

COMMERCIAL PERMIT APPLICATION REQUIREMENTS

New Construction and Additions to Existing Buildings

Construction Permit Applications must be submitted Monday – Friday between 9:00 am and 4:30 pm.

Incomplete Construction Permit Applications **will not be accepted or reviewed** until all relevant documents are submitted.

This list contains the minimum information and details required to process a Construction Permit Application, and the required documents to be submitted with the application. *(This document **does not** include: Residential occupancies in detached one- and two-family dwellings, townhouses and accessory structures within the scope of the Virginia Residential Code)* This checklist may not necessarily include all items applicable to every project. The Construction Permit Application **will not** be accepted for review if applicable items on this list are not included in the construction documents. The Construction Permit Application and required accompanying documents will be routed to other County of Powhatan departments for review and confirmation of approvals prior to issuing the permit. Please review these items to ensure the plans are complete prior to submission. Providing complete information should expedite the plan review process and avoid delays in issuing the building permit.

Required Documents to accompany a Construction Permit Application:

This pre-submittal checklist will be used to evaluate the documents prior to accepting the permit application and plans for review.

- A **completed** Construction Permit Application, including the Owner/Applicant contact information (name, address, phone numbers and fax number), site address location, and the Planning & Zoning Site Plan approval number. The application shall be complete with an accurate description of the nature of work.
- Permit fees (cash or check) are due upon submittal of the application. Refer to the [FEES SCHEDULE](#).
- If applicant is an Owner – Submit the [AFFIDAVIT OF EXEMPTION FROM CONTRACTOR LICENSING](#). (Note: the form must be notarized)
- If applicant is a Contractor – Submit copies of Contractor’s License and County of Powhatan Business License.
- VDOT entrance permit or VDOT approval letter for an existing entrance (applicable for new buildings accessed from any state maintained road).
- Health Department Sewage Disposal System Construction Permit and approved Uniform Water Well Completion Report [Form GW2] and/or two (2) copies of the County of Powhatan Utilities approved plans for connection to public water and/or sanitary waste system.
- Health Department permit approval for restaurants or food service facilities in a building.

Commercial Permit Application Requirements (continued)

- Building Plans – Submit two (2) complete sets of paper plans and one (1) complete set in electronic file format.
- Site Plan(s) – Prior to or simultaneously with the submittal of the Construction Permit Application; submit two (2) copies of the site plans approved by the County of Powhatan Planning and Community Development Department. The SITE PLAN APPLICATION is available from the County of Powhatan Planning and Community Development Department or from their website. Site Plan(s) will also be reviewed by the Building Inspections Department and Fire Department for building location, allowable building area modifications, fire separations, fire lanes, fire hydrant locations, fire department connections and fire flow calculations.

The following documents will be required, if applicable:

- Geotechnical Soil Analysis Report with footing and foundation recommendations – submit two (2) copies.
- Statement of Special Inspections – submit two (2) copies where special inspecting or testing is required. The Statement of Special Inspections shall be prepared by the registered design professional (RDP) in charge. Content of the Statement of Special Inspections shall comply with the current edition of Virginia Construction Code.
- A completed [ASBESTOS CERTIFICATION FORM](#) for permits which involve demolition and/or additions and alterations of existing structures.
- Provide a list of the hazardous materials, with hazard classifications noted, and quantities that will be stored or used in the building. Include Material Safety Data Sheets (MSDS) if hazardous material(s) will be stored in the building or space. Storage and use of hazardous materials shall comply with the Virginia Statewide Fire Prevention Code.
- If the building structure is pre-engineered, a certification from the structural engineer is required stating that the foundation has been designed according to the actual loads determined by the building manufacturer. This certification may be on the plans or in letter form sealed (signed and dated) by the structural engineer.

Information Required on the Plans:

GENERAL:

- Submit two (2) complete sets of paper plans and one (1) complete set in electronic file format (pdf or jpg). Plans shall be legible, dimensioned, drawn to standard architectural or engineer scale, with the use of each room or space indicated. Notation lettering shall have 3/32” minimum height. All sheets of the plan set shall be of the same size. If different discipline designers use different sheet sizes; have the smaller sheet reprinted on sheets the same size as the largest in the set. Project Manual and Specifications are required if they contain building code information not provided on the plans.
- The plans must include the name, occupation, address and telephone number of the individual responsible for the design.
- A Virginia Professional A/E seal (signed and dated) is required on the building plans per the Code of Virginia (§54.1-402) for all work when the following use groups are involved:
 - Assembly; Educational; High Hazard; Institutional; Hotel, Motel and Dormitory uses when any area and/or height is involved;
 - Business or Mercantile uses when the area of the work exceeds 5,000 square feet;
 - Factory and Industrial; Residential Assisted Living; Storage; Utility and Miscellaneous uses when the area of work exceeds 15,000 square feet.
 - All use groups when the height is over three (3) stories.

