



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Building Development Division**

**TENANT LAYOUT, ALTERATION & REPAIR**  
**COMMERCIAL PLANS CHECKLIST**

Version 2018-0115

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

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

**Lead Designer Certification**

All members of the Design Team have reviewed the Quality Control Checklist, and I have accurately completed the Checklist on behalf of the Design Team to the best of my knowledge.

Name:	Signature:	Date:
Phone:	Email:	

**Other Contacts:** *To ensure the customer’s project team (i.e., tenant, building owner; contractor; permit expeditor) receives automated email notices, please complete and submit the [Contact Information Form](#) which can be found at [www.pwcgov.org/BDForms](http://www.pwcgov.org/BDForms)*

This Checklist provides the minimum essential building code information required on plans prior to submission of the Building Permit Application. Providing all the information listed will support positive communication between the designers and plan reviewers, which will expedite the overall review process.

**ADDRESS VALIDATION**

- Address Validation/Assignment Approval (2 copies) 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/tenant; and name and Use Group of the previous tenant.
- 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](#).
- Pay Filing Fee at the time of submission of the Building Permit Application. (35% of calculated Building Permit Fee)
- Provide a short narrative on coversheet describing the scope of work for each trade.
- Submit two sets of plans for Building Development Review. Minimum plan size is 24” x 30”. Minimum scale is 1/8” = 1’-0”.
- Submit 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.
- Verify that all Designers of Record have sealed, signed, and dated the plans in accordance with Building Development Policy 1.11. Registered Design Professional Sealing of Plans and Code of Virginia 54.1.402.
- Energy compliance for all disciplines must use the same standard, IECC or ASHRAE.

## ARCHITECTURAL REQUIREMENTS

Sheet #	<b>Code Analysis:</b>
	1. Provide two complete sets of all plans in accordance with the Virginia Uniform Statewide Building Code. On the Plan Coversheet, list the codes used for project design. Please see the <a href="#">VUSBC webpage</a> to determine the codes and code year.
	2. Provide two sets of Vicinity Plan & Key Plan: include building or shopping center name; identify space(s) to be occupied by the tenant; locate firewalls and show square foot size of fire areas; list Use Group of adjacent tenants.
	3. 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.
	4. If space does not have adjacent tenants but contains Mixed Occupancies, designate design method of compliance.
	5. Provide the Use Group and Construction Type.
	6. Indicate whether the building is fire suppressed, fire alarmed and supervised/monitored.
	7. For Mixed Occupancies, list square foot area of each Use Group separately; show total square foot area.
	8. Calculate occupant load for each occupancy and provide total occupant load per VUSBC
	9. Number of exits required and the number provided per Chapter 10.
	10. Number of exits required and the number provided per Chapter 10.
Sheet #	<b>Architectural Plans, Elevations, Sections, Details:</b>
	11. Identify existing construction to be demolished, to remain, and new work.
	12. Identify areas that remain occupied during construction. Provide method of segregating the construction area from the occupied area and provide egress plan for occupied areas.
	13. Fully dimension the spaces involved.
	14. State on the plans the dimension corridors and aisle widths.
	15. Show on the plans all systems furniture or shelving layout as appropriate to show egress.
	16. Provide floor plans and elevations for racking systems showing egress and clearance for sprinkler systems. Provide classification of materials stored.
	17. Label all rooms with names.
	18. Number all doors.
	19. Provide a complete Door Schedule including door number, size, type, latching, closers, hardware and fire rating in hours. <i>Note: Security hardware systems designed to interface with fire alarm systems will required a Fire Protection Permit.</i>
	20. Identify Partition Types (Fire Rated and Non-Fire Rated). Key in UL references for all fire rated assemblies.
	21. State all materials used for construction meeting requirements of Chapter 6 based on the requirements of the Construction Type.
	22. Show on the plans interior finishes; flame spread/smoke developed index.
	23. Provide details of all ramps and stairs with required handrails, guardrails and landings.
	24. Provide floor elevations with changes in floor level.
	25. Coordinate the electrical plan showing exit and egress lighting per Chapter 10.
Sheet #	<b>Fire rated construction:</b>
	26. Locate fire resistive rated construction including fire walls on architectural plans.
	27. Locate firewalls on civil drawings.
	28. Reference UL Directory (or other) design numbers; key into Partition Types.
	29. Incorporate UL Directory (or other) referenced tested fire-rated assemblies directly onto reproducible original drawings.
	30. Provide section details of rated construction showing compliance including continuity and supporting construction if applicable.
	31. When roof system penetrates fire barrier, provide details to maintain the continuity of the fire barrier.

