



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division

INDUSTRIALIZED BUILDINGS CHECKLIST
Regulated by the State Industrialized Building Code

Version 2021-04-14

Staff Use Only

BLD _____ - _____

PROJECT NAME _____

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. 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 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 or PWCMaps@pwcgov.org 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 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 current civil site plan as submitted to PWC Land Development Division showing all utilities, dimensioned distances to public way, properly lines and adjacent buildings; building height and area, use group/construction type; fire walls; number of stories or mezzanine; finish floor elevation; exits.
- ☐ Provide additional plans and dimensioned construction details to show structural, architectural, mechanical, electrical, and plumbing requirements, per IBSR (Industrialized Building Safety Regulations) Section 13 VAC 5-91.110 or 591.120 and applicable Codes. *Please see the [VUSBC webpage](#) to determine the codes and code year applicable to your project.*
- ☐ Provide completed [Building Permit Application](#) for each structure.
- ☐ Provide copy of 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 geotechnical reports.
- ☐ 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 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 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 IBC and ICC/ANSI A117.1-2003.
 - 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"x24" 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:
 - Exterior landings level with interior floor.
 - Guards;
 - Ramps;
 - Stairways and Handrails;
 - Landing, and provisions for outdoor stairways.

GAS REQUIREMENTS (IF APPLICABLE):

- ☐ Gas connections to the building: Provide gas plans, signed/sealed/dated by a design professional or signed by a Class A contractor or Master Tradesman.
- ☐ Gas Mbh of all gas fired equipment.

MECHANICAL REQUIREMENTS:

- ☐ Provide insulation R-value in all construction components:
 - Roof / ceiling
 - Walls
 - Floor
 - Perimeter insulation for concrete floor on-grade if required
 - U-value of glass and Solar Heat Gain Coefficient (SHGC)
- ☐ Provide heating BTU's input-output of HVAC equipment
- ☐ Provide cooling BTU's of the equipment, total and sensible
- ☐ Provide cfm outdoor air or means for natural ventilation
- ☐ Provide cfm of bathroom exhaust fans and show exhaust ducted to the outside.

ELECTRICAL REQUIREMENTS:

- ☐ Provide electrical connections from power source to trailer. Provide electrical 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 plumbing plans, signed/sealed/dated by a design professional or signed by a Class A contractor or Master Tradesman.

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: _____

Signature: _____ Date: _____

- ☐ *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](http://www.pwcgov.org/BDDForms) which can be found at www.pwcgov.org/BDDForms