

# NEW HOUSE CONSTRUCTION

*A guide to building  
a new house  
in the City of Newport News*



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## INTRODUCTION

The City of Newport News has prepared this manual to assist you in the process of building a new house within our City.

This document contains important information that will help you understand the building permit and construction review processes from application to completion. For your benefit, we have included details for areas that have generated confusion or delays in the past.

Once submitted, your permit application will go through a three-step review process:

1. A **Zoning Ordinance Review** is performed to verify that your new house will meet the lot size, frontage, depth, width, setbacks and height requirements of its zoning district.
2. A **Building Plan Review** covers all the construction code requirements that apply to your construction drawings.
3. An **Application Review Process** will be done to verify that required applications have been properly completed, that applicable fees have been paid, and that contractor registration requirements are being met.

This guide contains many new changes in procedures and requirements that you are encouraged to read thoroughly. The submission of a complete set of construction documents that contain all required information will help expedite our review process and should lead to a faster approval of your project. Permit applicants will be notified when the information provided does not meet zoning and/or building code regulations. Please note that this manual is intended to be a guide and it is not all inclusive of the applicable construction and zoning regulations of the State and City Code. For complete details of all requirements, please consult the Virginia Residential Code, Code of Virginia § 54.1-402 (seal requirements on drawings), the Newport News Building Regulations (municipal code Chapter 13), the Newport News Sign Regulations (municipal code Chapter 33.01) and the Newport News Zoning Ordinance (municipal code Chapter 45). The guidelines in this booklet are subject to change without notice.

We hope this manual is helpful and we encourage you to provide us with any suggestions you may have that will improve our development review process.

## HOW TO USE THIS MANUAL

This manual is set up to allow you to quickly reference specific areas of interest. The titles of the information provided in each section are listed below along with an explanation of what is contained on that sheet with a page number for quick reference.

## **BEFORE YOU BUILD**

These issues should be checked at the beginning of your project. They can affect the type, location, cost and length of time it takes to build your house.

**Permit Process** - Allow time for the permit process. Plan review time varies depending on the Department of Codes Compliance's work load.

**Flood Plains** - Flood plains are usually associated with lakes, streams, rivers and drainage courses. They are areas designated to flood during times of rain. Building in these areas is strictly regulated. If your house is built in a floodplain, it may require a structural engineer's design and a special exception prior to building permit approval.

**Historic District** - If your house will be built in a Historic District, it must be approved by the Historic District's Review Board. The Planning Department can help you understand the process and explain what you need to provide.

**Setbacks** - The Zoning Ordinance contains minimum dimensions required between your house and the property lines. See "Setback Requirements" pages 23-24.

**Wetlands** -These areas have been determined to be indispensable and are to be protected as a natural resource, which provides numerous beneficial functions such as wildlife habitat, water quality, flood control, pollution reduction, erosion control, open space, recreation areas and aesthetics. If your house will be close to or in regulated wetlands, additional paperwork, including permits, may be required from the City prior to building permit approval.

These are some of the common items that may cause delays in the permit process. If your project is beyond the scope of this manual, additional requirements may be necessary. Please call the Department of Codes Compliance at (757) 926-8861 if you have questions.

## **CODES CURRENTLY IN EFFECT**

City of Newport News  
Effective May 1, 2008

**Building:** 2006 Virginia Residential Code

**Plumbing:** 2006 Virginia Residential Code

**Mechanical:** 2006 Virginia Residential Code

**Electrical:** 2006 Virginia Residential Code

**Zoning:** Chapter 45 of the City Code - Effective date 8-1-97

Copies of the Zoning Ordinance may be purchased from the Department of Planning.

The Building, Plumbing, Mechanical and Electrical Codes can be purchased from:  
International Code Council Publications, 4051 West Flossmoor Road, Country Club Hills, IL 60478  
Phone 1-888-ICC-SAFE (422-7233).

The codes noted above have been adopted in accordance with Section 36-99 of the Code of Virginia.

## **BUILDING CONSTRUCTION SECTION**

The building section of this manual contains important information to help you understand the process of building a new house in the City of Newport News.

The information is presented in a start-to-finish sequence to guide you as you progress through your project.

The following information is provided:

**Application to Permit Issuance ----- Pages 6-7**

This is intended to be your general guide through the permit issuance process. It provides information on application, registration, construction drawing and fee requirements.

**Fees ----- Pages 8-9**

**Plans Review Checklist ----- Pages 10-11**

A guide to help you understand the information that must be contained in the construction drawings. This information should be given to the person preparing your plans. Please take the time to make sure your drawings are complete. Construction drawings that contain all the necessary information and details will expedite the review process.

**Sample Roof Truss Schematic ----- Page 12**

Roof truss layout and specification sheets from the truss manufacturer.

**Required Inspections ----- Pages 13-14**

**Inspection Request ----- Page 15**

Contains details required for requesting an inspection, making sure your job is ready for inspection, the time inspections are done and what the inspection tags mean.

**Inspection Checklist ----- Page 16-21**

Explanation of the standard inspections required and some of the common items the inspector checks for during the inspection. This should be used as a guide for builders, superintendents and homeowners to review the project before calling for an inspection.

**Certificate of Occupancy ----- Page 21**

**Bond Refund ----- Page 21**

**It is very important to include the property address on all documents submitted to the Department of Codes Compliance. The use of lot numbers without addresses may cause a delay in responding to your request.**

**Please take the time to review this information. It may save you valuable time in building your new house.**

## APPLICATION TO PERMIT ISSUANCE

### 1. Information required for permit application submittal:

#### A. Building Permit Application

- Completed and signed by applicant.

#### B. Plans Review Fee

- Due when permit application is submitted.
- Includes total square footage of all proposed construction (porches, decks, garages, etc.).

<u>Square Footage of Structure</u>	<u>Fee</u>
0-2499	\$30.00
2500-4999	\$55.00
5000-Above	\$110.00

#### C. Permit Fees

- See “Fees” – pages 8-9.

