



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division

DATA CENTER NEW STRUCTURE POLICY 2.13
FOOTING AND FOUNDATION CHECKLIST

Version 2020-0405

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

The GIS 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 GIS 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 on the Cover Page and in the Title Blocks of the “A” sheets of the Architectural Plans. 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. Include the sprinkler room address on the overall layout.

SUBMISSION REQUIREMENTS:

- Project meets the occupancy, use group, and criteria in Table 1 and 2 of the [Customer ePlans Guide](#).
- 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
- Energy compliance for all disciplines must use the same standard, IECC or ASHRAE. Provide Details for Slab/Foundation insulation on Architectural or Mechanical plans to comply with IECC or ASHRAE.
- 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 and the location of footings/Foundations for any Fire Rated Walls provided.
- Use Group; Construction Type.
- Building height; building square foot area.
- Building height and area calculations with all allowable modifications.
- Whether or not the building is fire suppressed and supervised/monitored.
- Provide on the Foundation plan: the location of roof drains.
- State all materials used for construction to meet the requirements of Chapter 6 based on Construction Type.
- Provide details and location(s) of underground Fire Mains

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 geotechnical reports.
- Provide structural calculations.
- State on the plans the frame reactions at the base of all pre-fabricated structures. The values stated shall be those used by the SER to design the support for the pre-fabricated structure.
- 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 # _____
- Provide two copies of approved shop drawings for pre-fabricated structures, tilt-up panels, pre-stressed members, pre-cast members, roof trusses/joists and floor trusses/joists.

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)

- Provide details for underground Fuel piping systems if provided
- 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/Signature _____

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.pwcgov.org/BDForms