Virginia Tech University Building Officials Office

Uniform Statewide Building Code Permit

Guidelines and Procedures

2012 VUSBC Edition
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Preface

Virginia Tech Building Officials Office has formulated a uniform set of procedures, based on experience in several Virginia regions, for the manner in which the University shall enforce the Virginia Uniform Statewide Building Code through plan review and permit issue under the provisions of the Virginia Uniform Statewide Building Code (VUSBC). This guideline and procedure shall address changes to the relevant chapters and forms in the Commonwealth of Virginia’s Construction and Professional Services Manual (CPSM) and Virginia Tech Design Standards for projects done on VA Tech campus or on VA Tech property in the Commonwealth as a result of the adoption of the Higher Education Act of 2005.

The 2012 VUSBC, effective July 14, 2014, incorporates and amends the International Code Council, Inc. (ICC) 2012 International Building Code (IBC). The UBO Uniform Statewide Building Code Permit Guidelines and Procedures (herein noted as Guidelines and Procedures) provides and coordinates the procedures for plan review and permit issue that are required by the referenced VUSBC. After a permit is issued, the project is required to have inspections as called for in the UBO Uniform Statewide Building Code Inspection Guidelines and Procedures.

The Guidelines and Procedures include the following:

- The responsibilities of the University Building Official and staff
- The responsibilities of the Registered Design Professionals responsible for the design;
- The responsibilities of the Project Manager
- The responsibilities of the Permit Applicant
- The role of each member of the building construction team to include the Project Managers, Permit applicants, Registered Design Professionals, Building Owner (VA TECH), Contractors, the Inspectors, and University Building Official;
- Identification of the required areas of inspections, and;
- Administrative procedures that include important definitions, reporting requirements, and conflict resolution procedures.

The purpose of the Guidelines and Procedures is to increase awareness of the permit and document review requirements and to have a uniform procedure applicable to all campus projects. Should you have any questions or suggestions for future editions of this document, contact the University Building Official.
1. **Introduction**

The provisions for plan review are intended to provide a degree of scrutiny for the design (and proposed construction) documents that, upon failure, would cause significant risk to life or other harm. These aspects of construction include soil suitability, footings, foundations, framing (steel and wood), masonry and concrete construction, finishes, electrical, mechanical and plumbing as detailed in the VUSBC.

The IBC, as adopted by reference through the VUSBC intends that the Authority having jurisdiction or Building Official be responsible for the review and permitting of new construction, alterations, modifications, and additions.

This procedure is intended to safeguard public safety and general welfare through:

- Clearly defining the responsibility of all parties involved in the inspection process;
- Applying the review and permit provisions of the VUSBC in a consistent manner across the Virginia Tech Community in a manner consistent with other jurisdictions across the Commonwealth.

This set of Guidelines and procedures is specific to new construction, alteration, renovation, and additions. Permits and Inspections required for temporary and amusement structures and the cable pass through permits at the Center for the Arts are not part of this document and are contained in alternate procedural permitting and inspection processes.

2. **Abbreviations and Definitions**

2.1 **Abbreviations**

- **ACI**: ACI International (American Concrete Institute)
- **AISC**: American Institute of Steel Construction, Inc.
- **AISI**: American Iron and Steel Institute
- **ASCE**: American Society of Civil Engineers
- **ASNT**: American Society of Non-Destructive Testing
- **ASTM**: American Society for Testing Materials
- **AWS**: American Welding Society
- **BIA**: Brick Industry Association
- **CASE**: Council of American Structural Engineers
- **CM**: Construction Manager
- **DB**: Design Builder
- **DHCD**: Department of Housing and Community Development
- **EDI**: Exterior Design Institute
- **EIFS**: Exterior Insulation and Finish Systems
- **GC**: General Contractor
- **IBC**: International Building Code
- **ICC**: International Code Council, Inc.
NCMA  National Concrete Masonry Association
NEC    National Electric Code
NFPA   National Fire Protection Association
NICET  National Institute for Certification in Engineering Technologies
MEPR   The Mechanical/Electrical/Plumbing Engineer of Record
OSHA   U.S. Dept. of Labor Occupational Safety and Health Administration
PCA    Portland Cement Association
PCI    Pre-cast/Pre-stressed Concrete Institute
PM     Project Manager
PTI    Post Tensioning Institute
RDP    Registered Design Professional
SDI    Steel Deck Institute
SJI    Steel Joist Institute
TMS    The Masonry Society
TPI    Truss Plate Institute
VOSHA  Virginia Occupational Safety and Health Administration

2.2 Definitions (with abbreviations where appropriate)

Words used in this procedure shall have a meaning as defined in the VUSBC and the IBC. Unless otherwise expressly stated, other words and terms shall have the meaning shown in this procedure. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

**Agents of Special Inspector (Agents).** Qualified individuals or agencies working under the direction of the Special Inspectors who are providing the inspections and tests necessary to complete the special inspection process.

**Approved.** See VCC Chapter 2 as amended

**Approved agency.** VCC Chapter 2 as amended

**Approved documents.** Includes building construction documents approved by the jurisdiction including all approved revisions; and also fabrication and erection documents approved by jurisdiction including all approved revisions.

**Approved fabricator.** See VCC Chapter 2 as amended, 1702.1

**Architect of Record (AR).** The registered design professional (RDP) retained by the Owner to design or specify architectural construction in accordance with the VUSBC and whose signature and seal appears on the approved architectural construction documents.

**Building.** See VCC Chapter 2 as amended
Building Official (also referred to as the University Building Official at Virginia Tech and Commissioner in some jurisdictions). The local government authority charged with the administration and enforcement of the VUSBC. This shall include any duly authorized technical assistants as specified in the VUSBC.

Certificate of Compliance. See VCC Chapter 2 as amended, 1704.2.5.2

Certificate of Occupancy (CO). This is an authorization for occupancy of a building upon the completion of the work based on the approved construction documents and successful acceptance after all fire code and building code related inspections are satisfied. This recognizes the building is considered in general compliance, although under the building code, there is an addition two year period in which code violations can be identified and required to be resolved.

Construction documents. See VCC Chapter 2 as amended

Contractor: A firm or person licensed in the Commonwealth of Virginia to provide contract to provide construction services. (See Commonwealth of Virginia, Title 54.1)

Discrepancy: A deviation from the approved plans and specifications and/or Virginia Uniform Statewide Building Code.

Fabricated item. See VCC Chapter 2 as amended

Fabrication and erection documents (placement drawings). All of the written, graphic, and pictorial documents prepared or assembled after issuance of a building permit and in addition to the university approved construction documents, describing the design, location, and physical characteristics of the building components or materials necessary for fabrication, assembly, or erection of the elements of the project. (Examples would include, but are not limited to, concrete reinforcing shop drawings, steel fabrication and erection shop drawings, and metal building fabrication and erection shop drawings.)

Final Report of Special Inspections. A certification by the SI which shall indicate that all construction elements subject to Special Inspections as identified by the jurisdiction approved Statement and Schedule of Special Inspections (SSI) for all materials or phases of construction have been inspected prior to concealment, and in the SI’s professional opinion and knowledge, the construction project complies with jurisdiction’s approved Construction Documents.

Geotechnical Engineer of Record (GER). The Registered Design Professional retained by the Owner to design or specify earthwork and foundation support in accordance with the VUSBC, and whose seal and signature appear on the jurisdiction approved geotechnical report.

Inspection. The continuous or periodic observation of work and the performance of tests for certain building or structural components to establish conformance with jurisdiction approved documents as required by the VUSBC and the IBC.

Independent Inspection. Inspections done by an approved independent third party, normally and engineering or testing firm, when approved by the Building Official as a substitute for an inspection by the UBO staff. Can be used for inspections outside normal working hours or when required at distant sites from campus. Can only be done for code when prior approval is granted.

Inspection Certificate. See VCC Chapter 2, as amended.

Inspection and testing agency. An established and recognized agency or agencies, meeting the requirements of ASTM E 329 and accredited, retained by the Owner, independent of the Contractors
performing the work subject to special inspections, to perform special inspections and materials testing required by the VUSBC and the IBC. See IBC-1703.1 Approved agency.

**Main Windforce-Resisting System**: An assemblage of structural elements assigned to provide support and stability for the overall structure. The system generally receives wind loading from more than one surface.

**Owner**. See VCC Chapter 2, as amended.

**Pre-engineered structural elements**. Structural elements specified by the SER but which may be designed by a specialty RDP. (Examples are items such as open web steel joists and joist girders; wood trusses; combination wood, metal and plywood joists; pre-cast concrete elements; prefabricated wood or metal buildings; tilt-up concrete panel reinforcement and lifting hardware.)