Sheet #	<b>Accessibility requirements per ICC/ANSI:</b>
	32. Show all Wheelchair Turning Space, Clear Floor Space, Knee and Toe Clearance.
	33. Show all base and wall cabinet heights per Reach Ranges.
	34. Show all maneuvering clearances at doors per Accessible Routes.
	35. Show all toilet room clearances and equipment locations per Plumbing Elements & Facilities
	36. Provide counter and work surface heights per Built-in Furnishings and Equipment.
	37. Specify Pictograms per ICC/ANSI A117.1

**STRUCTURAL REQUIREMENTS:**

Sheet #	<b>General:</b>
	1. Provide design loads based on VUSBC.
	2. Identify any load bearing walls, columns or beams that are being disturbed.
	3. Identify roof loads that have been increased by the addition of new or replacement of mechanical equipment.
	4. 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 in compliance with RMI/ANSI MH 16.1.
	5. Provide the locations and structural details pertaining to the structural components of mechanical equipment, hanging transformers, hanging mechanical equipment, sprinkler feed/cross mains, large suspended electrical troughs/conduits/busways, etc..

**MECHANICAL REQUIREMENTS:**

Sheet #	<b>General:</b>
	1. Provide ventilation calculations, including occupancy and the intended use of each space.
	2. Provide Mechanical Equipment Schedules, including supply CFM, outdoor air CFM, cooling capacity (total and sensible), heating capacity (input and output), type fuel, efficiency rating, and equipment weight.
	3. Show the location of all mechanical systems' supply registers, return grilles, outdoor air intakes, exhaust, and all duct sizes. Maintain required clearances for intake/exhaust.
	4. Show CFM at each supply outlet, return and exhaust grille.
	5. Show all required fire dampers, smoke dampers and ceiling radiation dampers (as per listing of the fire rated assemblies).
	6. Provide shop drawings for commercial hoods with dimensions, weights, material, make-up and exhaust air. Provide drawing details of hood exhaust duct from the hood to the exterior termination.
	7. For new or replacement mechanical equipment, verify required access and guards, and coordinate structural requirements.
	8. Provide gas piping riser and floor plan with CFH or MBH of each appliance, fully developed length, pressure of gas, specific gravity, pressure drop and the type of gas piping with the correct sizing per IFGC Section 402.
	9. Provide listing and labeling for appliances.

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

Sheet #	<b>General:</b>
	1. Show all plumbing facilities and label with accessible restroom dimensions to scale.
	2. Provide location and quantity of water closets, lavatories, drinking fountains and service sinks on plumbing floor plan and riser diagram.
	3. Provide plumbing floor plans and riser diagrams for all new plumbing fixtures, including sanitary, water and storm piping with fixture identification and pipe sizes.
	4. Clearly identify backflow protection and other water control equipment on plans.
	5. Coordinate points of connection between new plans and site plans.

**ELECTRICAL REQUIREMENTS:**

Sheet #	<i>General:</i>
	1. Provide NEC compliant load calculations for impacted feeders and building service including demands per Art. 220 NEC.
	2. 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.
	3. Provide details for all equipment wiring, over-current protection, disconnection means, and specifications.
	4. Provide light fixture schedule, including fixture input power.
	5. Provide location, size, and capacity of new or existing service and metering equipment including riser diagram to the service point with all wire & conduit sizes plus grounding details, and bonding for new/altered service per Art. 250.
	6. Utilization of series rated equipment requires engineer seal and calculation.
	7. 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.
	8. Provide listing details showing new penetrations of electrical equipment in rated assemblies are listed for that design number.
	9. Provide Documents for new work to show compliance with International Energy Conservation Code for lighting power and controls. Note: Energy compliance for all disciplines must use the same standard, IECC or ASHRAE.
	10. Identify and delineate all Hazardous/Classified Locations on the construction documents per NEC Art. 500.4(A) and 500.5.
	11. Indicate equipment is suitable for the installation environment to include temperature rating.