



CITY OF NEWPORT NEWS

Department of Codes Compliance
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Commercial Plan Review Checklist

The following checklist specifies items that must be indicated on commercial plans submitted for review. This list is not exhaustive, nor does it take the place of the Virginia Uniform Statewide Building Code (VUSBC) and/or the International Building Code (IBC). This guideline is meant to highlight information typically absent from plans submitted for plan review. Please note that it is not a substitute for, nor does it include everything indicated on a complete set of building plans. Checking your set of plans against this list of commonly omitted items will help expedite the plan review process.

I. General Requirements

- Complete a building permit application.
- Submit three (3) sets of Construction Plans & 1 Electronic copy.
Include Plumbing, Mechanical, Electrical and Energy Conservation.
- Submit one (1) set of approved site plans with copy of approval letter for new structures or additions.

As per Title 54 of the Code of Virginia & USBC edition 2006, Section 111, Plan sets must either bear the seal of an Architect or Engineer licensed in the state of Virginia, **or** indicate the name, address, occupation and signature of the person responsible for the design.

- ***PROVIDE A CODE DATA SUMMARY TO INCLUDE THE FOLLOWING:***
 - ❖ Address of the project.
 - ❖ Indicate on the cover sheet the edition of the USBC the project is designed under.
 - ❖ Occupancy classification as defined by the International Building Code, Section 302.1.
 - ❖ Construction type as defined by the International Building Code, Section 602.1.
 - ❖ Provide an occupant load calculation for each space according to IBC Section 1004.1., Section 903.3.1.1 or 903.3.1.2
 - ❖ Per Sections 903.3.1.1 or 903.3.1.2, indicate if the project has a fire suppression system and if so, the type of system.
 - ❖ Show compliance with Table 503 for allowable height and area.
 - ❖ Indicate compliance with mixed use occupancies as per IBC Section 508 and indicate the required separation as per Table 508.3.3.
 - ❖ Show compliance with plumbing fixture calculations per Table 2902.1
 - ❖ Indicate design loads as per IBC Section 1603.
 - ❖ Provide a complete scope of work.

NOTE THAT A SOILS REPORT MAY BE REQUIRED FOR PROJECTS LOCATED IN AREAS OF MODERATE TO HIGH SHRINK SWELL POTENTIAL.

II. New Construction, Additions and Changes In Use and Occupant Loads

- All general requirements listed above.
- Site plan:
 - ❖ Site plan approval or waiver from the Department of Engineering.
 - ❖ Show location of the proposed building in relation to property lines.
 - ❖ Indicate finished floor elevation if the building is in a flood hazard zone (additions will need to provide an elevation certificate when located in flood zone).
 - ❖ Show all parking spaces including size and maneuvering area for accessible parking.

III. Commercial Plans Requirements

- Plans should be of sufficient detail and clarity as to allow for stand-alone documents.
 - ❖ General Requirements listed above.
 - ❖ Floor plan, Reflective Ceiling Plan, Elevations.
 - ❖ Life Safety / Egress Plan.
 - ❖ Details and UL Listing for all rated assemblies.
 - ❖ Structural plans/details.
 - ❖ Accessible route, ramp, restrooms and service counter details.
 - ❖ Statement of Special Inspections (if required under IBC Section 1704).

IV. Alterations To An Existing Building That Do Not Enlarge The Foot Print of the Building (No change in use)

- All items identified in the General Requirements on page 1 apply.
- Indicate the use of adjacent tenant spaces and required separations under IBC section 508.
- Provide typical wall sections for all proposed partitions 1607.5.
- Provide proposed door & window schedule.
- Show exit lights as per section 1006 and emergency lights as per section 1006.3 if more than one exit is required by section 1011.
- If plans are for a restaurant, public swimming pool or similar uses, approval from the Health Department is required.
- Provide a completed asbestos certificate or completed asbestos exemption form.

V. Sub-Trades Plans (Electrical, Plumbing, Mechanical & Gas Piping)

- Electrical Plans
 - ❖ Provide an Engineers seal on the plan set as per Title 54.1- 402 Chart B of the Code of Virginia & USBC2006, Section 111.
 - ❖ Indicate the wire and conductor material as per NEC2005 Article 310.
 - ❖ Indicate the service size and location meters and disconnects as per NEC2005 Articles: 230, 240, 408 & Dominion Power Blue Book.
 - ❖ Provide load calculations as per NEC 2005 Articles: 220, 424, 430, 440, 445 & as required by other project specific code sections.

- ❖ Indicate the bonding and grounding methods and details as per NEC 2005 Article 250.
- ❖ Provide manufactures specification for all proposed light poles to include complete design loads.
- Plumbing Plans
 - ❖ Provide isometric plans for both supply and waste piping showing compliance with Ch. 6, Ch. 7, Ch. 9 & Ch. 10 of the IPC2006.
 - ❖ Indicate sizes, length and material of plumping system Ch. 6 & Ch. 7 IPC 2006.
 - ❖ Indicate the size and length of storm drain / roof drains provide details Ch. 11 IPC2006.
 - ❖ Indicate fixture clearances Section 405, IPC2006.
- Mechanical Plans
 - ❖ Provide an Engineers seal on plan set as per Title 54.1- 402 Chart C of the Code of Virginia & USBC2006 Section 111.
 - ❖ Provide copy of calculations for Ventilation Air requirements as per IMC2006 Ch 4.
 - ❖ Provide details for all through-penetrations in rated assemblies as per IBC2006 Section 712.
 - ❖ Indicated fire ratings for all shaft enclosures as per section 707 IBC2006 (grease duct as per IMC2006).
 - ❖ Indicate the location of all fire / smoke dampers provide details of same as per IMC2006 Section 607.
 - ❖ Provide roof layout plan show compliance with sections 306.5 & 305.5.1 for equipment/unit and Sections 306.5 of the IFGC 2006.
 - ❖ Indicate duct sizes and run length on plan set as per IMC Ch 6.
 - ❖ Provide copy of Equipment Data and specifications as per IMC2006 304.11.
 - ❖ Provide Engineer seal plans for additional loading for all new roof top units as per IMC2006 Ch 16.
- Gas Piping
 - ❖ Provide pipe diagrams. Indicate sizes, lengths and material of all gas piping as per IFGC 2006 Section 402.
 - ❖ Indicate the gas pressures at inlets and outlets as per IFGC 2006.
 - ❖ Indicate the BTU ratings of units requiring fuel as per IFGC 2006 Section 402.

IF CORRECTIONS TO PLANS ARE NECESSARY, 3 SETS OF PLANS REFLECTING THOSE CORRECTIONS ARE REQUIRED.

VI. Re-Submittal

- ***ALL REVISIONS TO PLAN SETS MUST BE CLOUDED OR OTHERWISE HIGHLIGHT REVISIONS MADE TO THE PLAN SET.***