#### D. Plot Plan

- See “Plot Plan Requirements” – page 24

#### E. Construction Drawings – Three Sets

- See “Plan Review Checklist” - pages 10-11.

#### F. Roof and Floor Truss Layout - Two Sets

- See sample drawing - page 12.

**Note: All information noted above must be submitted with the building permit application. All forms must be filled out completely.**

### 2. Registration of Builder’s License:

- Builders must be currently registered with the City of Newport News to submit a permit application.
- Builders not currently registered can register at the time of application by providing the original or a copy of their Board for Contractors license.
- Contractor Registration form is available online at <http://www.nngov.com/codes-compliance>

### 3. Plans Reviewed and Approved:

- Building and plot plans are reviewed for compliance to City codes and ordinances. See pages 10-11 and 24 respectively.

- Plans are reviewed in the order they are received, based on the application date. Plan review time varies, depending on the Building Department's workload.
- Plans that contain all the necessary information and details will expedite the review process.
- The permit applicant will be notified if the information provided does not meet the zoning ordinance, building code requirements or if any additional information is necessary.

**4. HRSD Service, Sewer Tap, Right-of-Way and Land Disturbance Fees:**

- The HRSD service fee or waiver can be obtained from Newport News Waterworks, located at 2600 Washington Avenue, Newport News, VA 23607 or 700 Town Center Drive, Newport News, VA 23606.
- The Sewer Tap fee or waiver, Right-of-Way and/or Land Disturbance permit can be obtained from the Department of Engineering, located at 2400 Washington Avenue, 8<sup>th</sup> Floor Newport News, VA 23607.
- The aforementioned fees must be paid or waived before a building permit will be issued.

**5. Permit Ready:**

- The permit applicant will be called when the building permit is ready to be picked up.
- All applicable fees must be paid and receipts provided.
- Building permit fees are due at the time of issuance.
- Permit fees can be paid by cash or check.
- An application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after the date of filing, unless such application has been pursued in good faith or a permit has been issued, except that the Building Official may grant one or more extensions of time if a justifiable cause is demonstrated.

**6. Plumbing, Mechanical and Electrical Permits:**

- Are required and can be obtained after the building permit has been issued.
- All items to be installed must be listed on the appropriate permits.
- Items not listed must be added to the appropriate permits prior to the final inspection.

**7. When all the required permits are obtained, construction may begin. Revisions to the building after issuance of the building permit will require re-submittal and approval.**

**8. The following items must be installed and maintained throughout the construction process:**

- Permit must be posted on the construction site and visible from the street.
- Street address and/or lot number must be posted & clearly visible from the street.
- Street must be kept clean.
- Temporary soil erosion control must be installed.
- All construction materials and debris must be contained on your property.
- Job Site drawings are available on site.

## FEES

### 1. Plans Review Fee:

- Due when permit application is submitted.
- Includes total square footage of all proposed construction (porches, decks, garages, etc.).

<u>Square Footage of Structure</u>	<u>Fee</u>
0-2499	\$30.00
2500-4999	\$55.00
5000-Above	\$110.00

### 2. Building Permit Fee:

- Based on the Primary/Secondary Use Group and Construction type.
- New residential is based on R5 (Primary) R1 (Secondary) 5B (Construction type).
- Valuation of \$36.46 per square foot.

Example:

New House with 2,500 Square Feet

$2,500 \times \$36.46 = \$91,150$

$\$91,150 \times 0.88$  (Regional Factor) = \$80,212

$\$80,212 \times 0.0044$  (Residential multiplying factor) = \$352.94

$\$352.94 \times 1.75\%$  (VA State Surcharge) = \$359.10

### 3. Electrical Permit Fee:

- For the installation of each electrical system in new construction, the fee shall be determined from the rated size of service panel(s) in amperes as follows:

#### Single Phase

0-125 amps	\$55.96
126-150 amps	\$86.49
151-200 amps	\$111.93
Over 200 amps	\$167.89

Thirty dollars (\$30.00 x 1.75% VA State Surcharge) is charged for each additional fifty (50) amperes or fraction thereof.

### 4. Mechanical Permit Fee:

- The minimum permit fee for any mechanical permit is \$55.96, based on the "Total Value of Work." Any value of work over \$12,500.00, the fee shall be multiplied by forty-four hundredths (0.0044) of one percent; the product of that factor shall be multiplied by 1.75% (VA State Surcharge).

Example:

$\$13,000.00 \times 0.0044 = \$57.20$

$\$57.20 \times 1.75\% = \$1.00$

$\$57.20 + 1.00 = \$58.20$

**5. Plumbing Permit Fee:**

- The minimum permit fee for any plumbing permit is \$55.96. For the installation of each plumbing fixture, the fee shall be ten dollars (\$10.00). For the connection of the building drain to a public or private sanitary sewage collection system or sewage disposal system, the fee shall be fifteen dollars (\$15.00). For the sewer connection, the fee shall be thirty dollars (\$30.00). For the installation of the water distribution system in new residential construction shall be fifteen dollars (\$15.00). The total amount of fixtures and sanitary sewage/sewer connection and water distribution, the fee shall be determined by multiplying the sum by 1.75% (VA State Surcharge).

Example:

\$10.00 x 10 (fixtures) = \$100.00

\$100.00 + \$30.00 (sewer connection) + \$15.00 (sanitary sewer) + \$15.00 (water system) = \$160.00

\$160.00 x 1.75% (VA State Surcharge) = \$162.80

Number	Item	Number	Item
2	Water Closet		Drain (interior)
	Urinal		Drain (Exterior)
2	Lavatory		Pump
			Sewer Connection
1	Sink	1	(\$30.00)
1	Bath Tub	1	Water System (\$15.00)
1	Shower	1	Sanitary Sewer (\$15.00)
1	Dishwasher		Storm Sewer
1	Clothes Washer		Manhole
1	Water Heater		Other
	Drinking Fountain		Other

- For the installation of a natural gas line for a new residential construction, the fee shall be \$55.96. A separate plumbing permit application must be completed for this request.