Commercial Permit Application Requirements (continued)

CODE ANALYSIS:

- Building code edition.
- Use and Occupancy Group Classification(s) of the proposed use of the building.
- Occupant load for all areas of the building to be occupied. If the building is to be mixed use, note the method of treating the mixed uses: Non-separated mixed use, Separated mixed use (provide ratio sum), Separate buildings, Accessory use.
- Type of construction classification of the proposed building.
- Tabular allowable building height and designed building height.
- Tabular allowable building area and designed building area.
- Provide the method of compliance with height and area limitations, including calculations supporting height and/or area increases.
- Tabular fire-resistance rating requirements for building elements.
- Minimum number of required plumbing fixtures provided for the type of occupancy.

BUILDING PLANS shall include:

- All sheets numbered for easy cross reference.
- Plan of the footings and foundation.
- Floor plans for each level.
- Roof plan.
- Elevations, Wall Sections and Details for each typical and unique construction within the structure. The location from which these are taken shall be cross referenced and identified on the plans.
- Demolition, addition(s), alteration(s); identifying the extent of existing construction to be demolished, existing construction to remain and extent of new construction.
- Appropriate legends, lists of abbreviations, drafting symbols, material symbols, wall types, and other similar items to clearly identify and locate information on the plans.
- Fire-resistance-rated construction and the required fire rating. All fire-resistance-rated walls must be labeled as to type (fire wall, fire barrier, fire separation assembly, fire partition, smoke barrier, or smoke partition) and provide the design numbers and specifications for all fire-resistance-rated assemblies.
- Details of all fire-resistance-rated assemblies and identify materials used, structural stability support and termination details maintaining continuity of the assembly.
- Through-penetration fire stopping systems or assemblies shall have details, design numbers, and specifications provided on plans.
- Fire protection system with sprinklers, alarms, or hood suppression.
- Exit signs, egress lights and the egress access path with travel distance(s) shall be indicated; along with the egress capacity at each exit.
- Portable fire extinguisher types, sizes and locations shall be identified.
- Location of key box (Knox) as required by County of Powhatan Fire Department.
- Door schedule that includes the following: door size, lock type, hardware type (locks, latches, handles, closers, operating devices, or access control systems). Required door fire ratings shall be designated in hours.
- Safety glazing locations.
- Accessibility requirements for each building and occupancy type; new construction, alterations, temporary facilities, and existing buildings; specific site and building elements; and to multiple elements or spaces provided within a site or building.
- Energy Conservation Code requirements.

STRUCTURAL PLANS shall include:

Loads, factors and coefficients listed in the VCC (IBC) Section 1603 Construction Documents.

- Footing and foundation plan.
- Framing plans with sizes and materials of all columns, beams, joists, rafters and/or truss layout, lintels and headers.

Commercial Permit Application Requirements (continued)

- Floor live loads design data: uniformly distributed, concentrated and impact.
- Roof live load.
- Roof snow load.
- Wind design data.
- Earthquake design data.
- Special loads.

Exception: Construction Documents for buildings constructed in accordance with the conventional light-frame construction provisions shall indicate the following structural design information:

1. Floor and roof live loads.
2. Ground snow load.
3. Basic wind speed, miles per hour, and wind exposure.
4. Seismic design category and site class.

MECHANICAL PLANS shall include:

- Supply and return duct layouts with sizes.
- Locations of equipment and method for supporting equipment with structural loads imposed on building structural members.
- Fan and equipment schedules.
- Minimum outdoor airflow rate(s) determined from the estimated maximum occupant load rate per Virginia Mechanical Code.
- Kitchen exhaust hood type(s), details and structural support.
- Smoke control systems.
- Ventilation air distribution systems shall be balanced and a report to be submitted prior to final inspection.

ELECTRICAL PLANS shall include:

- Lighting and power drawings (in single line form).
- Panel schedules.
- Service entrance diagram and applicable power distribution details/risers.
- Fire alarm and detection device locations and sequence of operation.
- Exit sign locations.
- Alarm systems.
- Emergency egress lighting with photometric plan.
- Electrical fault current (obtained from the electrical utility).

PLUMBING PLANS shall include:

- Water supply and water distribution piping.
- Waste and vent piping, including riser diagrams.
- Storm water piping, including riser diagrams.
- Storm and sanitary sewer, including cleanouts.
- Backflow prevention and cross connection control devices.
- Interceptors and separators.

FIRE PROTECTION SYSTEMS PLANS shall include:

- Fire sprinkler design information.
- Fire department connections.
- Fire flow calculations.

Commercial Permit Application Requirements (continued)

Subcontractor Tradesmen must apply for individual permits.

- Completed Application form to include nature of work.
- Completed Owner/Agent Affidavit form.
- Copy of State Contractor's License.
- Copy of County of Powhatan Business License.
- Two (2) complete sets of plans.
- Estimated cost of the work.

Permit Types – may include, but are not limited to:

- Building
- Demolition
- Electrical
- Electrical Temporary Service
- Elevator
- Fire Suppression
- Gas
- Kitchen Hood
- Kitchen Hood Fire Suppression
- Mechanical/HVAC
- Plumbing
- Sign
- Temporary Office Trailer
- Underground Storage Tank (UST) install/removal