



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division

TENANT LAYOUT, ALTERATION & REPAIR
COMMERCIAL PLANS CHECKLIST

Version 2015-08-07

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

This Checklist is to be completed and signed on Page 3 by the designer who prepared and compiled the plans. Submit the Checklist with the plans. Please address any questions to the Building Plan Review staff at 703-792-6930.

This basic Checklist lists the minimum essential building code information required on plans prior to submitting them as part of the building 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

- Address Validation/Assignment Approval shall be issued by GIS prior to acceptance by the Building Development Division for Tenant Layout Plans and Alteration & Repair Plans.

GENERAL REQUIREMENTS (All Applicants)

- The full name and complete address of the proposed project.
- A Prince William County Certificate of Zoning Approval shall accompany the application.
- [Building Permit Application](#) filled out *completely* including an accurate work description, \$\$ value of work/contract cost for Alteration, Repair, Renovations only.
- Provide completed [Asbestos Release Form](#).
- Provide completed [Accessibility Certification Statement](#).
- Building Permit Fee for TLO is based on the square foot gross floor area or the minimum fee of the [BDD Fee Schedule](#). Building Permit Fee for Alter/Repair is based on the construction value or the minimum fee of the [BDD Fee Schedule](#).
- Filing Fee = 35% of calculated Building Permit Fee
- Short narrative on coversheet describing the scope of work for each trade.
- Two sets of plans for Building Development Review.
- One additional set of plans if Health Department review is required; e.g. *food prep area*.

Projects for new construction, remodeling, expansion, or changing of equipment for Public Swimming Pools, Restaurants and any projects with foodservice facilities, require a separate permit application to the Consumer Services Division of the Prince William Health District, 8470 Kao Circle, Manassas, VA 20110; Phone (703) 792-6310.

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, hand-signed and hand-dated across the face of 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 plan size is 24" x 30".
- Minimum drawing scale is 1/8" = 1'-0".
- The full name of proposed tenant, full address of project, name and Use Group of the previous tenant.

ARCHITECTURAL REQUIREMENTS

Code Analysis, Sheet # _____

- Vicinity Plan & Key Plan: include building or shopping center name; identify space(s) to be occupied by the tenant; locate fire walls and show square foot size of fire areas; list Use Group of adjacent tenants.

- If space is a change of Use, show that combined Use Groups of this tenant and adjacent tenants meet Mixed Occupancy requirements; designate design method used per IBC.
- If space does not have adjacent tenants but contains Mixed Occupancies, designate design method of compliance.
- Provide the Use Group and Construction Type.
- Indicate whether or not the building is fire suppressed and supervised/monitored.
- For Mixed Occupancies, list square foot area of each Use Group separately; show total square foot area.
- Calculate occupant load for each occupancy and provide total occupant load per VUSBC. Sheet # _____
- Number of exits required and the number provided per Chapter 10.
- List Incidental Accessory Occupancies and compliance with VUSBC.

Architectural Plans, Elevations, Sections, Details:

- Identify existing construction to be demolished, to remain, and new work. Sheet # _____
- Fully dimension the spaces involved. Sheet # _____
- Dimension corridors and aisle widths. Sheet # _____
- Systems furniture or shelving layout as appropriate to show egress. Sheet # _____
- Label all rooms with names. Sheet # _____
- Number all doors. Sheet # _____
- Door Schedule including door number, size, type, latching, closers, hardware and fire rating in hours. *Note: Security hardware systems designed to interface with fire alarm systems will be forwarded to the Fire Marshal for additional review.* Sheet # _____
- Partition Types; key in UL references. Sheet # _____
- Show the locations of partition types with the UL design numbers on plan. Sheet # _____
- Materials used for construction meeting requirements of Construction Type. Sheet # _____
- Interior finishes; flame spread/smoke developed index. Sheet # _____
- Details of all ramps and stairs with required handrails, guardrails and landings. Sheet # _____
- Floor elevations with changes in floor level. Sheet # _____
- Coordinate the electrical plan showing exit and egress lighting per Chapter 10.