**Primary Registered Design Professional of Record (PRDP)**. The leader of the design team charged with the preparation of construction documents, either an architect or professional engineer. The Primary Registered Design Professional of Record is responsible for determining and interpreting the needs of the client or for coordinating the work of the other members of the design team.

**Primary structural system**. The combination of elements which serve to laterally brace and support the weight of the building’s structural shell, the applicable live loads based upon use and occupancy, wind, snow, ice, thermal and seismic environmental loads.

**Registered Design Professional (RDP)**. See VCC-Chapter 2 as amended

**Registered Design Professional in Responsible Charge**. See VCC Chapter 2

**Registered Design Professionals Seal**. A seal placed on documents prepared by or under the supervision of a registered design professional. The application of a professional seal indicates that the professional has exercised direct control and personal supervision over the work to which it has been affixed. An appropriately licensed certified professional shall apply a seal to all final documents in which they have had direct control and personal supervision thereof.

**Risk Category**. See VCC Chapter 2, 1604.5

**Seismic Design Category**. See VCC Chapter 2 as amended.

**Seismic Force Resisting System**. See VCC Chapter 2 as amended.

**Shear Wall**. See VCC Chapter 2 as amended.

**Structural observation**. See VCC-1702.1

**Shall**. This term indicates mandatory requirements.

**Special Inspector (SI)**. See VCC Chapter 2. The SI is the Registered Design Professional in Responsible Charge who is directly responsible for Special Inspections, materials testing, and related services as described in the approved SSI. The SI shall be retained by the Owner, independent of the Contractors performing the work subject to special inspection. The SI must be approved by the Building Official. The SI shall be listed as Agent 1 on the SSI.

**Special Inspection (SI)**. The process as outlined in VCC Section 1704 for the independent inspection of specific elements in the construction of a structure.
Special Inspection, Continuous. See VCC Chapter 2 The full time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed. (Noted as “c” on the scope or schedule of inspections in the statement of special inspections.)

Special Inspection, Periodic. See VCC Chapter 2 The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work has been, or is being performed, or at the completion of groups of tasks involved in completion of the work. One-hundred percent of the work required to be inspected shall be inspected. Under special circumstances, and after a substantiating data is reviewed, the Building Official may decrease the percentage of work that is required to be inspected.

Sprayed fire-resistant materials (SFRM) See VCC Chapter 2-1702.1

Statement of Special Inspections (SSI). The SSI is a statement prepared by an RDP and shall be approved by the appropriate RDP(s) of Record and submitted by the permit applicant. The SSI includes the scope (schedule) of the special inspection services applicable to a construction project, and the RDP’s and inspection and testing agencies that will provide those services. The SSI is required as a condition for permit issuance in accordance with IBC as amended by VUSBC and must be approved by the University Building Official.

Structural Engineer of Record (SER). The Registered Design Professional retained by the Owner to design or specify structural documents in accordance with the VUSBC, and whose signature and seal appear on the jurisdiction approved structural construction documents.

Structure. See VCC-Chapter 2 as amended.

Submittal Review Stamp. A stamp applied to a submittal indicating that the registered design professional has reviewed the submittal, and that the submittal clearly and completely indicates in detail the product(s) that are proposed to be installed. In addition to the product, the RDP and/or UBO, may require the method(s) of installation to be completely and clearly defined. The intent of the shop drawing review process is to ensure that the RDP’s intended results coincide with the contractors proposed products and methods.

Temporary Certificate of Occupancy (TCO). This is an authorization for occupancy of a building for a specific time and for a specific set of limitations. While it is issued only where the minimum requirements for fire, fire, and general safety as well as egress are meet for a specific set for situations, it is not indicative of a completed structure.

Third party Inspection. See Independent Inspection

Virginia Uniform Statewide Building Code (VUSBC), The adopted statewide building code in Virginia and includes Parts I, II, and III.

Virginia Construction Code (VCC), Part I of the VUSBC which adopts and amends the IBC.

3. Responsibilities

The University Building Official is responsible for permit plan review, the issuance of the building permits, code mandated inspections, and the Certificate of Occupancy. Prior to issuing the Building Permit, the University Building Official will review and approve the required Construction Documents. During construction, the University Building Official shall conduct inspections as delineated in the VUSBC for the purpose of the verifying the construction is in good conformance with the approved construction drawings and the VUSBC. The University Building Official has the authority to issue a stop work order if it is found that the work is in non-conformance with the approved
construction documents or the VUSBC. The Certificate of Occupancy or final inspection shall be issued only after the University Building Official has conducted and approved the Final Inspections.

The **Project Manager** is the person who has been given the responsibility and authority to manage a project, regardless of the size. Typically they will be University employees from either the Facilities or Housing and Residence Life (Residence and Dining) Departments. The PM normally applies for and holds the permits for a project as well as manages the contracts and contractors.

The **Contractor** either a General Contractor (GC), Design-Builder (DB) or Construction Manager (CM), is responsible for the construction of the project in accordance with the Construction Documents and the VUSBC; this would include the coordination and direction of all subcontractors, fabricators and material suppliers. Herein, the differences in the form of construction management does not impact code compliance and so we refer to the contractor shorthand.

The Contractor is responsible for means and methods of construction as well as for construction site safety. The Contractor is responsible for scheduling inspections and tests. Sufficient notice and lead time must be allowed for the inspection and testing to be performed without impeding the construction operations. The Contractor must cooperate with the inspection and testing agencies. When deficiencies are identified, the Contractor must take corrective actions to comply with the contract documents or remedy the deficiencies as directed by the appropriate Registered Design Professional. The Contractor is responsible for testing services that are required for material submittals and are not part of the VUSBC Code Enforcement or Special Inspection program, such as aggregate tests, concrete mix designs, testing of controlled fill materials, etc. The Contractor is the primary person or firm responsible for compliance with OSHA and VOSHA standards and regulations. Safe access must be provided to allow inspections and tests to be performed. This may require the Contractor to provide scaffolding, ladders or lifts.

The contractual responsibility of a **General Contractor** (GC) or **Construction Manager** (CM) can vary widely therefore it is important to define the GC or CM role and responsibility relative to review and subsequent inspections on a case by case basis. Regardless of the contract form, the Contractor is responsible for completing the construction work in compliance with the Contract Documents and the Building Code. The VUSBC Inspection or any other special inspection or Quality Assurance program does not relieve the Contractor of his or her responsibility to perform Quality Control.

The **Primary Registered Design Professional of Record (PRDP)**, (or A & E) shall be the primary agent responsible for the design and design team. The RDP shall review and act upon conditions noted in plan review comments, inspection reports and providing submittal review and approval, development of or approval of fabrication and erection documents as well as those revisions and change orders affecting work to be inspected or tested. Please note the following sub-classifications of an RDP that may or may not be an active part of any given project depending on the nature of the work:

- **The Architect of Record (AR)** is the Registered Design Professional (RDP) in Responsible Charge of the architectural building elements and is often the Prime Design Professional for “typical” building projects.

- **Geotechnical Engineer of Record (GER)** is the Registered Design Professional in Responsible Charge of the Geotechnical analysis and design of support systems for the footing and foundation support.

- **The Structural Engineer of Record (SER)** is the Registered Design Professional (RDP) in Responsible Charge of the structural system.

- **The Mechanical/Electrical/Plumbing/Fire Protection Engineers of Record** are the Registered Design Professionals (RDP) in Responsible Charge of the HVAC systems, electrical systems, plumbing and fire protection systems.
Plan Reviewers
The University Building Official office staff is comprised of professional and licensed staff who manage the permit application and review process as well as the issue, inspection, and approval of final work in the field for code compliance. All of the University Building Officials office staff are ICC and DHCD Certified to perform plan reviews (and inspections) in their respective areas of expertise as well as being cross certified in additional disciplines for review and inspection.

For small projects that generally have only one or two parts (building and trades), plan reviews will be performed by Reviewers within their disciplines. For larger projects, those involving multiple, a lead reviewer may be assigned to coordinate the review process from submission to issuance. The lead/reviewer inspector will work the other UBO staff as well as other agencies as required to coordinate the various discipline reviews.

The Permit Technician shall be the coordinator for incoming and outgoing permits and permit information. The Tech shall also coordinate the permit management program used to issue the permits and manage related inspection results.

Key Contacts:

Permit Technician:
Heather Snidow Phone: 540-231-5534 Fax 540-231-7239 Email: hsnidow@vt.edu

University Building Official
William Hinson Phone: 540-231-4678 Fax 540-231-7239 Email: hinson@vt.edu

4. Reviews and Permits:

Except in the case of an emergency occurring beyond business hours or of a significant emergency incident magnitude, no work that falls within the requirements for a permit according to the VUSBC shall begin without the required permit being issued or special arrangements have been made prior with the Building Official and documented in writing. In the event of a weekend or night emergency, the responsible department must contact the UBO office the next business day to secure permits for the work and arrange for any inspections.

