



Chesterfield County , Virginia Department of Building Inspection

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Building Official

Footing and Foundation Checklist

This is a pre-submittal checklist that will be used to evaluate your construction documents prior to accepting the permit application and the plans for permit review. The building permit will not be accepted for review if applicable items on this checklist are not included in your construction documents. Please contact the commercial plan review staff at (804) 748-1057 with any questions regarding this checklist or any other commercial building permit questions.

Minimum documents required to initiate the permit review process:

- If the permit application is submitted prior to application for the complete building permit - five sets of plans for the footing and foundation portion of the work

If the permit application is submitted with or after application for the complete building permit - three sets of plans for the footing and foundation portion of the work
- All pages of the plan set the same size. If different discipline designers use different page sizes, re-print smaller pages on sheets the size of the largest in the set.
- Completed [Commercial Building Permit Application](#) for the footing and foundation permit
 - In Work Description field, clearly state that the permit is for the footing and foundation portion of the project.
 - State the overall project name or description and list any ground work for plumbing, electrical or other trade work to be performed with the footing and foundation portion of the project.
 - If the footing and foundation permit is submitted after the complete building permit application has been submitted, provide the building permit (Job) number in the work description.
- Scope of work beyond footings, foundations and slabs for vertical building elements, such as steel or wood framing, is typically not included with footing and foundation permit approvals.
- If plan approval is desired for a permit that is for more than the footing and foundation portion of the job, but less than complete building, contact our department for further information.

If applicable, submittal of the following documents for review is required prior to permit issuance:

- Geotechnical Report
- Statement of Special Inspections for any inspections or testing that will be done for the footing and foundation portion of the project (VCC Chapter 17)
- If the building is a pre-fabricated metal building - certification from the structural engineer stating that the foundation has been designed according to the actual loads

Footing and Foundation Checklist (Continued)

from the steel building manufacturer. This certification may be on the plans or in letter that includes the engineer's seal.

Information Required on the Plans

General

- All plan pages complete, dimensioned, and drawn to 1/8 inch scale
- All plan sheets required to construct the footings, foundation walls and slabs. Omit plan sheets for portions of the project that are not part of the footing and foundation portion of the work and identify details not part of the project as not in the scope of work.
- A Virginia Professional seal, signed and dated, for all work when the following occupancy classifications are involved (The Code of Virginia (§54.1-402)):
 - Assembly (A)
 - Educational (E)
 - Institutional (I)
 - Hotel/motel (R-1)
 - High Hazard (H) when any area of work is involved
 - Mercantile (M) and Business (B) uses when the area of work exceeds 5000 square feet
 - Storage (S) and Factory/Industrial (F/I) uses when the area of work exceeds 15,000 square feet
- Name, occupation, address and telephone number of the person who prepared the plans. If sheets from multiple designers are incorporated into one set - each designer's name, occupation, address and telephone number on the pages that they designed
- Dimensioned site layout plan included with each set of plans
- Plumbing, electrical or other trade work plans for any piping, wiring or other systems that will be installed below the slab or in conjunction with the footing and foundation portion of the project; design/build is not allowed. See the separate [electrical, mechanical & plumbing checklists](#). (add link to first page of this section which has the list of checklists)
- If no mechanical, plumbing or electrical work is to be performed in conjunction with the footing and foundation portion of the project, state that clearly on the plans.
- If the permit is for an addition - new and existing construction clearly identified

Building code data (provided on a building code data plan sheet as part of the footing and foundation plans)

- Building code edition - current code edition is 2015 *Virginia Construction Code* (2015 IBC), (Part I of the Virginia Uniform Statewide Building Code)
- Use and occupancy classification
- If it is a mixed use building - the method of treating mixed uses: non-separated mixed use, separated mixed use (provide ratio sum), separate buildings, or accessory use
- Construction type (VCC Chapter 6)
- Occupant load (VCC Section 1004)

Footing and Foundation Checklist (Continued)

- Whether the building/space is equipped with any fire protection systems (automatic sprinkler system, fire alarm system, etc.)
- Method of compliance with height and area limitations, including calculations supporting height and/or area increases height and area limitations (VCC Chapter 5)

Structural

- On the structural plans submitted with the footing and foundation permit plans - all of the loads, factors and coefficients listed in section 1603 Construction Documents, of the VCC
 - Design soil-bearing capacity
 - Design loads
 - Wind load design data
 - Earthquake design data

For more details see the separate [Structural Checklist for New Construction and Additions](#).