECT NAME: _____

Staff Use Only BLD20____ - _____

This Checklist is to be completed and signed on Page 4 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 or PlanIntake@pwcgov.org.

This checklist only applies to registered Industrialized Buildings that are stand-alone structures which have the proper State approval with the State label. Provide documentation that this trailer has been reviewed and approved for compliance with the Industrialized Building Code by the Commonwealth of Virginia through the state Building Code Administrative Office. The plans associated with the construction of the utility connections and the exterior accessibility to the building will be fully reviewed.

This checklist is for detached and single wide buildings only! Any modifications to the interior of the building will require a full review of the building.

ADDRESS VALIDATION

- Provide a copy of the Architectural Plan for a quick review to the GTS Counter Staff for address verification purposes only. The GTS 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 GTS Office will provide a copy of the Address Validation with an ADR Plan Number to the customer. Address validation/Assignment Approval shall be issued by GTS prior to acceptance by the Building Development Division for Footing and Foundation. Address validations are processed online, via email only. Please contact 703-792-6840 or PWCMaps@pwcgov.org. Find more information here.

ADDRESSING FOR ARCHITECTURAL REVIEW

- 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 GTS Office Staff at 703-792-6840 or PWCMaps@pwcgov.org 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 the unit numbers that are assigned by the PWC DOIT GTS 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.

SUBMISSION REQUIREMENTS:

- File names meet the File Naming Convention found in the Customer ePlans Guide.
Plans and other required documents meet the credentialing requirements in the Customer ePlans Guide.
Plan set including all trades is in a single PDF file.
Files are not locked, or password protected.
PDF files do not contain layers or comments.
Plan sheets are bookmarked which include the sheet number and page title.
Plan set is landscape and pages are aligned.
An open 3"x3" space for the County Reviewed stamp is provided in the same location on each sheet.
Plans are monochrome, not in color.



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.
- 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.
- Additional plans and dimensioned construction details to show structural, architectural, mechanical, electrical, and plumbing requirements, per IBSR (Industrialized Building Safety Regulations) Section 13 VAC 5-91.110 or 591.120 and applicable Codes. *Please see the [VUSBC webpage](#) to determine the codes and code year applicable to your project.*
- Copy of Industrialized Building plans, which are signed, sealed, and dated in accordance with State law and bear the approval stamp of the State's assurance agency.

ARCHITECTURAL

Sheet #	Code Analysis
	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.
	Provide building data plate and serial number (if available).
	Provide coordinated site and architectural plans showing safe egress to grade from each trailer exit.
	Provide accessible front entrance per the requirements of IBC and ICC/ANSI A117.1-2017. <ul style="list-style-type: none"> a. On-grade exits, show landings at exits; construction of backfill containment at entrances; extent and construction of crawl space enclosure/skirting; location of 18"x24" access opening to crawl space; locations of openings in enclosure providing cross-ventilation to crawl space; walkways sloped at maximum 1:20. b. Above-grade exits, show exit landings and guards; accessible front entrance including ramp; stairs with handrails; covered landing and stairs.
	Provide plans, sections, dimensioned construction details and notes to show compliance with IBC Chapter 10, Means of egress for the following: <ul style="list-style-type: none"> • Exterior landings level with interior floor • Guards • Ramps • Stairways and Handrails • Landing, and provisions for outdoor stairways

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

Sheet #	General:
	Provide geotechnical reports.
	Provide calculations for all tiedowns and ground anchors.
	Provide live loads for roof (30 psf for ground snow load), floor loads, wind loads (90 mph – 3 second gust), and soil bearing capacity
	Provide foundation plans. If detailed foundation plans are not provided by the manufacturer, a foundation plan must be designed by a licensed professional engineer in accordance with the VUSBC,
	Tiedowns are required on all foundation plans.
	Provide connection details of the tiedown to the trailer steel beam.



	<i>Special Inspection Requirements (When applicable per IBC):</i>
	Provide a Statement of Special Inspections , prepared by the Registered Design Professional of Record, in accordance with VUSBC Special Inspection Requirements.

GAS (when applicable)

Sheet #	General
	Gas connection to the building.
	Gas MBH of all gas fire equipment.

MECHANICAL

Sheet #	General
	Insulation R-value in all construction components: <ul style="list-style-type: none"> • Roof / ceiling • Walls • Floor • Perimeter insulation for concrete floor on-grade if required • U-value of glass and Solar Heat Gain Coefficient (SHGC)
	Heating BTU's input-output of HVAC equipment.
	Cooling BTU's of the equipment, total and sensible.
	CFM outdoor air or means for natural ventilation.
	Provide cfm of bathroom exhaust fans and show exhaust ducted to the outside.

ELECTRICAL

Sheet #	General
	Electrical connections from power source to trailer.
	Riser diagram, wire and conduit size, burial depth, grounding details, and sizing all overcurrent devices.

PLUMBING -VUSBC, IPC

Sheet #	General
	Plumbing connections to the building.

BUILDING CONSTRUCTION INSPECTION: The inspection of the footings, foundations, anchoring utility connections and exterior accessibility will be conducted at the same level and sequence of built-in-place construction. For the Industrialized Building, the building inspector will verify that building registration seal/label is consistent with the approved plans and will verify the proper field connections between units.

Designer: Name/Signature _____

By checking this box, I agree to digitally signing this form.

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.pwcva.gov/BDForms