

ORANGE COUNTY, VIRGINIA

DEPARTMENT OF BUILDING INSPECTIONS

COMMUNITY DEVELOPMENT BUILDING
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



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Commercial Plan Submittal Checklist

When applying for a building permit, plans are required for new construction and alterations to commercial buildings and other structures. To avoid delays in the processing of a permit be sure you have included the items listed below. Note that the submittal should be complete so as to allow anyone looking at the plans to be able to build the project in its entirety.

Governing Code is VA USBC 2009/2009 Virginia Construction Code

1. Cover sheet with the name of the owner, owner's mailing address, phone/fax numbers, project name, contractor's name, contractor's mailing address, and phone/fax numbers. Contact person and phone number. Also include directions to site.
2. Zoning, Erosion & Sediment and Health permits.
3. 3 copies of site plan showing location of project on lot, sidewalks, parking, fire lanes, distances from adjacent structures and property lines. Site plan should also show underground and aboveground utilities, fire protection water mains, hookup locations, etc.
4. 1 copy of plat showing location of project.
5. Plans must also include the following information as per Virginia Construction Code: Use Group, Occupancy Load, Type of Construction, room layouts with dimensions and names, occupant loads for assembly rooms, square footage and height measurements.
6. Plans should include design number and names of all fire related assemblies and their locations. Include fire damper locations in mechanical systems.
7. Exit corridors and doors should be identified along with location of emergency egress lighting and exit signs.
8. Fire protection system plan is required, showing: Fire/smoke detection, fire suppression, also location of panels and appliances, all specs and calculations, head locations, sprinkler control rooms, riser locations.
9. Water flow information submitted for fire suppression will have to be verified prior to plan approval.
10. Plans showing all electrical, plumbing, mechanical and structural systems with all details.
11. Asbestos testing information prior to renovations to existing buildings.
12. Plans must be drawn to scale, with sufficient clarity and detail showing nature of work to be performed.
13. Take note if your project is located in a high expansive soil area, then a Shrink Swell Soil Report or Design specific to your building will be required. Submittal should also include compaction test results if grade is increased.
14. Engineering, Architectural or Manufacturer specs may be required before approval Brace Wall designs must be shown on plans per Virginia Construction Code 2308.3.
15. Elevations showing finish grade, decks and landings with steps, chimneys, windows, doors, special equipment locations, etc.
16. Include the Design criteria that your structure will meet. Such as exposure, wind loads, snow load, live load, dead loads, insulation systems and specs for energy conservation requirements, etc.

If using the 2009 Virginia Rehabilitation Code for alterations please note this on your plan cover sheet.

Thank you in advance for your complete submittal which helps to expedite the approval of your building permit.