



Chesterfield County , Virginia Department of Building Inspection

9800 Government Center Pkwy - P.O. Box 40 - Chesterfield, VA 23832-0040
Phone: (804) 748-1057 - Fax: (804) 717-6080- Internet: chesterfield.gov

Ron Clements
Building Official

Alterations and Renovations Building Permit Submittal 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:

- Five sets of plans (six sets if the altered space has a food preparation area). Provide specifications if they contain building code information not provided on the plans.
- Mechanical, Plumbing and Electrical plans, intended for construction; Design/build is not allowed. If no Mechanical, Plumbing or Electrical work is to be performed, state that clearly on the plans. See the separate electrical, mechanical & plumbing checklists. (add link to list of checklists main page of Prepare Document section)
- 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 Building Permit Application with an accurate work description noted

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

- Geotechnical Report
- Complete Asbestos Certification Form
- Statement of Special Inspections
- If hazardous materials will be stored or used in the building or space - MSDS sheets and a list of the hazardous materials, with hazard classifications noted
- COMcheck or equivalent programs to verify compliance with 2015 Virginia Energy Conservation Code

Information Required on the Plans

General

- Floor plans that are complete, dimensioned, drawn to a minimum 1/8 inch scale, and indicate the use of each room and location of all fire-resistance rated assemblies

Alterations/Renovations Checklist (Continued)

- If the permit is for a change of occupancy - the previous tenant and use of the space if known

- 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

- Key plan showing the overall building, identifying the tenant space to be occupied. The building or shopping center name shall be provided

- Building code edition: The 2015 *Virginia Existing Building Code (VEBC)*, which is Part II of the Virginia Uniform Statewide Building Code (USBC).

- Use and occupancy classification (VCC Chapter 3)

- If it is a mixed use building - method of treating mixed uses: non-separated mixed use, separated mixed use (provide ratio sum), separate buildings, accessory

- Construction type (VCC Chapter 6)

- Occupant load (VCC Chapter 10)

- Whether the building/space is equipped with any fire protection systems (automatic sprinkler system, fire alarm system, etc.)

- If the alteration involves a change of occupancy classification - method of compliance with height and area limitations, including calculations supporting height and/or area increases (VCC Chapter 5)

- New and existing construction clearly identified

- Location of all exit signs and egress lights on the plans

- Door schedule for all new and existing doors in areas where the means of egress system is affected by the alteration that includes:
 - Door size
 - Lock type
 - Hardware type (locks, latches, handles, closers, operating devices, access control systems)
 - Door fire rating expressed in hours, if rated

- Typical wall sections or descriptions of partition types; types and sizes/gauges of studs, wall sheathing, and insulation; termination of walls at floor and ceiling/roof structure

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Alterations/Renovations Checklist (Continued)

- All new and existing fire-resistance rated assemblies labeled as to type (fire partition, fire barrier, fire wall, smoke partition, etc.); design numbers and specifications (UL, Gypsum Association, etc.)
- Complete, full-height cross sections of all fire-resistance rated assemblies proposed for construction, that identify all materials used in the assembly, support and termination details
- For penetrations of fire-resistance rated assemblies - details, design numbers, and specifications for all through-penetration and annular space fire stop systems

Structural

- All walls and framing that will be affected by the alteration
- If framing or foundation systems will be altered - complete foundation and framing plans with design loads listed; beam, joist, rafter and truss sizes and layouts; foundation plans that show footing depths, sizes, and design bearing capacity

Mechanical, Plumbing and Handicap Accessibility

- All plumbing fixtures, labeled new or existing.
- If there is a change of occupancy classification for the space - required fixtures: water closets, lavatories, drinking fountains, and service sinks
- All altered toilet rooms/restrooms fully dimensioned, including fixture clearances
- If the tenant space is a new restaurant, show and itemize the cooking equipment plan and all hoods.