Review of proposed new construction, alterations, additions and modifications as outlined in VUSBC 108 (see appendix) for permits are required in accordance with the VUSBC. In all but the simplest cases, prior to a permit being issued, the construction documents need to be reviewed for general conformance with the code.

Often, the responsible project manager wants or needs to have a review of the construction documents in the schematic, preliminary, or working drawing phase prior to having the final or construction drawings for permit review. The UBO office can provide review services prior to the permit application, but that is at the request of the project manager. The building code requires only the review for the permit set. We have provided forms for the project manager to use to access the required services, see appendix.

Regardless of project size or cost, there is no significant difference in the process for any of the review work except for the level of detail as a consequence of the status of the design or purpose of the review. There are the following levels of review:

1. **Courtesy:** a review provided at the request of the project manager to familiarize the UBO staff with the project and identify any significant code issues that will guide or limit the course of the design. May or may not result in a written document.
2. **Schematic:** This is the initial phase of design where many details are undefined. Often the documents are limited to a narrative and general components of program elements.
3. **Preliminary:** This is review done during the development of the plans for the purpose of defining or refining the issues that control the design concepts and will impact the budgeting for the project. This
review is normally required as a part of the funding approval process for funds being issued by the Commonwealth of Virginia by appropriation. Preliminary Reviews typically result in a written review document.

4. **Working Drawing**: Strictly speaking, this is a detailed level of preliminary design. At this point, most of the issues should have been resolved and the review can be performed on the details of construction. Working drawing reviews typically result in a written review document, however, if the drawings are in order, permits may be issued at this stage.

5. **Building Permit or Construction Drawings (Final)**: This is the level of final development that is intended to be utilized for the construction, permitting, and inspections. This level of documentation and review may result in a permit, however, they typically generate comments if not code compliant, wrong or incomplete.

The VUSBC requires that review comments for permitting reviews be provided in writing, although there is significant latitude in the forms and format of the written comments. The UBO staff cannot provide alternate design or answer the questions that are presented.

**Review Process, Plan Review Overview:**
The UBO office shall perform the requested plan review. The Permit Tech will schedule the project plans to the assigned UBO staff member. The process is as follows:

- When the PM first applies for a review or permit, a number will be issued for the project and all related future permitting. **Failure to use the Building Permit Number in correspondence may result in delays due to file retrieval difficulties.**
- Review the project status if any
- Review request form for completeness and accuracy
- Review the status of past reviews if any
- Review the approved drawings and prepare a review document against:
  1. The 2012 VUSBC
  2. DEB Notices such as the addition of the 2010 ADAAG Standards
  3. The CPSM
  4. The VT Design Standards
- Provide the prepared review report and discuss with the PM as required. The goal being to achieve code compliance to the best degree possible and not leave deficiencies for inspections.
- If the project manager has all the information required, it may take approximately 5 to 30 business days to review the plans and issue comments or if there are no comments, the permit (this time may vary depending on workload).
- When the issues are resolved, the plan reviewer will authorize issuance of the permit or permits
- Permits may become void if no work is accomplished during any six (6) month period.
- Please consult *Virginia Tech University Building Official Uniform Statewide Building Code Inspection Guidelines and Procedures* for the minimum inspections.

**Applications and Supporting Documents:**

In all cases, the permit applicant shall provide the following information on transmittals or applications:

1. Location or Address of the project (Building Name and Number and if applicable the address)
2. Reference project, Hokie Serv work order numbers, and existing building permit number if it has been issued already
3. Applicant information, including mail stop and phone numbers or email.
In the event of a review application, the additional information is required as documentation and on the application (HECO-REVIEW):

4. Building information to the extent it is defined on application.
5. Scope of work on application.
6. Key professionals involved in the design on application.
7. At a minimum, provide one (1) set of the relevant construction documents. The set will not be returned to the applicant.

In the event construction documents are ready for review and permits are required, complete the permit application making sure that all areas are filled out completely, signed, dated and provide the supporting documents. The following documents are required as well as the additional information is required on the application (HECO-17):

8. Detailed building information, including accurate (not estimates) square footages for new construction or areas being renovated.
9. Scope of work.
10. Contractors and professionals not previously identified with their DPOR issued license number.
11. What permits are required (Building, Mechanical, electrical, plumbing, fire protection). Separate permits are required for building, mechanical, electrical, fire and plumbing work.
12. Two sets of documents as noted below.
13. Information on the work being capital or non-capital work and an estimated cost of construction for use in calculating fees.

Supporting Documents:

- **New Construction (including Renovations, Additions, and Alterations):**

  In addition to completing a review or building permit application you will need to provide the following:

  - Two sets of construction documents with adequate details to include:
    - Plans must indicate the relevant codes and standards to be applied in this project.
    - Plans must show construction type, use group, height and area limitations, occupant loads unless work is related to a trade that does not impact the nature of the construction type, occupancy use, area, height or fire rated construction.
    - Architectural, structural, plumbing, mechanical, electrical, gas, and fire protection system drawings. Drawings may be required to be prepared and sealed by a professional engineer or licensed architect as required by the Uniform Statewide Building Code Related Laws Package.
      - **Note 1:** One set of plans is required to have original seals if prepared by a licensed design professional. All other sets can be copied seals.
      - **Note 2:** If plans are not prepared by a licensed design professional and are exempted from the same by state law, they must have the name, address, occupation, and phone number of the designer or tradesman. Include tradesmen’s card number where applicable on plumbing, electrical, gas, and mechanical drawings.
    - Plans must indicate if a fire alarm, fire sprinkler, and/or a fire detection system are required or provided. Plans for these can be submitted at a later time. (May be waived by the building official if work is of a minor nature or reconfiguring of an existing use of the building.)
    - Plans must show partition material and construction types, fire rated assemblies and though penetration systems (with applicable design numbers, continuity details and descriptions, and locations).
• Provide structural, wind and floor design loads on the plans.
• Calculations shall be provided to support structural design, HVAC ventilation requirements, plumbing (water and sewer) and electrical demands.
• Model energy code envelope and electrical compliance statement and supporting documentation.
• Provide a complete statement of special inspection signed by all parties when required by VUSBC Chapter 17, the Uniform Statewide Building Code Related Laws Package and in accordance with the VA Tech Special Inspections Guidelines and Procedures.
• Provide one copy of the Department of Heath approval for private septic systems, food related projects, kitchen hoods, etc. where VDH is involved (kitchens, drain fields, wells, etc.)
• A copy of the site plan that has been approved by Site and infrastructure if the work includes site work.
• A geotechnical report prepared and sealed by an engineer licensed in the Commonwealth for this work, identifying soil conditions and bearing capacities if the project includes footings, foundations, piles, piers, slab on grades, etc.
• A permit to install a sewage system or modify an existing sewage system from the State Health Department unless on a public or campus drain system or if project does not involve the sewer system.
• A permit to install a well or modify an well system from the State Health Department unless on a public or campus water supply or if project does not involve the water system. This includes non-potable water systems found at farms and off site research facilities.
• Copies of any design standard waiver approves signed by the Chief Facilities Officer or designee.

• Renovation, Alterations, and Change of Use
By the project nature, renovations, modifications and some additions may not require the extent of design inherent in a large scale project. Therefore there may be some documents that do not exist or are not required. On the other hand, additional information on existing construction may be required. The Project manager is expected to know what documents are required and what are not to provide for a plan review. Typical changes are:

1. Complete the required review request or permit request as noted above.
2. Provide the related construction drawings from the section above (some may not be required).
3. Complete an asbestos survey for all buildings undergoing alteration, renovation, and addition projects. The survey certification must include the certification documentation and signature of the responsible person.
4. Complete a lead survey for all buildings undergoing alteration, renovation, and addition projects. The survey certification must include the certification documentation and signature of the responsible person.
5. Provide a review of the current accessibility compliance for renovations. (May be waived by the UBO if work performed will bring area under full compliance with accessibility provisions.)
6. For change of building use, provide documentation of how the new use will meet the Virginia Uniform Statewide Building Code for New Construction or the Virginia Rehabilitation Code prepared and sealed by a Virginia licensed design professional when required by state law.
7. Projects citing the Virginia Rehabilitation Code or VUSBC, Vol. II must detail and fully explain the compliance alternatives applied. The designer or applicant is advised to discuss this design alternative with the building official prior to going too far into the work.
8. Copies of existing building documents generally found in Laserfich to clarify existing construction or original design intent.
9. Note that in the case of Renovation, Addition, and Alteration, the existing building may not be of the same code, construction type, etc. In those cases, it is incumbent on the applicant to clearly note the existing parameters as well as the proposed work parameters.
• **Style and Preparation of Drawings**
  Drawings and documents shall provide sufficient information to understand the project, review the scope and details, and result in a set of documents that can be used in the field for contract or purchase order management, construction and inspection. We note the following are required:
  • Capital projects and larger Renovations will be subject to all of the requirements found in the CPSM.
  • All drawings must be on 8 ½ x 11 or larger. Media over 24 x 36 is discouraged except in capital work.
  • Small projects (renovation and alterations) may be hand drawn but with the use of straight edges and lettering for clarity.
  • Projects without drawings are admissible only with prior approval by the building official.
  • Photos shall not stand for drawings.
  • Poorly drawn or confusing documents shall be returned without further review.

