



TEMPORARY SALES TRAILER ePlan CHECKLIST  
Regulated by the State Industrialized Building Code  
Version 2023-0213

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

- ☐ Address Validation/Assignment Approval shall be issued by GTS prior to acceptance by the Building Development Division. Address validations are processed online, via email only. Please contact 703-792-6840 or [PWCMaps@pwcgov.org](mailto: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 or [PWCMaps@pwcgov.org](mailto: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 of 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.

GENERAL REQUIREMENTS:

- ☐ Provide the approved site plans.
- ☐ Provide additional plans and dimensioned construction details to show structural, architectural, electrical and plumbing requirements, per IBSR (Industrialized Building Safety Regulations) Section 13 VAC 5-91.110 or 591.120.
- ☐ Provide a fully-completed [Building Permit Application](#).
- ☐ Provide the 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.

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.



**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 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 two copies of 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's 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 VUSBC and ICC/ANSI A117.1
  - 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"x 24" 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, including exterior landings level with interior floor, guards, ramps, stairways and handrails, landing, and provisions for outdoor stairways.

**ELECTRICAL REQUIREMENTS:**

- ☐ Provide electrical connections from power source to trailer. Provide two copies of 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 the plans, signed/sealed/dated by a design professional, or signed by a Class A contractor or Master Tradesman.
- ☐ Provide [Code Modification Request for Industrialized Buildings](#), if applicable.

**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/Signature \_\_\_\_\_

☐ By clicking this box, I agree to electronically 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/BDDForms](http://www.pwcva.gov/BDDForms)*