



Commercial Alterations, Renovation and Tenant Upfits

This checklist contains the minimum building code information and details required on plans to process the building permit application, and the required documents to be submitted with the building permit application. 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) 722-8659 with any questions regarding this checklist or any other commercial building permit questions.

Required Documents for Permit Application

- ❑ Four sets of plans. Specifications are required if they contain building code information not provided on the plans.
- ❑ Mechanical, Plumbing and Electrical plans, intended for construction shall be included; Design/build is not allowed. If no Mechanical, Plumbing or Electrical work is to be performed then that must be clearly stated on the plans. See the separate electrical, mechanical & plumbing checklist.
- ❑ All pages of the plan set shall be the same size. If different discipline designers use different page sizes have smaller pages re-printed on sheets the size of the largest in the set.
- ❑ A completed Asbestos Certification Form.
- ❑ A completed Building Permit Application with an accurate work description noted.

The following documents will be required prior to release of the permit if applicable:

- ❑ Geotechnical Report.
- ❑ Statement of Special Inspections.
- ❑ MSDS sheets if hazardous materials will be stored in the building or space. Provide a list of the hazardous materials, with hazard classifications noted, that will be stored or used in the building.
- ❑ COMcheck or equivalent programs to verify compliance with 2018 IECC.

Information Required on the Plans

General

- ❑ Floor plans must be complete, dimensioned, and drawn to scale indicating the use of each room and location of all fire resistive rated walls.
- ❑ If the permit is for a change of occupancy, note the previous tenant and use of the space if known.

- ❑ A Virginia Professional seal (signed and dated) is required on the building plans per The Code of Virginia (§54.1-402) for all work when the following uses are involved: assembly, educational, institutional, hotel/motel and High Hazard when any area of work is involved; mercantile and business uses when the area of work exceeds 5000 square feet; Storage and Factory/Industrial uses when the area of work exceeds 15,000 square feet.
- ❑ List the name, occupation, address, and telephone number of the person who prepared the plans.
- ❑ Provide a 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 current code edition is the 2018 IBC (VUSBC). Use and Occupancy Group classification (IBC Chapter 3).
- ❑ If it is a mixed use building, note the method of treating mixed uses: Non-separated mixed use, separated mixed use (provide ratio sum), separate buildings, accessory.
- ❑ Construction type (IBC Chapter 6).
- ❑ Occupant load.
- ❑ Indicate if building/space is equipped with any fire protection systems (sprinklers, alarms, or hood suppression).
- ❑ If the alteration involves a change of use, provide the method of compliance with height and area limitations, including calculations supporting height and/or area increases.
- ❑ Clearly identify new and existing construction.
- ❑ The location of all exits, exit signs, and egress lights should be clearly labeled on the plans.
- ❑ Provide a door schedule for all new and existing doors in areas where the means of egress system is affected by the alteration. The door schedule shall include the following:
 - Door size
 - Lock type
 - Hardware type (locks, latches, handles, closers, operating devices, access control systems)
 - Door fire rating expressed in hours, if rated
- ❑ Provide typical wall sections or descriptions of partition types and construction materials to be used in wall construction (stud types, wall sheathing, insulation materials, and termination).
- ❑ All fire rated walls, new and existing, must be labeled as to type (fire partition, fire separation assembly, fire wall, smoke partition) and provide the design numbers and specifications (U.L., Gypsum Association, etc.) for all fire rated assemblies. Provide complete full height cross sections of all fire rated assemblies proposed for construction that identifies all materials used in the assembly and complete support and termination details.
- ❑ Provide details, the design numbers, and specifications for all through penetration fire stopping systems.

Structural

- ❑ Identify all walls and other structural framing that will be affected by the alteration. If framing or foundation systems will be altered, provide complete foundation and framing plans with design loads listed. Framing plans should provide beam, joist, rafter and truss sizes and layouts. Foundation plans should show footing depths, sizes, and design bearing capacity.

Mechanical, Plumbing, And Handicap Accessibility

- ❑ Show all plumbing fixtures and label them new or existing.
- ❑ If there is a “change of use” for the space, the following fixtures are required: Water closets, Lavatories, Drinking fountains, Service sinks. They must be shown on the plan.
- ❑ All altered toilet rooms/restrooms must be fully dimensioned including fixture clearances.
- ❑ If the tenant space is a new restaurant, the cooking equipment plan and all hoods must be shown and itemized.