**Revisions to permit documents or construction**
Often during a project there will be changes made for a number of reasons. New projects may identify poor soil or have a design change due to budget overruns. A renovation or alteration may uncover an existing unknown condition or experience a scope change. This is to be expected.

The project manager shall forward all changes to the UBO office for review and incorporation into the approved construction drawings using the HECO-SUPPLEMENTAL form or a transmittal letter that clearly identifies the project, the permit number, and the required action. The PM or permittee shall ensure that sufficient time is provided for the UBO to review and comment before the expected need for the change in the field.

Note that all changes to a document prepared by a professional licensed in the Commonwealth of Virginia can only be altered by the sealant.

Based on review, the UBO office staff may require additional information to clarify the change before processing the supplement.

**Partial or Phased Permitting:**
In some cases, a PM may determine a schedule need to start a project early and request a partial permit to accomplish this goal. Often this represents a site package, a footing and foundation package and then a third or balance of the work package.

These requests can be addressed by issuing a permit with limits and then upgrading as the process moves along.

The risk is on the PM and Contractor to ensure there is sufficient information to make this function. Typically, it is not possible to simply split a package due to the coordination between trades and packages. While it may seem better to get started, history would also identify situations where poorly planned work has suffered from the process as well.

The UBO will consider allowing a staged or partial permit issue based on authorization from the VT Chief Facilities Officer on a case by case basis.

**Permit Issue:**
Following plan review, and resolution of any outstanding reference issues, and submission of required support documents, the applicant will be authorized a permit or permits to begin work. Work cannot begin until the permit is issued unless otherwise authorized by the University Building Official as in the case of an emergency. The permit or permits must be posted and observable from the street or primary sidewalk.

In the event a project manager desires to stage or phase a project by issuing partial work permits a formal request with the reason for doing that and support design documents may be required. The building official may also require prior approval from the Chief Facilities Officer prior to issuing partial permits.
Permit Revocation:
In accordance with the Section 110.8; 2012 VCC a permit can be revoked by the Authority Having Jurisdiction.

APPEAL PROCESS:
Appeals of review results by reviewers and inspectors as well as department directives may be made to the University Building Official.
- Be specific as to the issue being appealed
- Provide supporting documentation as may be applicable, such as code or UL references, etc.
Further appeal of UBO code interpretations can be appealed by the permit applicant to the Department of Housing and Community Development Building Code Technical Review Board.

5. Referenced Documents
- 2012 Related Laws Package issued by DHCD with the 2012 Code Update

6. Revisions to this document
Revisions will be made from time to time based on changes in the Virginia Construction Code or problems identified in the field.

7. Appendix
SECTION 106
POWERS AND DUTIES OF THE BUILDING OFFICIAL

106.1 Powers and duties, generally. The building official shall enforce this code as set out herein and as interpreted by the State Review Board.

106.2 Delegation of authority. The building official may delegate powers and duties except where such authority is limited by the local government. However, such limitations of authority by the local government are not applicable to the third-party inspector policy required by Section 113.7.1 nor shall such limitations of authority by the local government have the effect of altering the provisions of this code or creating building regulations. When such delegations are made, the building official shall be responsible for assuring that they are carried out in accordance with the provisions of this code.

106.3 Issuance of modifications. Upon written application by an owner or an owner’s agent, the building official may approve a modification of any provision of the USBC provided the spirit and functional intent of the code are observed and public health, welfare and safety are assured. The decision of the building official concerning a modification shall be made in writing and the application for a modification and the decision of the building official concerning such modification shall be retained in the permanent records of the local building department.

Note: The USBC references nationally recognized model codes and standards. Future amendments to such codes and standards are not automatically included in the USBC; however the building official should give them due consideration in deciding whether to approve a modification.

106.3.1 Substantiation of modification. The building official may require or may consider a statement from an RDP or other person competent in the subject area of the application as to the equivalency of the proposed modification. In addition, the building official may require the application to include construction documents sealed by an RDP.

106.3.2 Use of performance code. Compliance with the provisions of a nationally recognized performance code when approved as a modification shall be considered to constitute compliance with this code. All documents submitted as part of such consideration shall be retained in the permanent records of the local building department.

SECTION 107
FEES

107.1 Authority for charging fees. In accordance with Section 36-105 of the Code of Virginia, fees may be levied by the local governing body in order to defray the cost of enforcement of the USBC.

107.1.1 Fee schedule. The local governing body shall establish a fee schedule incorporating unit rates, which may be based on square footage, cubic footage, estimated cost of construction or other appropriate criteria. A permit or any amendments to an existing permit shall not be issued until the designated fees have been paid, except that the building official may authorize the delayed payment of fees.

107.1.2 Refunds. When requested in writing by a permit holder, the locality shall provide a fee refund in the case of the revocation of a permit or the abandonment or discontinuance of a building project. The re-fund shall not be required to exceed an amount which correlates to work not completed.

107.1.3 Fees for generators used with amusement devices. Fees for generators and associated wiring used with amusement devices shall only be charged under the Virginia Amusement Device Regulations (13VAC5-31).

107.2 Code academy fee levy. In accordance with subdivision 7 of Section 36-137 of the Code of Virginia, the local building department shall collect a 2.0% levy of fees charged for permits issued under this code and transmit it quarterly to DHCD to support training programs of the Virginia Building Code Academy. Localities that maintain individual or regional training academies accredited by DHCD shall retain such levy.

SECTION 108
APPLICATION FOR PERMIT

108.1 When applications are required. Application for a permit shall be made to the building official and a permit shall be obtained prior to the commencement of any of the following activities, except that applications for emergency construction, alterations or equipment replacement shall be submitted by the end of the first working day that follows the day such work commences. In addition, the building official may authorize work to commence pending the receipt of an application or the issuance of a permit.

1. Construction or demolition of a building or structure. Installations or alterations involving (i) the removal or addition of any wall, partition or
portion thereof, (ii) any structural component, (iii) the repair or replacement of any required component of a fire or smoke rated assembly, (iv) the alteration of any required means of egress system, (v) water supply and distribution system, sanitary drainage system or vent system, (vi) electric wiring, (vii) fire protection system, mechanical systems, or fuel supply systems, or (viii) any equipment regulated by the USBC.

2. For change of occupancy, application for a permit shall be made when a new certificate of occupancy is required under Section 103.3.

3. Movement of a lot line that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed.

4. Removal or disturbing of any asbestos containing materials during the construction or demolition of a building or structure, including additions.

108.2 Exemptions from application for permit. Notwithstanding the requirements of Section 108.1, application for a permit and any related inspections shall not be required for the following; however, this section shall not be construed to exempt such activities from other applicable requirements of this code. In addition, when an owner or an owner’s agent requests that a permit be issued for any of the following, then a permit shall be issued and any related inspections shall be required.

1. Installation of wiring and equipment that (i) operates at less than 50 volts, (ii) is for network powered broadband communications systems, or (iii) is exempt under Section 102.3(1), except when any such installations are located in a plenum, penetrate fire rated or smoke protected construction or are a component of any of the following:

1.1. Fire alarm system.
1.2. Fire detection system.
1.3. Fire suppression system.
1.4. Smoke control system.
1.5. Fire protection supervisory system.
1.6. Elevator fire safety control system.
1.7. Access or egress control system or delayed egress locking or latching system.
1.8. Fire damper.
1.9. Door control system.

2. One story detached structures used as tool and storage sheds, playhouses or similar uses, provided the building area does not exceed 256 square feet (23.78 m²) and the structures are not classified as a Group F-1 or H occupancy.

3. Detached prefabricated buildings housing the equipment of a publicly regulated utility service, provided the floor area does not exceed 150 square feet (14 m²).

4. Tents or air-supported structures, or both, that cover an area of 900 square feet (84 m²) or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.