**6. Temporary Certificate of Use and Occupancy Fee:**

- Temporary Certificate of Occupancy (for each request or extension) - \$40.00.
- Permanent Certificate of Use and Occupancy - no fee.

**7. Re-inspection Fee:**

- The fee for re-inspection shall be \$50.00.

**8. HRSD Service, Sewer Tap, Right-of-Way and Land Disturbance Fees:**

- Refer to page 7 for specific requirements.

*The plumbing, mechanical and electrical fee schedules are available in the Codes Compliance Department, and online at [www.nngov.com/codes-compliance](http://www.nngov.com/codes-compliance). Fees are subject to change.*

## PLANS REVIEW CHECKLIST

### Building

This list is provided as a guide to help you understand the information that must be contained on the construction drawings. It should be given to the person preparing your plans.

New house construction drawings submitted for review must contain the following information:

**1. Three sets of construction drawings meeting the following requirements:**

- Drawn to scale in a draftsman-like manner. Scale not less than 1/8" = 1'0".
- Drawings must be clear and readable.
- Drawing sets shall consist of a single sheet size no larger than 24" x 36".

**2. Two sets of pre-engineered roof truss schematics with the following information:**

- Location of all bearing walls and point loads, both interior and exterior.
- Location, direction, span, and spacing of all trusses including girder trusses. See "Sample Roof Truss Schematic" on page 12.
- Two sets of all engineered wood products (floor, beams, lvl, etc.).

**3. Construction drawings must match the submitted plot plan:**

- Conditions approved by City Council or the Board of Zoning Appeals through a conditional use permit, conditional zoning, special exception or variance are met.

**4. Foundation plan must contain the following information:**

- Footing and pier size and layout with all dimensions.
- Beam size and column spacing.
- First floor joist direction, size, spacing and span.
- Size of support for all bearing walls and point loads above.
- Framing at stair and fireplace openings.
- Basement floor thickness, vapor barrier and 4-inch stone base.
- Basement wall type and thickness.
- Egress window and well or door to exterior if basement is intended to be a habitable space.

**5. 1st and 2nd floor plan with the following information:**

- Full dimensions and use of all rooms.
- Ceiling height of all rooms.
- 2nd floor joist direction, size, spacing and span.
- Roof framing direction, size, spacing and span.
- Size and location of all support for bearing walls and concentrated loads.
- Size of all doors and windows.
- Size of wall studs and spacing.
- All sleeping rooms must have at least one operable window or exterior door approved for emergency egress.
- Details of the separation required between the attached garage and house.

- Location of all smoke detectors.

**6. Roof framing plan:**

- Indicate the location, direction, size, spacing and span of all roof and ceiling framing members. Indicate support for all bearing walls and concentrated loads from ends of hip and valley rafters, ceiling joist, rafters, trusses and girder trusses. Also indicate roof pitch for all portions of the roof. Indicate type of roof ventilation.

**7. Building or wall section with the following information (depending on the complexity of your project, more sections or details may be required):**

- Footing and basement wall size, type and height.
- Basement wall waterproofing/damp-proofing and drain tile.
- 1st and 2nd floor ceiling height.
- Location of finish grade.
- Interior finish - Truss & rafter connectors.
- Type of exterior sheathing – Insulation.
- Anchor bolt size and spacing - Size and spacing of wall studs.
- Type and thickness of flooring.
- Roof construction details with thickness and type of sheathing, felt and snow and ice shield. Include type and amount of attic ventilation.
- Exterior Wall Covering.
- Weather-resistant membrane.
- Lintels and flashing.
- Brick wall ties and flashing.
- Weep holes 33 inches on center.
- Wall bracing locations and method.
- Provide details for all walls over 10 feet in height and walk-out walls. These walls must be designed to resist wind load and support all other imposed loads.
- Provide wind load data for overhead garage doors.

**8. Crawl space details:**

- Ventilation required within 3 feet of each corner.
- 18" x 24" access required if in floor, 16" x 24" if in wall.
- Clearance between ground and floor joists must be at least 18 inches.
- Clearance between ground and wood beams must be at least 12 inches.

**9. Stair detail with all tread riser, guardrail and handrail.**

**10. Insulation, provide R-values for floor, wall and ceiling systems.**

**11. Building Elevations:**

- Front, sides and rear with location of proposed grades.

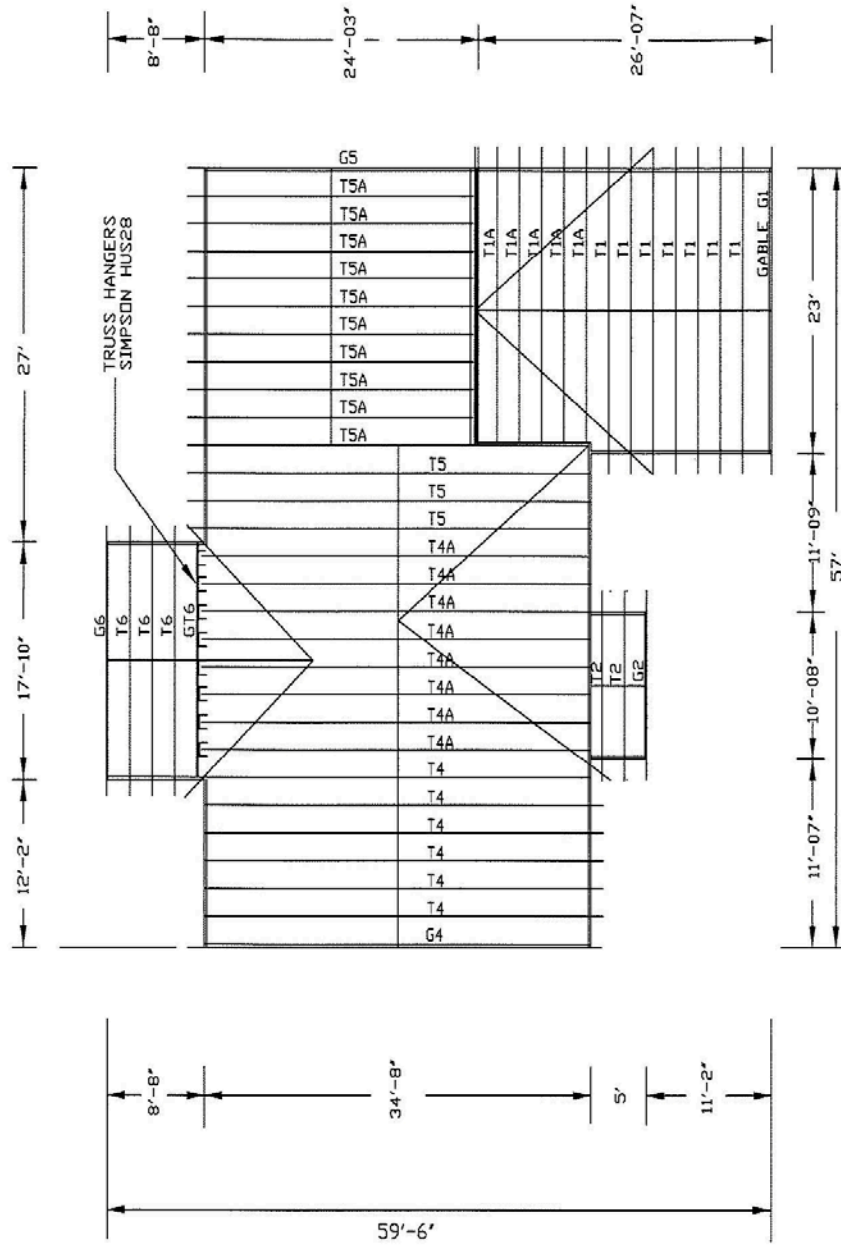
*Please note: This is not an all-inclusive list. Depending on the type and complexity of your project, more details may be required.*

