



Office of University Building Official

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Plan Review Tips

The construction documents shall clearly describe the project and demonstrate conformance to the building codes so the permit can be issued. Incomplete plans and specifications, incomplete responses or incomplete information will result in unnecessary delays in review, permits and inspections.

The following documents or information will be required for review of the permit set of plans:

Included with the Building Permit Application:

- Soil Investigation or Geotechnical Report for any project that requires foundations uncontrolled fill, questionable supporting material. Moderate or high shrink swell soil will require an engineered foundation system.
- Asbestos Investigation Report for work in existing buildings
- Lead Investigation Report for work in existing buildings
- Special Inspection documents for projects that are required to be prepared as an A/E (Charts A, B, C) or use products covered by an ICC evaluation reports.
- Prefabricated Materials Documents for projects that utilize prefabricated products (Trusses, precast, etc.)
- Manufacturer's documents for projects that include specific equipment to be used or installed.
- Health Department Report for work that impacts food service or other Health Department Regulation related projects, copy of the Health Department plan review report or written evidence that the Health Department has the project for review.
- A copy of the energy analysis (building envelope, lighting, and mechanical) based on the 2018 VECC standard.

Notes:

1. Construction Drawings prepared by a licensed architect or a professional engineer. (Refer to Charts A through C from the Related Laws Package to determine if an Engineer or Architect is required). Note that all drawings, Project manuals, specifications prepared by an engineer or architect (RDP) must bear the seal of the professional or be clearly noted as "Preliminary" or "Not for Construction," etc. One final set must have original seals, the other may be a copy or electronic. All seals must conform to the size and style specified in the Virginia DPOR regulations and must be signed and dated.

2. When not prepared by an RDP, construction documents must clearly note the name, address and contact information of the preparer. If the preparer is a master tradesman (Master Electrician for example), that information and his contractor's license number shall be provided on the drawings.

Building Construction Drawings and Project Manuals (some elements may not apply in a renovation project):

General:

- Full size sheets
- Documentation shall be provided in electronic format in an Adobe Portable Document Format (PDF).
- Floor plans drawn to scale. All dimensions with all rooms labelled are required
- Scale shall be ¼" minimum unless otherwise approved by the University Building Official Office.

Building Information required on the documents:

- Building name and number
- The governing building code for project (USBC).
- Construction type (original at CO and current code if different).
- Occupancy Use group classification (original and current code if different).
- Occupant loads for building and work area.
- Nature of mix use separation.
- Gross building area and height.
- Work zone area and height.
- Foundation plan drawn to scale with dimensions, details or notes reflecting geotechnical report as well as code requirements.
- Features and location (s) of fire, smoke, or sound rated assemblies.
- Elevation drawings with details such as roof pitch, floor elevations above grade, and finish materials clearly noted.
- Detailed wall or building sections showing all structural elements.
- Provide roof plans for complex roofs and truss plans if utilized in design.
- A copy of sealed floor and roof pre-manufactured truss plans if utilized in design.
- Ceiling heights shall be noted on the wall section or the elevations.
- All framing members including joists, double joists, beams, girders, posts are to be specified and labeled as material, grade, location, direction size and span on roof, floor and foundation plans. All load paths shall be clearly shown from the roof to the foundation.
- Egress components
- Accessibility (handicap) facilities
- For new work, window and door sizes are to be labeled or schedule provided.
- All design loads required by applicable VCC as required by the project.

Electrical Permit Application:

- Building name and number
- The governing building code for project (USBC).
- Electrical work must include a one-line diagram denoting wire sizes, grounds, panels, receptacles, etc.

Mechanical Permit Application:

- Building name and number
- The governing building code for project (USBC).
- All devices which create heat (grills, furnaces, etc.) must denote what is to be heated and the hood requirements.
- Mechanical work must show the ductwork, returns, etc. as well as the requirements for ventilation and outside air and design parameters of water supply and waste lines as well as vents and cleanouts.

Plumbing Permit Application:

- Building name and number
- The governing building code for project USBC
- Plumbing work must have a one-line isometric that shows the materials and size of water supply and waste lines as well as vents and cleanout.

Fire Protection:

- Piping Diagrams
- Hydraulic Calculations
- Alarm Design package