5. Fences of any height unless required for pedestrian safety as provided for by Section 3306, or used for the barrier for a swimming pool.

6. Concrete or masonry walls, provided such walls do not exceed six feet in height above the finished grade. Ornamental column caps shall not be considered to contribute to the height of the wall and shall be permitted to extend above the six feet height measurement.

7. Retaining walls supporting less than three feet of unbalanced fill that are not constructed for the purpose of impounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.

8. Swimming pools that have a surface area not greater than 150 square feet (13.95 m²), do not exceed 5,000 gallons (19 000)

9. Signs under the conditions in Section H101.2 of Appendix H.

10. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.

11. Flagpoles 30 feet (9144 mm) or less in height.

12. Temporary ramps serving dwelling units in Group R-3 and R-5 occupancies where the height of the entrance served by the ramp is no more than 30 inches (762 mm) above grade.

13. Construction work deemed by the building official to be minor and ordinary and which does not adversely affect public health or general safety.

14. Ordinary repairs that include the following:

14.1. Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.

14.2. Replacement of plumbing fixtures and well pumps in all groups without alteration of
the water supply and distribution systems, sanitary drainage systems or vent systems.

14.3. Replacement of general use snap switches, dimmer and control switches, 125 volt-15 or 20 ampere receptacles, luminaires (lighting fixtures) and ceiling (paddle) fans in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.

14.4. Replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R-2 where serving a single-family dwelling and in Groups R-3, R-4 and R-5.

14.5. Replacement of an unlimited amount of roof covering or siding in Groups R-3, R-4 or R-5 provided the building or structure is not in an area where the design (3 second gust) wind speed is greater than 100 miles per hour (160 km/hr) and re-placement of 100 square feet (9.29 m²) or less of roof covering in all groups and all wind zones.

14.6. Replacement of 100 square feet (9.29 m²) or less of roof decking in Groups R-3, R-4 or R-5 unless the decking to be re-placed was required at the time of original construction to be fire-retardant-treated or protected in some other way to form a fire-rated wall termination.

14.7. Installation or replacement of floor finishes in all occupancies.

14.8. Replacement of Class C interior wall or ceiling finishes installed in Groups A, E and I and replacement of all classes of interior wall or ceiling finishes in other groups.

14.9. Installation or replacement of cabinetry or trim.

14.10. Application of paint or wallpaper.

14.11. Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.

15. Crypts, mausoleums, and columbaria structures not exceeding 1500 square feet (139.35 m²) in area if the building or structure is not for occupancy and used solely for the interment of human or animal remains and is not subject to special inspections.

Exception: Application for a permit may be required by the building official for the installation of replacement siding, roofing and windows in buildings within a historic district designated by a locality pursuant to Section 15.2-2306 of the Code of Virginia.

108.3 Applicant information, processing by mail. Application for a permit shall be made by the owner or lessee of the relevant property or the agent of either or by the RDP, contractor or subcontractor associated with the work or any of their agents. The full name and address of the owner, lessee and applicant shall be provided in the application. If the owner or lessee is a corporate body, when and to the extent determined necessary by the building official, the full name and address of the responsible officers shall also be provided.

A permit application may be submitted by mail and such permit applications shall be processed by mail, unless the permit applicant voluntarily chooses otherwise. In no case shall an applicant be required to appear in person.

The building official may accept applications for a permit through electronic submissions provided the information required by this section is obtained.

108.4 Prerequisites to obtaining permit. In accordance with Section 54.1-1111 of the Code of Virginia, any person applying to the building department for the construction, removal or improvement of any structure shall furnish prior to the issuance of the permit either (i) satisfactory proof to the building official that he is duly licensed or certified under the terms or Chapter 11 (Section 54.1-1000 et seq.) of Title 54.1 of the Code of Virginia to carry out or superintend the same or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to Chapter 11 of Title 54.1 of the Code of Virginia. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

108.5 Mechanics’ lien agent designation. In accordance with Section 36-98.01 of the Code of Virginia, a building permit issued for any one-family or two-family residential dwelling shall at the time of issuance contain, at the request of the applicant, the name, mailing address, and telephone number of the mechanics’ lien agent as defined in Section 43-1 of the Code of Virginia. If the designation of a mechanics’ lien agent is not so requested by the applicant, the building permit shall at the time of issuance state that none has been designated with the words “None Designated.”

Note: In accordance with Section 43-4.01A of the Code of Virginia, a permit may be amended after it has been initially issued to name a mechanics’ lien agent or a new mechanics’ lien agent.

108.6 Application form, description of work. The application for a permit shall be submitted on a form or forms supplied by the local building department. The application shall contain a general description and location of the pro-posed work and such other information as determined necessary by the building official.

108.7 Amendments to application. An application for a permit may be amended at any time prior to the completion of the work governed by the permit. Additional construction
108.8 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned six 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 is authorized to grant one or more extensions of time if a justifiable cause is demonstrated.

SECTION 109
CONSTRUCTION DOCUMENTS

109.1 Submittal of documents. Construction documents shall be submitted with the application for a permit. The number of sets of such documents to be submitted shall be determined by the locality. Construction documents for one- and two-family dwellings may have floor plans re-versed provided an accompanying site plan is approved.

Exception: Construction documents do not need to be submitted when the building official determines the proposed work is of a minor nature.

Note: Information on the types of construction required to be designed by an RDP is included in the “Related Laws Package” available from DHCD.

109.2 Site plan. When determined necessary by the building official, a site plan shall be submitted with the application for a permit. The site plan shall show to scale the size and location of all proposed construction, including any associated wells, septic tanks or drain fields. The site plan shall also show to scale the size and location of all existing structures on the site, the distances from lot lines to all pro-posed construction, the established street grades and the proposed finished grades. When determined necessary by the building official, the site plan shall contain the elevation of the lowest floor of any proposed buildings. The site plan shall also be drawn in accordance with an accurate boundary line survey. When the application for a permit is for demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures that are to remain on the site.

Note: Site plans are generally not necessary for alterations, renovations, repairs or the installation of equipment.

109.3 Engineering details. When determined necessary by the building official, construction documents shall include adequate detail of the structural, mechanical, plumbing or electrical components. Adequate detail may include computations, stress diagrams or other essential technical data and when proposed buildings are more than two stories in height, adequate detail may specifically be required to include where floor penetrations will be made for pipes, wires, conduits, and other components of the electrical, mechanical and plumbing systems and how such floor penetrations will be protected to maintain the required structural integrity or fire-resistance rating, or both. All engineered documents, including relevant computations, shall be sealed by the RDP responsible for the design.

109.4 Examination of documents. The building official shall examine or cause to be examined all construction documents or site plans, or both, within a reasonable time after filing. If such documents or plans do not comply with the provisions of this code, the permit applicant shall be notified in writing of the reasons, which shall include any adverse construction document review comments or determinations that additional information or engineering details need to be submitted. The review of construction docu-ments for new one- and two-family dwellings for determining compliance with the technical provisions of this code not relating to the site, location or soil conditions associated with the dwellings shall not be required when identical construction documents for identical dwellings have been previously approved in the same locality under the same edition of the code and such construction documents are on file with the local building department.

109.4.1 Expedited construction document review. The building official may accept reports from an approved person or agency that the construction docu-ments have been examined and conform to the requirements of the USBC and may establish require-ments for the person or agency submitting such re-port. In addition, where such reports have been sub-mitted, the building official may expedite the issuance of the permit.

109.5 Approval of construction documents. The approval of construction documents shall be limited to only those items within the scope of the USBC. Either the word “Approved” shall be stamped on all required sets of approved construction documents or an equivalent endorsement in writing shall be provided. One set of the approved construction documents shall be retained for the records of the local building department and one set shall be kept at the building site and shall be available to the building official at all reasonable times.

109.6 Phased approval. The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder’s own risk with the building opera-tion and without assurance that a permit for the entire structure will be granted.

SECTION 110
PERMITS

110.1 Approval and issuance of permits. The building official shall examine or cause to be examined all applications for permits or amendments to such applications with-in a reasonable time after filing. If the applications or amendments do not comply with the provisions of this code or all pertinent laws and ordinances, the permit shall not be
issued and the permit applicant shall be notified in writing of the reasons for not issuing the permit. If the application complies with the applicable requirements of this code, a permit shall be issued as soon as practicable. The issuance of permits shall not be delayed in an effort to control the pace of construction of new detached one- or two-family dwellings.

110.2 Types of permits. Separate or combined permits may be required for different areas of construction such as building construction, plumbing, electrical, and mechanical work, or for special construction as determined appropriate by the locality. In addition, permits for two or more buildings or structures on the same lot may be combined. Annual permits may also be issued for any construction regulated by this code. The annual permit holder shall maintain a detailed record of all alterations made under the annual permit. Such record shall be available to the building official and shall be submitted to the local building department if requested by the building official.

