ORANGE COUNTY, VIRGINIA

DEPARTMENT OF BUILDING INSPECTIONS

COMMUNITY DEVELOPMENT BUILDING
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960

PHONE (540) 672-4574
FAX (540) 672-0164
OrangeCountyVA.gov

Residential Plan Submittal Checklist

When applying for a building permit, plans are required for new construction, major alterations to dwelling, additions of any kind and any other structures. To avoid delays in the processing of a permit be sure you have included the items listed below.

Governing Code is 2009 Virginia Residential Code/2009 International Residential Code

1. 1 copy of plat showing location of project.
2. 3 sets of plans. Plans must be drawn to scale, with sufficient clarity and detail showing nature of work to be performed.
3. Take note if you project is located in a high expansive soil area or within 1000; of such area a Shrink Swell soil Report or Design specific to your building project site will be required.
4. Engineering, Architectural or Manufacturer specs may be required before approval. Brace Wall designs must be shown on plans per Virginia Residential Code Section 602.
5. Elevations showing finish grade, decks and landings with steps, chimneys, windows, doors special equipment locations, etc.
6. Floor plans showing all dimensions, room use, decks porches, garage and all other details.
7. Any options not being built on your plans must be crossed off.
8. Include the Design criteria that your structure will meet. Such as exposure (B), wind loads (90 mph), snow load (30lb), live loads (40lb/sq ft), and dead loads (10lb /sq ft).
9. The following details when applicable must also be submitted.
   a. Footings-size, depth, rebar specs, concrete specs.
   b. Foundations-type (poured, block, PT), pier spacing and size, venting
   c. Floor Joist-size, spacing, spans, type
   d. Structural Beams-size, spacing, spans, type
   e. Sub flooring
   f. Framing Members-size, type, spacing, header details, sheeting, brace walls per section 602 Virginia Residential Code.
   g. Doors-sizes and locations (doors entering a garage need 20 minutes fire protection or 1 3/8 inch solid wood)
   h. Windows-sizes and locations (glass in hazardous locations must be tempered and emergency egress requirements must be in all bedrooms and habitable basements).
   i. Roof system-type, ceiling joists, rafters, sizing, spans, spacing, sheeting
   j. Deck and Porch-floor system (beam and joist sizing, spacing, spans, type), rails, steps, footings.
   k. Garages-appliance clearances, drywall requirements (5/8 type X is required on ceiling with habitable space above. Walls supporting roof system require ½". If no space above attached ½" party wall is required.
   l. Exterior coving-vapor barrier, siding, roofing
   m. Smoke/Carbon Monoxide Detectors-required on each floor, in each bedroom and immediately outside of bedrooms.
   n. Insulation specs-RES check for zone 4A, or R38 in ceilings, R13 in walls, R19 in floor systems, and R9 in basements with more than 50% backfill and R13 in conditioned crawls. Slabs on grade R10. For manufactured dwellings submit information to show that insulation is as required for installation of the dwelling in Orange, VA required by code.
   o. HVAC-location and type
   p. Electrical-panel location, meter location, size of service
   q. Chimneys, Fireplaces Stoves,-footings and specs.

- **Additions** require an existing structure floor plan, sketch with room use, dimensions and openings.
- **Manufactured Dwellings**-footing layout and all other foundation specs, all mating connection details (floor, wall, roof and ceiling), design criteria (wind zone or speed, Snow load, energy climate design), and type MOD or HUD. In some cases a RES Check must be provided. If building a deck or similar all construction details must also be provided, theses type of structures may be required to be freestanding.
- **Shed, Carport, Garage-**if less than 400 Sq Ft foundation required as per plans, permanent foundation with frost footings may not be required. Over 400 sq ft requires permanent footings and must be designed as per code. Structure must meet all other codes in the Virginia USBC that apply.
- **Swimming Pool**, submit manufacturer's specs and fencing proposal.