



# County of Stafford

## Department of Public Works

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### **Residential Single Family Dwelling – Check List for Structural Plan Review & Submission**

Check list must be completed, signed, and accompany all plan submittals for structural plan review. Items checked which have not been provided will result in rejection of the permit application at the time the structural plan review is processed. Please check your submittal carefully to avoid delays. Do not check items that do not apply. Stafford County reviews plans based on prescriptive code requirements, designs which incorporate construction techniques which cannot be referenced in code sections will be returned requiring an engineered plan submittal.

All information listed below must be presented at the time of application submission for the permit to be processed.

#### **Site plan Requirements**

- Grading plan/plat prepared by a licensed land surveyor or engineer.

#### **Water and Sewer Requirements**

- Constructions permits for well and septic from the Health Department or a Request for Building Review without Health Department Construction Permit, or
- Previously applied for water and/or sewer service from the Department of Utilities, please note that the Utilities department requires applicants to include a copy of the grading plan along with the availability application.

#### **Building Plan Requirements**

- The International Residential Code / Virginia Uniform Statewide Building Code edition under which this application is being applied for is:
- This application is for a Master Plan Review. (Complete Master Plan Application and Master Plan Options Sheet).
- This application is being applied for under a previously approved Master Plan # (Include completed Master Plan options sheet)
- The areas of each floor and the total area of the entire structure are included on the plan cover sheet. Inaccurate information will result in rejection of the plan at the time of review.
- The construction includes a basement with:
  - Footer
  - A grade level walkout
  - An area way with stairs and drain
  - No exterior basement exit Floor plans of all levels with all rooms labeled.

- Construction plan to include: elevations, plan views each floor, wall sections, foundation plan, footing details, location of smoke detectors, all structural member span lengths, structural member sizes, structural member spacing, jack support specifications, connection details, insulation R-values, roof framing plan, location of safety glazing, and site plan showing exactly what is being constructed. All pages are numbered and identified on the plan cover sheet. Except for Master Plan submittals all options being installed for a specific model home have been clearly identified on the plans (options shown on the plan not being installed have been clearly crossed out). The plan includes all structural information; there are no structural components designated “designed by others” for which supplemental information has not been included for review. Structural framing plans for each level accurately detailing all members, sizes, span lengths and spacing.
- Plans show compliance with the International Energy Code. A RESCHECK compliance sheet has been provided and the plans show the following;

**BUILDING ENVELOPE: IECC Section 402**

- Specifications for doors, windows, and skylights (R/U ratings, fenestration values) Table 402.1.1
- Sub-structure thermal envelope and moisture barriers. Table 402.1.1
- Insulation values of below grade, exterior and separation walls. Table 402.1.1
- Attic and roof assemblies. Table 402.1.1
- Air sealing and insulation. IECC 402.4

**HVAC SYSTEMS: IECC Section 403**

- Specifications for HVAC systems and controls. IECC 403
- Duct sizing, insulation and sealing. IECC 403
- Load calculation/Manual J on Stafford County form.

**SERVICE WATER HEATING: IECC Section 403 (Water heaters)**

- Specifications for equipment
- Temperature controls (heating equipment, fixtures)
- Piping insulation

- All engineered wood products have been identified on the plan and specification sheets included for each. All engineered floor systems have been included, with installation sheets for each floor. The basement foundation detail has been checked against the engineered floor system support requirements and the foundation plan has been modified as required. Sealed roof truss sheets and roof truss installation sheets are included (or a sealed cover sheet is provided for the roof truss or floor truss system which references each truss shown on the installation sheet).
- The framing and foundation plan incorporates any specific structural requirements for engineered floor system(s) and roof truss system(s).
- The method(s) used to achieve International Residential Code and VUSBC braced wall line requirements are clearly indicated on the plans. Each floor level identifies all components of the braced wall construction and the applicable code section or engineered design being used. Sealed, engineered designs for braced wall line designs including supporting calculations are included. Specific nailing (attachment) requirements for braced wall lines are indicated on the plan. Interior braced wall line designs designate materials and attachment requirements on the plan.

- A soils report prepared by a Virginia Registered Design Professional or Virginia certified professional geologist is included.
- The number of stories above grade has been clearly shown on the plan and indicated in the permit application “description of work”. The vertical dimension measured from the average elevation of the finished grade within 20 feet of the structure to the highest point of the structure has been provided.

### In Person Submittal Requirements

- Residential New building permit application completed and signed by Contractor (with signatures of sub-contractors) or Owner (with Notarized Affidavit of Owner)
- Include the Street Address as assigned by the Department of Planning and Zoning, tax map and parcel if address has not been assigned or submit a Letter of Request for Building Review if a lot has not been recorded. Applications submitted without an assigned address or prior to lot recordation will require additional processing time.
- Two (2) electronic copies (on CD R/W in pdf format) of building plans and supporting documents. The CD must have the complete plan in PDF or TIFF 4 compressed format. The CD is marked showing the job location and has a space for entering the assigned permit number.
- The two (2) CD’s shall also include:
  - Grading plan/plat prepared by a licensed land surveyor or engineer for zoning review
  - Soils Report on Stafford County form (original seal)
  - LVL spec
  - Stamped (sealed) engineered floor and floor lay out sheets.
  - Stamped (sealed) engineered roof truss and roof truss lay out sheets.
  - Separate engineered designs as applicable.
  - Manual J on Stafford County form
  - Insulation requirements:
    - Rescheck, or
    - Minimum Prescriptive Requirements (shown on plan)
- Any sealed plans must be **unlocked** to ensure that the plan reviewers will be able to add their watermark to the approved set of plans
- One (1) additional CD of grading plan/plat only (prepared by a licensed land surveyor or engineer) for grading review
- Construction permits for well and septic from the Health Department or a Request for Building Review without Health Department Construction Permit, or
- Previously applied for water and/or sewer service from the Department of Utilities

### Electronic Submittal Requirements

- All plans, plats, and supporting documents should be uploaded to ePlans as outlined in ePlans User’s Guide for Building Permits.
- Trade affidavits with original signatures should be added as an attachment to the application.
- Owner/Applicants must include a notarized Affidavit of Owner as an attachment to the application.
- Applications submitted without an address should include the parcel number in the “Description of Work” field and use the Street Name “N/A” when filling out the online application.

- Applications made using a previously approved Master Plan should include the Master Plan number in the “Description of Work” field in the online application.

**I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.**

Print Name: \_\_\_\_\_

Owner Contractor Authorized Agent

Signature: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_