



FOOTING AND FOUNDATION ePLAN CHECKLIST Version 2023-0213

PROJECT NAME: _____

Reference Base Building #: BLD20____ - _____

Staff Use Only BLD20____ - _____

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 plan review staff at 703-792-4040 or PlanIntake@pwcgov.org.

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 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 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.

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.
Sheet #	Fire rated construction
	Locate fire walls on architectural plans.
	Locate fire walls on civil drawings.

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.
	Provide frame reactions for all pre-fabricated structures. The reactions shall be used for calculations.
	Provide design loads, including ground snow, wind and seismic data, soil bearing value, soil lateral pressure value.
	Provide notes on structural materials used.
	Provide means and methods of structural support of stairs, elevator, and mechanical shafts.
Sheet #	Foundation:
	Excavation sheeting and shoring plans.
	Provide foundation plans with cross sections, details, finished grade and depth of footings.
	Provide anchor bolt details, embedment length, size, and number.
	Include all hairpin details where applicable.
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.

MECHANICAL (when applicable)

Sheet #	General
	Energy Conservation – Perimeter insulation with R-value.
	Gas piping entrance, piping sizing per IFGC



ELECTRICAL (when applicable)

Sheet #	General
	Electrical permit concealment of conduits only – no plans required (owner’s risk).

PLUMBING -VUSBC, IPC

Sheet #	General
	Drainage system – number of plumbing fixtures (laterals).
	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.
	Coordinate points of connection between new plans and site plans, per VUSBC Site Plan.

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