110.3 Asbestos inspection in buildings to be renovated or demolished; exceptions. In accordance with Section 36-99.7 of the Code of Virginia, the local building department shall not issue a building permit allowing a building for which an initial building permit was issued before January 1, 1985, to be renovated or demolished until the local building department receives certification from the owner or his agent that the affected portions of the building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to Section 54.1-503 of the Code of Virginia and that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with the requirements of the Clean Air Act National Emission Standard for the Hazardous Air Pollutant (NESHAPS) (40 CFR Part 61, Subpart M), and the asbestos worker protection requirements established by the U.S. Occupational Safety and Health Administration for construction workers (29 CFR 1926.1101). Local educational agencies that are subject to the requirements established by the Environmental Protection Agency under the Asbestos Hazard Emergency Response Act (AHERA) shall also certify compliance with 40 CFR Part 763 and subsequent amendments thereto.

To meet the inspection requirements above, except with respect to schools, asbestos inspection of renovation projects consisting only of repair or replacement of roofing, floorcovering, or siding materials may be satisfied by a statement that the materials to be repaired or replaced are assumed to contain friable asbestos and that asbestos installation, removal, or encapsulation will be accomplished by a licensed asbestos contractor.

The provisions of this section shall not apply to single-family dwellings or residential housing with four or fewer units unless the renovation or demolition of such buildings is for commercial or public development purposes. The provisions of this section shall not apply if the combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than 35 cubic feet off facility components where the length or area could not be measured previously.

An abatement area shall not be reoccupied until the building official receives certification from the owner that the response actions have been completed and final clearances have been measured. The final clearance levels for reoccupancy of the abatement area shall be 0.01 or fewer asbestos fibers per cubic centimeter if determined by Phase Contrast Microscopy analysis (PCM) or 70 or fewer structures per square millimeter if determined by Transmission Electron Microscopy analysis (TEM).

110.4 Fire apparatus access road requirements. The permit applicant shall be informed of any requirements for providing or maintaining fire apparatus access roads prior to the issuance of a building permit.

110.5 Signature on and posting of permits; limitation of approval. The signature of the building official or authorized representative shall be on or affixed to every permit. A copy of the permit shall be posted on the construction site for public inspection until the work is completed. Such posting shall include the street or lot number, if one has been assigned, to be readable from a public way. In addition, each building or structure to which a street number has been assigned shall, upon completion, have the number displayed so as to be readable from the public way.

A permit shall be considered authority to proceed with construction in accordance with this code, the approved construction documents, the permit application and any approved amendments or modifications. The permit shall not be construed to otherwise authorize the omission or amendment of any provision of this code.

110.6 Abandonment of work. A building official shall be permitted to revoke a permit if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the permit is issued; however, permits issued for plumbing, electrical and mechanical work shall not be revoked if the building permit is still in effect. It shall be the responsibility of the permit applicant to prove to the building official that authorized work includes substantive progress, characterized by approved inspections as specified in Section 113.3 of at least one inspection within a period of six months or other evidence that would indicate substantial work has been performed. Upon written request, the building official may grant one or more extensions of time, not to exceed one year per extension.

110.7 Single-family dwelling permits. The building official shall be permitted to require a three year time limit to complete construction of new detached single-family dwellings, additions to detached single-family dwellings and residential accessory structures. The time limit shall begin from the issuance date of the permit. The building official may grant extensions of time if the applicant can
demonstrate substantive progress, characterized by approved inspections as specified in Section 113.3 of at least one inspection within a period of six months or other evidence that would indicate substantial work has been performed.

**110.8 Revocation of a permit.** The building official may revoke a permit or approval issued under this code in the case of any false statement, misrepresentation of fact, abandonment of work, failure to complete construction as required by Section 110.7 or incorrect information supplied by the applicant in the application or construction documents on which the permit or approval was based.
BUILDING AND FIRE CODE RELATED LAWS

§ 54.1-400. Definitions.

As used in this chapter unless the context requires a different meaning:

"Architect" means a person who, by reason of his knowledge of the mathematical and physical sciences, and the principles of architecture and architectural design, acquired by professional education, practical experience, or both, is qualified to engage in the practice of architecture and whose competence has been attested by the Board through licensure as an architect.

The "practice of architecture" means any service wherein the principles and methods of architecture are applied, such as consultation, investigation, evaluation, planning and design, and includes the responsible administration of construction contracts, in connection with any private or public buildings, structures or projects, or the related equipment or accessories.

"Board" means the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects.

"Certified interior designer" means a design professional who meets the criteria of education, experience, and testing in the rendering of interior design services established by the Board through certification as an interior designer.

"Improvements to real property" means any valuable addition or amelioration made to land and generally whatever is erected on or affixed to land which is intended to enhance its value, beauty or utility, or adapt it to new or further purposes. Examples of improvements to real property include, but are not limited to, structures, buildings, machinery, equipment, electrical systems, mechanical systems, roads, and water and wastewater treatment and distribution systems.

"Interior design" by a certified interior designer means any service rendered wherein the principles and methodology of interior design are applied in connection with the identification, research, and creative solution of problems pertaining to the function and quality of the interior environment. Such services relative to interior spaces shall include the preparation of documents for nonload-bearing interior construction, furnishings, fixtures, and equipment in order to enhance and protect the health, safety, and welfare of the public.

"Land surveyor" means a person who, by reason of his knowledge of the several sciences and of the principles of land surveying, and of the planning and design of land developments acquired by practical experience and formal education, is qualified to engage in the practice of land surveying, and whose competence has been attested by the Board through licensure as a land surveyor.

The "practice of land surveying" includes surveying of areas for a determination or correction, a description, the establishment or reestablishment of internal and external land boundaries, or the determination of topography, contours or location of physical improvements, and also includes the planning of land and subdivisions thereof. The term "planning of land and subdivisions thereof" shall include, but not be limited to, the preparation of incidental plans and profiles for roads, streets and sidewalks, grading, drainage on the surface, culverts and erosion control measures, with reference to existing state or local standards.

"Landscape architect" means a person who, by reason of his special knowledge of natural, physical and mathematical sciences, and the principles and methodology of landscape architecture and landscape architectural design acquired by professional education, practical experience, or both, is qualified to engage in the practice of landscape architecture and whose competence has been attested by the Board through licensure as a landscape architect.

The "practice of landscape architecture" by a licensed landscape architect means any service wherein the principles and methodology of landscape architecture are applied in consultation, evaluation, planning (including the preparation and filing of sketches, drawings, plans and specifications) and responsible supervision or administration of contracts relative to projects principally directed at the functional and aesthetic use of land.

"Professional engineer" means a person who is qualified to practice engineering by reason of his special knowledge and use of mathematical, physical and engineering sciences and the principles and methods of engineering analysis and design acquired by engineering education and experience, and whose competence has been attested by the Board through licensure as a professional engineer.

The "practice of engineering" means any service wherein the principles and methods of engineering are applied to, but are not necessarily limited to, the following areas: consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, transportation systems and work systems, including responsible administration of construction contracts. The term "practice of engineering" shall not include the service or maintenance of existing electrical or mechanical systems.
"Residential wastewater" means sewage (i) generated by residential or accessory uses, not containing storm water or industrial influent, and having no other toxic, or hazardous constituents not routinely found in residential wastewater flows, or (ii) as certified by a professional engineer.

"Responsible charge" means the direct control and supervision of the practice of architecture, professional engineering, landscape architecture, or land surveying.

§ 54.1-402. Further exemptions from license requirements for architects, professional engineers, and land surveyors.