XYZ BUILDERS  
 LOT 13  
 XXXX STREET  
 ROCHESTER HILLS, MI.

PROOF TRUSS NOTES  
 TRUSS SPACING 24" O.C.  
 LLOADING 47 PSF  
 TOP LL = 30  
 TOP DL = 7  
 PITCH = 7/12  
 TYP DH = 16"

WALL HEIGHTS  
 1ST FLOOR 9'-1 1/8"  
 2ND FLOOR 9'-1 1/8"

1 INDICATE SIZE, TYPE AND LOCATION OF ALL TRUSS HANGERS.



SAMPLE TRUSS SCHEMATIC

## **REQUIRED INSPECTIONS**

### **1. Zoning Inspection:**

- Zoning Inspection is required before pouring concrete.
- Prior to inspection, property lines must be marked and footing is laid out and excavated.

### **2. Footing Inspection:**

- After Zoning Inspection Approval.
- See “Inspection Checklist” - Page 16.

### **3. Foundation inspection:**

- Prior to covering floor joist or pouring concrete.
- See “Inspection Checklist” – Page 16.

### **4. Water and Sanitary Sewer Open Trench Inspection:**

- To request a water and sanitary sewer open trench inspection, call the Department of Codes Compliance at (757) 926-8865 before 8:00 A.M. or your inspection will be scheduled for the next business day.

### **5. Backfill Inspection (Basements only):**

- Before backfill, after drain tile, stone and water/damp-proofing have been completed.

### **6. Rough Plumbing Inspection:**

- After bathtubs, showers, and all concealed piping in walls, floors and attics are installed and fire-stopped and tested.
- The rough inspection includes all rough and underground plumbing.
- Inspection required for concealed gas piping prior to covering.
- See “Inspection Checklist” – Page 17.

### **7. Rough Mechanical Inspection:**

- After all concealed gas piping, duct work, return air, chimneys (flue pipe) and control wiring are installed, fire-stopping and piping bonded.
- Includes fuel gas burning fire places.
- See “Inspection Checklist” – Page 17.

### **8. Rough Electrical Inspection:**

- After all recessed fixtures, wires and boxes are installed with grounds.
- See “Inspection Checklist” – Page 17.

### **9. Rough Framing Inspection:**

- After rough plumbing, mechanical, electrical and pre-fab fireplace inspections are **approved**.

- Prior to installation of insulation.
- Approved plans and truss drawings must be on site at the time of inspection.
- Includes masonry and pre fab solid fuel burning fireplaces.
- See “Inspection Checklist” – Pages 18 & 19.

**10. Insulation Inspection:**

- The house must be insulated in accordance with the Virginia Residential Code.
- See “Inspection Checklist” – Page 19.

**11. Drive Way Approach Inspection (Right-Of-Way permit):**

- Call the Department of Engineering at (757) 926-8611.
- After forms are set and the base is compacted prior to concrete pour.

**12. Final Plumbing Inspection:**

- After water meter and all fixtures are installed and operational.
- See “Inspection Checklist” - Page 20.

**13. Final Mechanical Inspection:**

- After all piping, furnace, duct work, return air and outdoor units are installed and operational.
- Includes fuel gas pre-fab fireplaces.
- See “Inspection Checklist” – Page 20.

**14. Final Electrical Inspection:**

- After all electrical equipment, switches, receptacles, covers and fixtures are installed and operational.
- See “Inspection Checklist” – Page 20.

**15. Final Building Inspection:**

- After final plumbing, mechanical, electrical inspections have been approved.
- After final grading and all exterior work is completed.
- Includes solid fuel burning fireplaces.
- See “Inspection Checklist” – Pages 20 & 21.

## **INSPECTION REQUEST**

**24-hour Inspection Request Line (757) 926-8862 or  
online at [www.nngov.com/codes-compliance](http://www.nngov.com/codes-compliance)**

### **Criteria**

The telephone recorder will ask you the following information:

- The street address of the job site.
- The permit number.
- The type of inspection requested.

Inspections called in before 8:00 a.m. that have been verified may be scheduled for that same day between 9:00 a.m. and 4:00 p.m.. Inspections are performed Monday through Friday.

**A request to cancel an inspection must be called in to the Department of Codes Compliance at (757) 926-8862 before 8:00 a.m. on the day of the requested inspection.**

**Make sure your project is ready for the inspection. No inspection will be performed and a \$50.00 re-inspection fee may be charged if the following items are not completed or in place:**

- Safe access to the job site and throughout the area to be inspected.
- Approved plans and truss drawings not on- site.
- Street address and permit not posted and visible from street.
- Temporary soil erosion control properly not installed and street not clean.
- Construction materials and debris not contained on your property.
- Job not ready for inspection. See “Inspection Checklist” – pages 16-21.

**Inspection tags will be left on site after each inspection has been completed.**

**Green** - Inspection approved.

**Red** - Inspection not approved. The red tag will contain a list of items that must be addressed before calling for a re-inspection. A \$50.00 re-inspection fee may be charged for items not corrected at the time of the requested inspection. Inspections must be approved before proceeding with the next phase of construction.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all inspection tags, green and red. If you have any questions regarding this information, call the applicable trade division to speak with the inspector.

# INSPECTION CHECKLIST

## New House

This list is intended to help you understand the standard inspections and some of the common items the inspector looks for during the inspection. This is not intended to be an all-inclusive list. Additional inspections may be required depending on the type and complexity of the project.

**A safe access must be provided to the inspection site and through all areas to be inspected. Approved job site plans must be available on site during the inspection.**

### **1. Zoning Inspection:**

- Zoning Inspection required before pouring concrete.
- Property lines must be marked and footing is laid out and excavated.

### **2. Footing Inspection:**

- Footing location and dimensions must match approved construction drawings and plot plan.
- Footing size.
- Special footings may require additional inspection prior to pouring.
- Basement.
- Soil Report as required.
- Engineered foundation system.
- Footing must rest on solid undisturbed soil.
- Footing must be 12 inches below grade – minimum.
- Forming may be required to prevent projection of footing due to ground conditions.
- Reinforcing steel used in footings required to be used for grounding of electrical service (provisions for connecting the grounding conductor are verified on footing inspection).

### **3. Foundation Inspection:**

- Floor joist spans.
- Joists damaged or modified.
- Joist hangers installed.
- Proper nailing.
- Check for proper notching or boring.
- Check for proper bearing.
- Proper sill plate on foundation.
- Properly spaced and attached foundation anchors.
- 18" x 24" minimum access to crawl space in floor, 16" x 24" for foundation wall.
- Crawl space ventilation.
- Check proper layout for engineered floor system.
- Check beam/girder size, pier/column spacing. Proper bearing and connections required.
- Soil compaction for slab.
- Perimeter insulation for slab.
- Vapor barrier installed for slab.
- Load bearing areas for walls.

**4. Water Supply, Sanitary and Storm Sewer Open Trench - Prior to covering pipes:**

- Proper type pipe and fittings.
- Proper depth, location and installation of pipe.
- Water test must hold for at least 15 minutes while inspector is present.

**5. Underground/Under slab (Groundwork) Plumbing - After all underground piping has been installed:**

- Type and size of piping.
- Slope of pipe – minimum slope based on size, uniform grade.
- Stone installed around perforated pipe.
- Traps installed at all floor drains.
- Trap primer pipe run.
- Pipe protection and sleeves installed.
- Test must hold for at least 15 minutes while inspector is present.

**6. Rough Plumbing - After bath tubs, showers and all concealed piping in walls, floors and attics are installed and fire-stopped with proper material:**

- Type and size of piping.
- All water, sanitary and vent piping installed.
- Fire-stopping of all tubs, showers and piping per code requirements.
- Test must hold for at least 15 minutes while inspector is present.
- All concealed gas piping must be pressure tested and bonded as required.

**7. Rough Mechanical - After all concealed piping, duct work, return air, chimneys and control wiring are installed and fire-stopped with proper material and bonded:**

- All concealed gas piping must be pressure tested and bonded as required.
- Proper clearance required between chimneys and combustible materials.
- Bath fan duct installed and terminated to the outside.
- Complete framing and fire-stopping at all chimneys, chimney chases, return air and piping.
- Cover all floor registers from construction debris.
- Includes fuel gas burning fireplaces.

**8. Rough Electrical - After all wires, boxes and recessed fixtures are installed with grounds tied together and wire holes are draft-stopped as required by code:**

- Wires must extend a minimum of 6 inches from boxes.
- Equipment grounds must be mechanically joined with listed connector.
- All wires must be secured as required by code.
- Smoke detector outlets wired and interconnected with 3-wire cable.
- Draft-stop wire holes where required by code with proper material.
- Wires are not permitted in spaces used for return air.
- Recessed fixtures installed in insulated ceilings must be IC type.
- Switches, receptacles and covers shall not be installed prior to rough inspection.
- Arc fault circuit interrupter in bedrooms.

- USBC 2701.1.2.

**9. Temporary connection to dwelling units. The Building Official shall give permission to energize the electrical service equipment of a one- or two-family dwelling unit when all of the following requirements have been approved:**

- The service wiring equipment, including the meter socket enclosure, shall be installed and the service wiring terminated.
- The grounding electrode system shall be installed and terminated.
- At least one receptacle outlet on a ground fault protected circuit shall be installed and the circuit wiring terminated.
- Service equipment covers shall be installed.
- The building roof covering shall be installed.
- Temporary electrical service equipment shall be suitable for wet locations unless the interior is dry and protected from the weather.

**10. Rough Building Framing - After rough plumbing, mechanical, electrical and fireplace inspections have been approved. Approved plans and truss drawings must be on site:**

- Floor joists spans.
- Floor truss damaged or modified.
- Joist hangers installed.
- Properly nailed joist hangers.
- Proper bearing.
- Support under header studs.
- Support under bearing walls.
- Stairway must be 36-inch wide minimum when all walls are finished.
- Stair risers to be equal - maximum rise 8 1/4 inches.
- Stair treads to be equal - minimum 9-inch width.
- Check winder stair tread width.
- Proper headroom at stair – 6' - 8" minimum.
- Check proper layout for engineered floor system.
- Check steel beam sizing and column spacing and size of column footing. Proper bearing and connections required.
- Support under beam/girder.
- Support under girder truss.
- Double studs at cut plates under joist.
- Support garage door header studs.
- Treated plates required in contact with concrete.
- Joint in top plates unsupported.
- Bottom plates not properly nailed.
- Notching and boring.
- Improper or lack of wind bracing.
- Repair damaged sheathing (holes).
- Fire-stop all holes thru plates (wiring, plumbing, HVAC).
- Fire-stop chimney chase.
- Masonry fireplace inspection (damper, 2" clearance from combustibles).
- Pre Fab fireplace inspection (installed per manufacturers requirements, installation instruction to be on site).

- Fire-stop drop ceiling completely.
- Fire-stop dead spaces.
- Fire-stop furred walls.
- Windows missing.
- Required safety glass.
- Bedroom egress window size.
- Properly nailed studs at wall intersections.
- Properly nailed wall sheathing.
- Exterior house wrap.
- Wall bracing method and locations.
- Roof trusses altered/damaged.
- Trusses not bearing at design bearing points.
- Provide properly sized truss hangers at girder truss connection.
- Rafters over spanned.
- Ceiling joists over spanned.
- Support porch roof.
- Complete bay roof (must be weatherproof).
- Ridge board undersized.
- Provide collar ties.
- Brace trusses per manufacturer's requirements noted on truss drawings.
- Improper notching/boring of roof/ceiling framing members.
- Shingles nailed properly.
- Roof sheathing over spanned.
- 22" x 30" attic access required.
- Proper roof venting required.
- Properly sized hangers and connectors.
- Valley board undersized at lay on roof framing.
- Support cut ends of rafters.
- Truss and rafter connectors.

#### **11. Insulation - After insulation is installed:**

- Complete insulation as required per code.
- Blown in attic insulation will be checked at final building inspection and installer certification is required.
- Install insulation baffles for proper ventilation.
- Secure insulation behind pre-fab fireplace.
- Insulate behind bathtubs.
- Paper backing to be removed within 6 inches of recessed light fixtures.
- Paper backing on insulation must be in substantial contact with wall, ceiling or floor covering.

#### **12. Drive Way Approach Inspection (Right-Of-Way permit):**

- Call the Department of Engineering at (757) 926-8611.
- After forms are set and the base is compacted prior to concrete pour.

**13. Drive approach:**

- Cross slope - minimum 2% - maximum 10%.
- 6-inch minimum thickness (including sidewalk at drive).
- 5-foot clearance between drive and hydrant.

**14. Final Plumbing - After water meter and all fixtures are installed and operational:**

- Hot water to all fixtures.
- All items installed must be listed on the permit. If additional items are installed they must be added to the permit before final approval.
- Gas line pressure test.

**15. Final Mechanical - After all piping, furnace, duct work and return air is installed and outdoor units set and operational:**

- Furnace manufacturer's installation instructions to be on site.
- All items installed must be listed on the permit. If additional items are installed they must be added to the permit before final approval.
- Gas pressure test required on final.
- Includes fuel gas pre-fab fireplaces.

**16. Final Electrical - After all electrical equipment, switches, receptacles, covers and fixtures are installed and operational:**

- Label electrical panel.
- Smoke alarms must be installed and operational.
- All light bulbs to be installed.
- All items installed must be listed on the permit. If additional items are installed they must be added to the permit before final approval.
- Meter has been installed by Dominion Virginia Power.

**17. Final Building - After final plumbing, mechanical, electrical and solid fuel burning fireplace inspections have been approved:**

- Final grading and all exterior work are complete.
- Verify drawings match construction.
- Smoke detectors interconnected and working.
- Improper and unequal height, risers and tread width on stairs; consider finish floor height.
- Complete exterior painting and caulking.
- Provide proper drainage away from building.
- Complete fire separation in garage.
- Graspable and returned handrail.
- Properly installed address.
- 6 inches between grade and untreated wood.
- Install guardrails at raised floor surfaces and open sided stairs located more than 30 inches above floor or grade below.
- Intermediate rails or ornamental closures in guardrails shall not allow passage of an object 4

- inches or more in diameter.
- Secure door if deck or stairs are not in place.
- Check weep holes, flashing, and lintels.
- Window flashing and weep holes below brick sill.
- Masonry fireplace.
- Mantel and hearth installed.
- Pre-fab fireplace installed per manufacturer's installation instructions.

## **CERTIFICATE OF OCCUPANCIES**

### **1. Temporary Certificate of Occupancy:**

- Required before house can be occupied.
- If applicable, Board of Zoning Appeals' approval conditions are met.
- Requested by calling the Department of Codes Compliance at (757) 926-8861.
- Each request is evaluated based on the job site and weather conditions to determine if a Temporary Certificate of Occupancy will be issued. The length of time given for the completion of unfinished work will be determined by the Building Official.
- All outstanding items must be completed and approved by the expiration date on the Temporary Certificate of Occupancy.
- A cash bond may be required for outstanding grading issues. The Building Inspector will determine whether a bond is necessary and will base the amount on the estimated cost to complete remaining items.
- Proper drainage away from the building is required.
- Temporary soil erosion control must be installed.
- Temporary Certificate of Occupancy (for each request or extension) - \$40.00 fee.

### **2. Certificate of Occupancy:**

- Required before house can be occupied.
- If applicable, Board of Zoning Appeals' approval conditions are met.
- Requested by calling the Department of Codes Compliance at (757) 926-8861.
- All inspections must be completed and **approved** before requesting a Certificate of Occupancy.
- Please allow time for processing. The Department of Codes Compliance, by state law, has reasonable time from the time the request is received to the issuance of a Certificate of Occupancy.
- One off-street parking space is required.

## **BOND REFUND**

If a building bond is required, a refund will be processed after the outstanding items noted are completed, all inspections are approved, and the Certificate of Occupancy has been issued.

Once all requirements have been met, allow 4-6 weeks for the bond refund.

**The City shall pay no interest on cash bonds submitted to the City. The City shall not return any interest accrued on cash bonds.**

## ZONING SECTION

The Zoning section of this manual contains important information to help you submit a complete plot plan for a new house in the City of Newport News.