Fire rated construction:

- Locate fire resistive rated construction including fire walls on architectural plans. Sheet # _____
- Locate fire walls on civil drawings. Sheet # _____
- Reference UL Directory (or other) design numbers; key into Partition Types. Sheet # _____
- Incorporate UL Directory (or other) referenced tested fire-rated assemblies directly onto reproducible original drawings. Sheet # _____
- Section details of rated construction showing compliance including continuity and supporting construction if applicable. Sheet # _____

Accessibility requirements per ICC/ANSI:

- Wheelchair Turning Space, Clear Floor Space, Knee and Toe Clearance. Sheet # _____
- Base and wall cabinet heights per Reach Ranges. Sheet # _____
- Maneuvering clearances at doors per Accessible Routes. Sheet # _____
- Toilet room clearances and equipment locations per Plumbing Elements & Facilities. Sheet # _____
- Counter and work surface heights per Built-in Furnishings and Equipment. Sheet # _____

STRUCTURAL REQUIREMENTS:

- Provide design loads based per VUSBC. Sheet # _____
- Identify any load bearing walls, columns or beams that are being disturbed. Sheet # _____
- Identify roof loads that have been increased by the addition of new or replacement mechanical equipment. Sheet # _____
- Provide structural calculations and plans for all new structural work by a design professional. This includes shop drawings for steel framing and warehouse rack systems. Sheet # _____

ELECTRICAL REQUIREMENTS:

- Provide NEC compliant load calculations for impacted feeders and service. Sheet # _____
- Provide floor plans showing light fixture layouts including Exit & Egress wiring details; (maintain compliance with IBC Section 1006 and 700.12(F) & 700.16 NEC), receptacle locations, and branch circuits. Sheet # _____
- Provide details for all equipment wiring, over-current protection, disconnection means, and specifications. Sheet # _____
- Provide light fixture schedule, including fixture input power. Sheet # _____
- Provide location, size, and capacity of new or existing service and metering equipment including riser diagram with all wire & conduit sizes plus grounding details, and bonding for new/altered services per Art. 220. Sheet # _____
- Utilization of series rated equipment requires engineer seal and calculation. Sheet # _____
- Provide panel schedules with branch circuit #'s, breaker size, load descriptions, poles, loads per pole in KVA, voltage, AIC rating, available short circuit current, wiring methods. Sheet # _____
- Provide listing details showing new penetrations of electrical equipment in rated assemblies are listed for that design number. Sheet # _____
- Provide Documents for new work to show compliance with International Energy Conservation Code for lighting power and controls. Sheet # _____

MECHANICAL REQUIREMENTS:

- Show the location of all mechanical systems with supply registers, return grilles, and include smoke evacuation if present. Sheet # _____
- Provide the occupancy and the intended use of each space. Sheet # _____
- Show all required fire and smoke dampers and smoke detection devices. Sheet # _____
- Provide shop drawings on commercial hoods with dimensions, material, make-up and exhaust air including a detail showing the exhaust duct from the hood to the exterior termination. Sheet # _____
- For new or replacement mechanical equipment, coordinate structural requirements.
- Provide gas piping riser with fully developed length, pressure of gas, specific gravity, pressure drop and the type of gas piping with the correct sizing per IFGC Section 402. Sheet # _____

PLUMBING AND ACCESSIBILITY - VUSBC, IPC & ICC/ANSI A117.1

- Show all plumbing facilities and label with accessible restroom dimensions to scale. Sheet # _____
- Provide location of water closets, lavatories, drinking fountains and service sinks. Sheet # _____
- Provide plumbing floor plans and riser diagrams for all new plumbing fixtures, including sanitary, water and storm piping with fixture identification and pipe sizes. Sheet # _____
- Clearly identify backflow protection and other water control equipment on plans. Sheet # _____
- Coordinate points of connection between new plans and site plans. Sheet # _____
- The plumbing floor plan and riser diagram shall indicate the type and quantity of fixtures being installed. 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](http://www.pwcgov.org/BDDForms) which can be found at www.pwcgov.org/BDDForms