A. No license as an architect or professional engineer shall be required pursuant to § 54.1-406 for persons who prepare plans, specifications, documents and designs for the following, provided any such plans, specifications, documents or designs bear the name and address of the author and his occupation:

1. Single- and two-family homes, townhouses and multifamily dwellings, excluding electrical and mechanical systems, not exceeding three stories; or

2. All farm structures used primarily in the production, handling or storage of agricultural products or implements, including, but not limited to, structures used for the handling, processing, housing or storage of crops, feeds, supplies, equipment, animals or poultry; or

3. Buildings and structures classified with respect to use as business (Use Group B) and mercantile (Use Group M), as provided in the Uniform Statewide Building Code and churches with an occupant load of 100 or less, excluding electrical and mechanical systems, where such building or structure does not exceed 5,000 square feet in total net floor area, or three stories; or

4. Buildings and structures classified with respect to use as factory and industrial (Use Group F) and storage (Use Group S) as provided in the Uniform Statewide Building Code, excluding electrical and mechanical systems, where such building or structure does not exceed 15,000 square feet in total net floor area, or three stories; or

5. Additions, remodeling or interior design without a change in occupancy or occupany load and without modification to the structural system or a change in access or exit patterns or increase in fire hazard; or

6. Electric installations which comply with all applicable codes and which do not exceed 600 volts and 800 amps, where work is designed and performed under the direct supervision of a person licensed as a master's level electrician or Class A electrical contractor by written examination, and where such installation is not contained in any structure exceeding three stories or located in any of the following categories:

   a. Use Group A-1 theaters which exceed assembly of 100 persons;
   b. Use Group A-4 except churches;
   c. Use Group I, institutional buildings, except day care nurseries and clinics without life- support systems; or

7. Plumbing and mechanical systems using packaged mechanical equipment, such as equipment of catalogued standard design which has been coordinated and tested by the manufacturer, which comply with all applicable codes. These mechanical systems shall not exceed gauge pressures of 125 pounds per square inch, other than refrigeration, or temperatures other than flue gas of 300°F (150 °C) where such work is designed and performed under the direct supervision of a person licensed as a master's level plumber, master's level heating, air conditioning and ventilating worker, or Class A contractor in those specialties by written examination. In addition, such installation may not be contained in any structure exceeding three stories or located in any structure which is defined as to its use in any of the following categories:

   a. Use Group A-1 theaters which exceed assembly of 100 persons;
   b. Use Group A-4 except churches;
   c. Use Group I, institutional buildings, except day care nurseries and clinics without life- support systems; or

8. The preparation of shop drawings, field drawings and specifications for components by a contractor who will supervise the installation and where the shop drawings and specifications (i) will be reviewed by the licensed professional engineer or architect responsible for the project or (ii) are otherwise exempted; or

9. Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and for conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia; or

10. Construction by a state agency or political subdivision not exceeding $75,000 in value keyed to the January 1, 1991, Consumer Price Index (CPI) and not otherwise requiring a licensed architect, engineer, or land surveyor by an adopted code and maintenance by that state agency or political subdivision of water distribution, sewage collection, storm drainage systems, sidewalks, streets, curbs, gutters, culverts, and other facilities normally and customarily constructed and maintained by the public works department of the state agency or political subdivision.
11. Conventional and alternative onsite sewage systems receiving residential wastewater, under the authority of Chapter 6 of Title 32.1, designed by a licensed onsite soil evaluator, which utilize packaged equipment, such as equipment of catalogued standard design that has been coordinated and tested by the manufacturer, and complies with all applicable codes, provided (i) the flow is less than 1,000 gallons per day; and (ii) if a pump is included, (a) it shall not include multiple downhill runs and must terminate at a positive elevational change; (b) the discharge end is open and not pressurized; (c) the static head does not exceed 50 feet; and (d) the force main length does not exceed 500 feet.

B. No person shall be exempt from licensure as an architect or engineer who engages in the preparation of plans, specifications, documents or designs for:

1. Any unique design of structural elements for floors, walls, roofs or foundations; or

2. Any building or structure classified with respect to its use as high hazard (Use Group H).

C. Persons utilizing photogrammetric methods or similar remote sensing technology shall not be required to be licensed as a land surveyor pursuant to subsection B of § 54.1-404 or 54.1-406 to: (i) determine topography or contours, or to depict physical improvements, provided such maps or other documents shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination, or (ii) graphically show existing property lines and boundaries on maps or other documents provided such depicted property lines and boundaries shall only be used for general information.

Any determination of topography or contours, or depiction of physical improvements, utilizing photogrammetric methods or similar remote sensing technology by persons not licensed as a land surveyor pursuant to § 54.1-406 shall not show any property monumentation or property metes and bounds, nor provide any measurement showing the relationship of any physical improvements to any property line or boundary.

Any person not licensed pursuant to subsection B of § 54.1-404 or 54.1-406 preparing documentation pursuant to subsection C of § 54.1-402 shall note the following on such documentation: "Any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification, or construction of improvements to real property or for flood plain determination."

D. Terms used in this section, and not otherwise defined in this chapter, shall have the meanings provided in the Uniform Statewide Building Code in effect on July 1, 1982, including any subsequent amendments.

Any person engaged in the practice of engineering, architecture, or land surveying as those terms are defined in § 54.1-400 as a regular, full-time, salaried employee of the Commonwealth or any political subdivision of the Commonwealth on March 8, 1992, who remains employed by any state agency or political subdivision shall be exempt until June 30, 2010, from the licensure requirements of § 54.1-406 provided the employee does not furnish advisory service for compensation to the public or as an independent contracting party in this Commonwealth or any political subdivision thereof in connection with engineering, architectural, or land surveying matters. The chief administrative officer of any agency of the Commonwealth or political subdivision thereof employing persons engaged in the practice of engineering, architecture, or land surveying as regular, full-time, salaried employees shall have the authority and responsibility to determine the engineering, architecture, and land surveying positions which have responsible charge of engineering, architectural, or land surveying decisions.

§ 54.1-410. Other building laws not affected; duties of public officials.
A. Nothing contained in this chapter or in the regulations of the Board shall be construed to limit the authority of any public official authorized by law to approve plans, specifications or calculations in connection with improvements to real property. This shall include, but shall not be limited to, the authority of officials of local building departments as defined in § 36-97, to require pursuant to the Uniform Statewide Building Code, state statutes, local ordinances, or code requirements that such work be prepared by a person licensed or certified pursuant to this chapter.

B. Any public body authorized by law to require that plans, specifications or calculations be prepared in connection with improvements to real property shall establish a procedure to ensure that such plans, specifications or calculations be prepared by an architect, professional engineer, land surveyor or landscape architect licensed or authorized pursuant to this chapter in any case in which the exemptions contained in §§ 54.1-401, 54.1-402 or § 54.1-402.1 are not applicable. Drafting of permits, reviewing of plans or inspection of facilities for compliance with an adopted code or standard by any public body or its designated agent shall not require the services of an architect, professional engineer, land surveyor or landscape architect licensed pursuant to this chapter.
CHART A - GENERAL DESIGN

A proposed structure which is classified within any of the categories marked “Yes” requires an A/E seal on the documents. Separate requirements apply as to when the electrical, plumbing or mechanical systems in such structures require an A/E seal (see Charts B and C).

<table>
<thead>
<tr>
<th>GROUP</th>
<th>BRIEF DESCRIPTION</th>
<th>AREA (SQ. FT.)</th>
<th>HEIGHT (STORIES)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5,000 OR LESS</td>
<td>5,001 TO 15,000</td>
</tr>
<tr>
<td>A¹</td>
<td>ASSEMBLY</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>B</td>
<td>BUSINESS</td>
<td>-</td>
<td>YES</td>
</tr>
<tr>
<td>E</td>
<td>SCHOOLS &amp; DAY CARE CENTERS</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>F</td>
<td>FACTORY &amp; INDUSTRIAL</td>
<td>-</td>
<td>YES</td>
</tr>
<tr>
<td>H</td>
<td>HIGH HAZARD</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>I</td>
<td>INSTITUTIONAL</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>M</td>
<td>MERCANTILE</td>
<td>-</td>
<td>YES</td>
</tr>
<tr>
<td>R-1</td>
<td>HOTEL, MOTEL &amp; DORMITORY</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>R-2²</td>
<td>MULTI-FAMILY RESIDENTIAL</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>R-3</td>
<td>2 FAMILY ATTACHED</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>R-4</td>
<td>RESIDENTIAL ASSISTED LIVING</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>R-5</td>
<td>1 AND 2 FAMILY DWELLINGS</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>S</td>
<td>STORAGE (NON_FARM)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>U</td>
<td>UTILITY &amp; MISCELLANEOUS</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ALL</td>
<td>INTERIOR DESIGN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: (Apply the following notes to all categories as applicable.)