The following information is provided:

**Ordinances and Publications----- Page 23**

A list of the ordinances and publications used to compile the plot plan requirements.

**Setback Requirements----- Pages 23-24**

A sheet to help you determine where your house can be located on your property.

**Survey Plot Requirements-----Pages 24**

A list of the items required to be shown on the survey plot. This list should be given to your survey plot preparer. Please take the time to make sure your drawings are complete. Survey Plots that contain all the necessary information and details will expedite the review process.

**Sample Survey Plot ----- Page 25**

A sample survey plot is enclosed.

**Building Height-----Page 26**

A detail sheet showing how the height of a house is calculated is illustrated.

The Zoning Section is a general guide provided in a format that is more “user friendly” to help you apply the ordinance requirements to your project. The actual ordinance language may contain additional requirements or exceptions.

**Please take the time to review this information. It may save you valuable time in building your new home.**

## ORDINANCES AND PUBLICATIONS

City of Newport News, Code of Ordinances, Chapter 45.

### SETBACK REQUIREMENTS

How Close Can I Build To My Property Line?

Setback Line: The required minimum distance from the street right-of-way and/or property lines that establishes the land area within which buildings or structures may be erected or placed. For the purpose of this chapter, unless otherwise modified by other sections of this chapter the required front, side and rear yard dimensions shall be used to establish the applicable minimum setback dimensions. (see Article XXVIII)

#### **Article VI: R1 Single Family Dwelling Regulations:**

1. Minimum lot Area: Twenty thousand (20,000) square feet.
2. Minimum lot width: Interior Lot: (a) Ninety (90) feet; Corner Lot: One hundred (100) feet.
3. Minimum lot frontage: (a) on straight or curvilinear street: Ninety (90) feet; (b) on a cul-de-sac: forty-five (45) feet.
4. Minimum lot depth: (a) on straight or curvilinear street: Two hundred twenty (220) feet; or a cul-de-sac: two hundred ten (210) feet.
5. Minimum setback requirements: (a) front yard: thirty-five (35) feet; (b) rear yard twenty (20) feet; (c) side yard 1. Interior lot ten (10) percent of lot width; but no more than twelve (12) feet and corner Lot: Thirty-five (35) feet for the side yard along the street.
6. Maximum Height: Thirty-five (35) feet.

#### **Article VII: R2 Single-Family Dwelling District Regulations:**

1. Minimum lot area: twelve thousand (12,000 square) feet
2. Minimum lot width: (a) interior lot: ninety (90) feet; (b) corner lot one hundred (100) feet
3. Minimum lot frontage: (a) on a straight or curvilinear street: Ninety (90) feet; (b) on a cul-de-sac: forty-five (45) feet
4. Minimum lot depth: (a) on straight or curvilinear street; one hundred thirty (130) feet; (b) on a cul-de-sac: one hundred twenty (120) feet
5. Minimum setback requirements: (a) front yard: thirty-five (35) feet; (b) rear yard: twenty (20) feet; (c) side yard 1. Interior lot ten (10) percent of lot width; but no more than (12) feet and corner Lot: Thirty-five feet for the side yard along the street.
6. Maximum height: Thirty-five (35) feet.

#### **Article VIII: R3. Single-Family Dwelling Regulations:**

1. Minimum lot area: Nine thousand (9,000) square feet.
2. Minimum lot width: (a) interior lot seventy-five (75) feet. (b) corner lot: Ninety (90) feet
3. Minimum lot frontage: (a) on straight or curvilinear street Seventy-five (75) feet; (b) on a cul-de-sac: thirty-seven and half (37 ½) feet.
4. Minimum lot depth: (a) on straight or curvilinear street: one hundred twenty (120) feet; (b) corner lot: One hundred ten (110) feet
5. Minimum setback requirement: (a) front yard thirty (30) feet; (b) rear yard: twenty (20) feet; (c) side yard 1. Interior lot ten (10) percent of lot width; but no more than (10) feet; and corner lot:

- Thirty (30) feet for the side yard along the street.
6. Maximum Height: Thirty-five (35) feet.

**Article IX: R4. Single-Family Dwelling Regulations:**

1. Minimum lot area: Six thousand six hundred (6,600) square feet.
2. Minimum lot width: (a) interior lot: sixty (60) feet; (b) corner lot eighty (80) feet.
3. Minimum lot frontage: (a) straight or curvilinear street sixty (60) feet. (b) on a cul-de-sac thirty (30) feet.
4. Minimum lot depth: (a) straight or curvilinear street: One hundred ten (110) feet; (b) on a cul-de-sac: one hundred (100) feet.
5. Minimum setback requirements: (a) front yard: thirty (30) feet; (b) rear yard: twenty (20) feet; (c) side yard: 1. Interior lot ten (10) percent of lot width; but no more than (10) feet; and corner Lot: thirty (30) feet for the side yard along the street.
6. Maximum Height: Thirty-five (35) feet.

Exceptions may apply to the above setback requirements. Please contact the zoning department at (757) 926-8871 if any of the following situations apply:

Section 45-507. Nonconforming lot of record.

