



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division

TEMPORARY SALES TRAILER CHECKLIST  
Regulated by the State Industrialized Building Code

Version 2020\_0625

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

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

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 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:**

- Provide two (2) copies of approved site plans.
- Provide additional plans and dimensioned construction details to show structural, architectural, electrical and plumbing requirements, per IBSR (Industrialized Building Safety Regulations) Section 13 VAC 5-91.110 or 591.120.
- Provide a fully-completed [Building Permit Application](#).
- Provide two (2) copies of the 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.
- A filing fee will be required with first submission.

**STRUCTURAL REQUIREMENTS:**

- Foundation plans are required. 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. These plans shall be signed, sealed and dated per Virginia state law.
- Provide live loads for roof (30 psf for ground snow load), floor loads, wind loads (90 mph – 3-second gust) and soil bearing capacity.
- Tiedowns are required on all foundation plans.
- Provide two copies of structural calculations for the tiedowns and ground anchor, sealed and signed by a licensed professional engineer.
- Provide connection details of the tiedown to the trailer’s steel beam, sealed and signed by a licensed professional engineer.

**ARCHITECTURAL REQUIREMENTS:**

- Provide building data plate and serial number (if available) on plans.
- Provide coordinated site and architectural plans showing safe egress to grade from each trailer exit. Show accessible front entrance per the requirements of VUSBC and ICC/ANSI A117.1
  - 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”x 24” 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:
  - a. Exterior landings level with interior floor.
  - b. Guards:
  - c. Ramps;
  - d. Stairways and Handrails;
  - e. Landing, and provisions for outdoor stairways.

**ELECTRICAL REQUIREMENTS:**

- Provide electrical connections from power source to trailer. Provide two copies of plans signed, sealed and dated by a professional; or signed by a master electrician or Class “A” Electrical Contractor.
- Plans shall include riser diagram, wire and conduit size, burial depth, grounding details, and sizing all overcurrent devices.

**PLUMBING REQUIREMENTS:**

- Plumbing connections to the building: Provide 2 copies of the plans, signed/sealed/dated by a design professional or signed by a Class A contractor or Master Tradesman.
- Provide [Code Modification Request for Industrialized Buildings](#), if applicable.

**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.

**Owner (or agent):** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_  *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)*