1. Churches are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load does not exceed 100.
2. A local building code official may require an A/E seal even if not required to do so by this chart.
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual’s occupation and address.
4. Additions, remodeling or interior design defined under § 54.1-400 of the Code of Virginia might not require an A/E seal. For construction, additions or remodeling resulting in a change in occupancy, occupancy load, modification to the structural system, change in access or egress or an increase in the fire hazard an A/E seal is required in accordance with § 54.1-400, although notes 1 and 2 still apply.
5. Any unique design of structural elements for floors, walls, roofs or foundations requires an A/E seal, regardless of whether or not the remainder of the plans requires such certification.
6. Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.
7. One exit and three stories or less Group R-2 buildings would normally be exempted from an A/E seal except where required by Note 2. Most all other three stories or less Group R-2 multi-family buildings are required by the building officials to have A/E seals for the construction documents.
# Appendix C

## VirginiaTech

### APPLICATION FOR PLAN REVIEW

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #:</td>
<td>2006 &amp; 2009 VUSBC</td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant (Owner):</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Owner Mail Stop:</td>
<td>Mail Stop</td>
<td></td>
</tr>
<tr>
<td>Review Required (Check all that apply)</td>
<td></td>
<td></td>
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<tr>
<td>Courtesy</td>
<td>Preliminary</td>
<td>Working</td>
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### DESCRIPTION OF WORK and STRUCTURE

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Building Number:</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose/Occupancy Notes:</td>
<td>Provide project description below:</td>
<td></td>
</tr>
<tr>
<td>Building Code Edition:</td>
<td>2006 VUSBC</td>
<td></td>
</tr>
<tr>
<td>Accessibility Standards:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Construction Type:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Separation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy Use Groups:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupant Load:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height (feet):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Floor Area (gsf):</td>
<td></td>
<td></td>
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<tr>
<td>Roof Live Load (psf):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Class:</td>
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<tr>
<td>Wind Exposure Category:</td>
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<tr>
<td>Seismic Design Category:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Fire Suppression</td>
<td>Elevators</td>
<td>Fire Alarm System</td>
</tr>
<tr>
<td>Wet</td>
<td>New</td>
<td>Automatic</td>
</tr>
<tr>
<td>Dry</td>
<td>Existing</td>
<td>Manual</td>
</tr>
<tr>
<td>Chemical</td>
<td>Total</td>
<td>None</td>
</tr>
<tr>
<td>Other</td>
<td>Other Conveyors</td>
<td>Not Required</td>
</tr>
<tr>
<td>None</td>
<td>New</td>
<td>Not Required</td>
</tr>
<tr>
<td>Not Required</td>
<td>Existing</td>
<td>Not Required</td>
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### BUILDING OFFICIAL ACTION

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>VA Department of Health Required, Prior to Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Fire Marshall Notification Inspection Required:</td>
<td></td>
</tr>
<tr>
<td>Site and Infrastructure Notification Required, Prior to Issue:</td>
<td></td>
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<tr>
<td>Asbestos and Lead Investigation Required, Prior to Issue:</td>
<td>YES</td>
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</table>
## APPLICATION
FOR
BUILDING PERMIT

**PROJECT**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>200</td>
<td>Virginia Poly. Inst. &amp; State Univ.</td>
</tr>
<tr>
<td>105</td>
<td>OR Work Order #</td>
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<tr>
<td>020</td>
<td>Permit #</td>
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**Application**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>200</td>
<td>Permit #</td>
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**Description of Work and Structure**

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Number</th>
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<tbody>
<tr>
<td>Buildings</td>
<td>Number</td>
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**Purpose/Occupancy Notes**

<table>
<thead>
<tr>
<th>Building Code Edition</th>
<th>Accessibility Standards</th>
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<tbody>
<tr>
<td>2012 VUSBC</td>
<td>10 ADAAG/09 A117.1</td>
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**Construction Type**

<table>
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<tr>
<th>Construction Type</th>
<th>Separation</th>
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**Occupancy Use Groups**

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<tr>
<th>Occupancy Use Groups</th>
<th>Occupant Use</th>
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</table>

**Building Height (feet)**

<table>
<thead>
<tr>
<th>Building Height (feet)</th>
<th>Number of Stories</th>
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</thead>
</table>

**Fire Protection**

<table>
<thead>
<tr>
<th>Fire Protection Contractor</th>
<th>License No.</th>
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</thead>
</table>

**Other**

<table>
<thead>
<tr>
<th>Architect of Record</th>
<th>License No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Engineer of Record</td>
<td>License No.</td>
</tr>
<tr>
<td>Geotechnical Engineer of Record</td>
<td>License No.</td>
</tr>
<tr>
<td>Mechanical Engineer of Record</td>
<td>License No.</td>
</tr>
<tr>
<td>Electrical Engineer of Record</td>
<td>License No.</td>
</tr>
<tr>
<td>Plumbing Engineer of Record</td>
<td>License No.</td>
</tr>
<tr>
<td>Special Inspector (Agent 1)</td>
<td>License No.</td>
</tr>
<tr>
<td>General Contractor (CM)</td>
<td>License No.</td>
</tr>
<tr>
<td>Building Contractor:</td>
<td>License No.</td>
</tr>
<tr>
<td>Mechanical Contractor:</td>
<td>License No.</td>
</tr>
<tr>
<td>Electrical Contractor:</td>
<td>License No.</td>
</tr>
<tr>
<td>Plumbing Contractor:</td>
<td>License No.</td>
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<tr>
<td>Fire Protection Contractor:</td>
<td>License No.</td>
</tr>
<tr>
<td>Fuel Gas Contractor:</td>
<td>License No.</td>
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**Building Official Action**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Fire Protection Systems: Notify SFMO &amp; M. Moore</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Backflow Prevention: Notify Kim Briese</td>
</tr>
<tr>
<td></td>
<td>Safety Shower: Notify Donald Conner, EHSS</td>
</tr>
<tr>
<td></td>
<td>VA Department of Health Required, Prior to Issue:</td>
</tr>
<tr>
<td></td>
<td>Site and Infrastructure Notification Required, Prior to Issue:</td>
</tr>
<tr>
<td></td>
<td>Asbestos and Lead Investigation Required, Prior to Issue:</td>
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</tbody>
</table>

**Key Dates**

<table>
<thead>
<tr>
<th>Wet</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry</td>
<td>Existing</td>
</tr>
<tr>
<td>Chemical</td>
<td>Total 0</td>
</tr>
<tr>
<td>Other</td>
<td>Other Conveyors</td>
</tr>
<tr>
<td>None</td>
<td>New</td>
</tr>
<tr>
<td>Not Required</td>
<td>Existing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elevators</th>
<th>Fire Alarm System</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic</td>
<td>Manual</td>
<td>AARB Approval Date:</td>
</tr>
<tr>
<td>Manual</td>
<td>None</td>
<td>Date of Plans &amp; Specifications:</td>
</tr>
<tr>
<td>Not Required</td>
<td>Ex'td Construction Start Date:</td>
<td></td>
</tr>
<tr>
<td>Estimated Value:</td>
<td></td>
<td></td>
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</table>

**Building Permit**

**UBO**

<table>
<thead>
<tr>
<th>Permit #</th>
</tr>
</thead>
</table>

**(If Issued)**
Virginia Tech

TRANSMITTAL FOR INFORMATION

2009 VUSBC

PERMIT#
PROJECT:
Agency: Virginia Poly. Inst. & State Univ. FIPS Code: Location: Location
Project #: OR Work Order #
Project Title:
Applicant (Owner):
Owner Mail Stop:
Mail Stop
Owner Phone:
Owner Email:

Permit Type (Check all that apply) and Value of Work (line below):
- Building
- Mechanical
- Fuel Gas
- Electrical
- Plumbing
- Fire Prot.
- Demo

PURPOSE OF TRANSMITTAL
Choose One:

DETAILS OF INFORMATION
Description:

Legend for boxes below:
☐ typical requirements
☐ include, if applicable

Submittal Type
- Schematic Design Submittal
- Preliminary Design Submittal
- Working Drawing Submittal
- Building Permit Submittal
- Fire Alarm Sprinkler Submittal
- Revision to Construction Documents

Documents Submitted (list # of copies submitted in each applicable box below):
- Related Plan Review Application Form
- Related Building Permit Application Form
- Basis of Design Narrative (with which Agency agrees)
- Soils Report with Boring Logs
- Calculations (1 copy for each discipline: struct., mech., elec., plumb.)
- Drawings (Working Drawings must be sealed)
- Boring Logs (posted on drawings)
- Shop Drawings
- Equipment Cut Sheets
- Building Systems and Equipment Checklist

PROJECT MANUAL
- IFB Notice (project-specific)
- Bid Form (project-specific)
- General Conditions (unedited CO-7)
- Instructions to Bidders (unedited CO-7a)(project specific)
- Other Standard Forms
- Technical Specification Sections (project-specific)
- Soils Report (copy bound in Project Manual)

OTHER ITEMS
- List of VUSBC Special Inspections (HECO CO-6a through 66)
- V.E. Study & Recommendations (Report & VE-1)
  (For CM projects, submit the CM Value Analysis)
- Responses to Code Plan Review

BUILDING OFFICIAL ACTION
Date Received:
State Fire Marshall Notification Inspection Required: YES NO
VA Department of Health Required:
Site and Infrastructure Notification Required:
Asbestos and Lead Investigation Required: