



**City of  
Newport News**

**RESIDENTIAL PLAN SUBMISSION  
CHECK LIST**

Codes Compliance Department  
2400 Washington Avenue Newport News, VA 23607  
Phone (757) 926-8861 Fax (757) 926-8311

**The following items must be included with all residential permit applications at the time of submittal.**

- Completed permit application
- Job street address (include the number, street name and subdivision)
- Three (3) identical sets of plans (plus 1 electronic in PDF format, if available). Three (3) identical sets of site plan or plat of property showing the improvements, drainage and dimensions from property lines and any structures. *See Single-Family Residential Building Permit Check List for additional information.*
- Name, address, phone number and occupation of the plan preparer on all sheets of the plans.
- Two copies of the soils report if the proposed construction occurs within an area of expansive soils.

**Construction Documents:**

- The construction documents shall be prepared using architectural graphic standards to represent materials and assemblies.
- Elevation drawings shall include roof pitch, floor elevation(s) above grade, finish materials and scale, all clearly noted.
- A foundation plan to a scale of  $\frac{1}{4}'' = 1'-0''$ , fully dimensioned. Details and notes shall reflect the requirements of the soils report, if applicable, as well as code requirements. Engineered foundation systems are required when it is determined the project contains expansive soils or is in a flood zone (A or V). Load paths and point loads shall be identified.
- Floor plan drawn to a scale of  $\frac{1}{4}'' = 1'-0''$  with all spaces labeled as to use and fully dimensioned. Window and door sizes shall be labeled or a separate window and door schedule shall be provided. Where applicable, include manufacturer's technical data for STC rating or wind borne debris compliance (wind load data for overhead garage doors).
- Detailed wall and building sections showing conformity to the IRC, the soils report, if applicable, and the Energy Conservation code requirements. Typical exterior wall sections shall clearly show attic and vaulted ceiling ventilation and roof uplift restraints as required by the IRC. The location, method and amount of wall bracing shall also be addressed on the construction documents. The method of garage fire separation shall be identified.
- Provide two copies of truss and/or engineered wood products (floor, roof, beams, LVL, etc) plans by the supplier or design professional for each area where they are used. The design data shall bear the seal and signature of the registered design professional licensed in this Commonwealth responsible for the design and a layout plan, indicating the location and designation of the element, shall be included.
- All framing members, joists, beams, girders, columns are to be labeled as to location, direction, size, type lumber, grade/species, and span on the floor plans.
- Complete drawings for all decks and porches to include method of attachment to the primary structure, if not freestanding, as well as flashing method.
- Roof plan shall include sizes and direction of all ridge, valley, hip and roof rafters. All load paths shall be clearly shown from roof to foundation bearing, or include analysis from a RDP.
- Types of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- Electrical service size, panel location, fixture, smoke alarms, switch and receptacle outlet locations. HVAC equipment and water heater size & location, plumbing fixture location. Gas piping size and location.
- Engineering for special construction features not covered by the prescriptive provisions of the IRC.
- All of the information on the construction documents shall be for the named project. Sections and details that do not pertain to the project shall be removed.

**If you require clarification on any of the above items, contact the City of Newport News Department of Codes Compliance. This checklist is not comprehensive; refer to the IRC for complete construction requirements.**