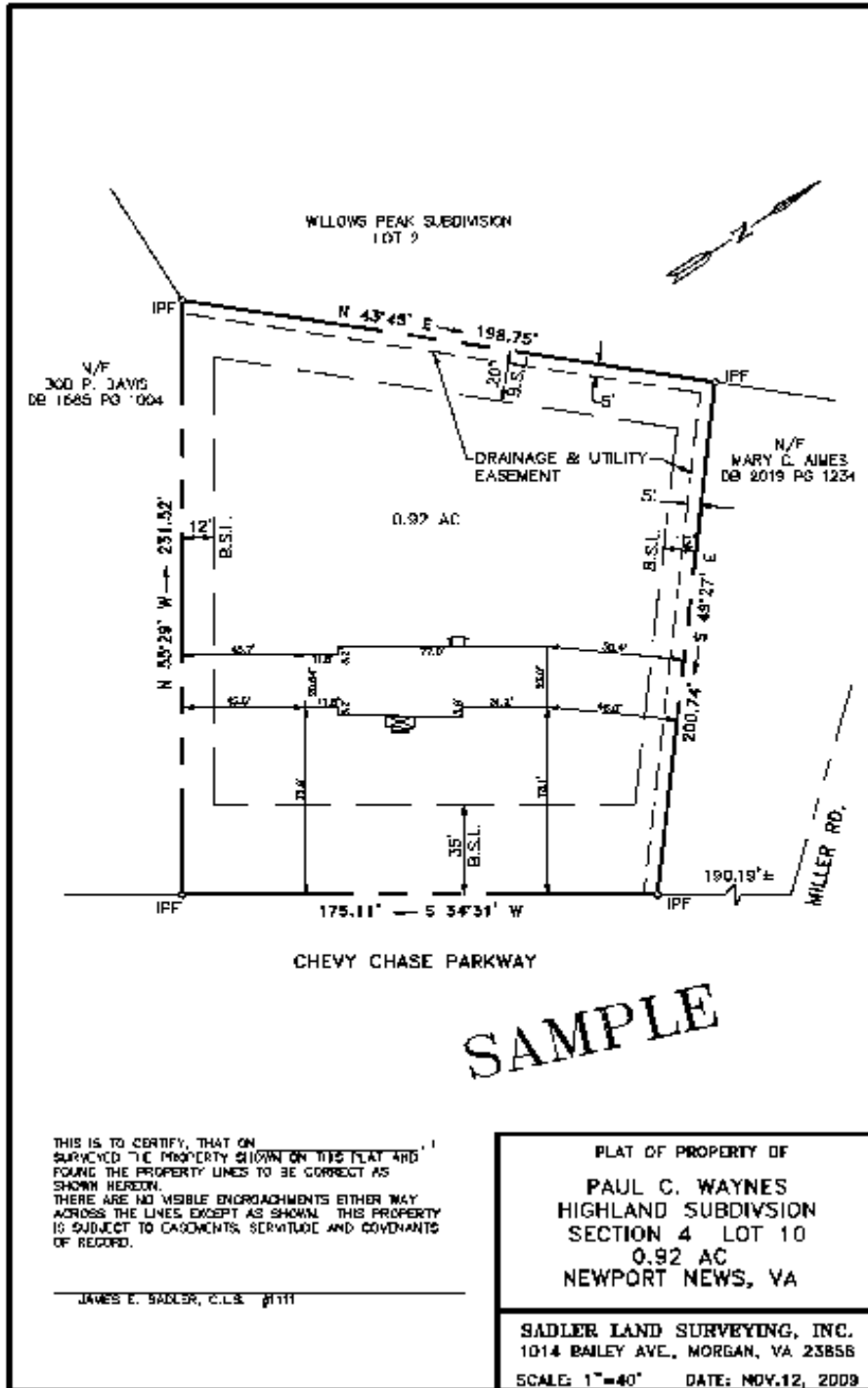
Section 45-2801-2808. Modifications to yard regulations.

**SURVEY PLOT REQUIREMENTS**

Show all the dimensions of the proposed structure and the lowest floor and first floor elevations.

Provide exact lot dimensions and all setbacks from all sides of the house to the property lines. Setbacks must comply with ordinance requirements.

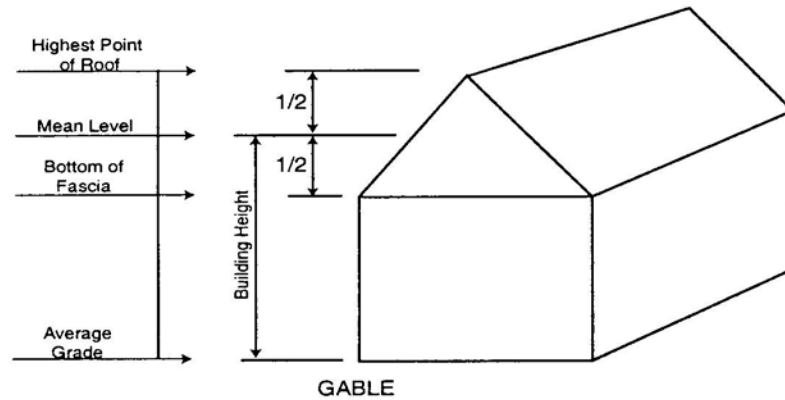
The survey plot footprint and the construction drawings must be consistent.



## BUILDING HEIGHT

How Do You Calculate the Building Height?

**Building Height** - The vertical distance measured from the established grade to the highest point of the roof surface for low sloped roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for shed, gable, hip and gambrel roofs.



### **Maximum Building Height of Structures**

R-1, R-2, R3 and R4 - Single Family Residential – Thirty-five (35) feet maximum.

## **PHONE DIRECTORY**

**CITY OF NEWPORT NEWS** [www.nngov.com](http://www.nngov.com)

Office Hours: Monday - Friday (except holidays) 8:00 a.m. - 5:00 p.m.

Permit Processing Hours: Monday – Friday (except holidays) 8:00 a.m. – 4:30 p.m.

### **DEPARTMENTS**

#### **Codes Compliance**

##### *Main Office*

➤ (757) 926-8861

##### *Zoning Coordinator*

➤ (757) 926-8871

##### *Zoning Inspection*

➤ (757) 926-8058

##### *Plans Examiner*

➤ (757) 926-8615

##### *Plumbing Division*

➤ (757) 926-8865

##### *Building Division*

➤ (757) 926-8863

##### *Mechanical Division*

➤ (757) 926-8860

##### *Electrical Division*

➤ (757) 926-8869

#### **Assessor**

➤ (757) 926-1926

#### **Engineering**

➤ (757) 926-8611

#### **Planning**

➤ (757) 926-8761

#### **Public Works**

➤ (757) 269-2700

#### **Commissioner of Revenue**

➤ (757)926-8861

#### **Hampton Roads Sanitation District**

➤ (757) 926-1146