



Chesterfield County, Virginia Department of Building Inspection

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Building Official

BI Electronic Plan Submittal Procedures for Commercial Plan Review

This is a pre-submittal checklist that will be used to evaluate your electronic construction documents prior to accepting the electronic permit application and electronic construction documents uploaded for permit review. The building permit will not be accepted for review if applicable items on this checklist are not included in your electronic construction documents. Please contact the commercial plan review staff at (804) 748-1057 with any questions regarding this checklist or any other commercial building permit questions.

Minimum documents required to initiate the permit review process in ELM:

- Upload a complete set (all pages showing work to be performed I.E. plumbing, mechanical, electrical, structural, architectural) of bookmarked (page references) plans.
- Completed Commercial Building Permit Application with an accurate work description.
- Completed credit card authorization form or payment contact noted on application.

If applicable, submittal of the following documents are required prior to permit issuance:

- Geotechnical Report
- Statement of Special Inspections
- Complete Asbestos Certification Form for additions
- If hazardous materials will be stored or used in the building or space - MSDS sheets and a list of the hazardous materials, with hazard classifications noted
- If the building is a pre-fabricated metal building - certification from the structural engineer stating that the foundation has been designed according to the actual loads from the steel building manufacturer. This certification may be on the plans or in letter that includes the engineer's seal.
- COMcheck or equivalent program to verify compliance with 2015 Virginia Energy Conservation Code

Information Required on the Plans

General

- Floor plans that are complete, dimensioned, drawn to a minimum 1/8 inch scale, and indicate the use of each room or space
- A Virginia Professional seal, signed and dated, for all work when the following occupancy classifications are involved (The Code of Virginia, §54.1-402):
 - Assembly (A)
 - Educational (E)
 - Institutional (I)
 - Hotel/motel (R-1)

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- High Hazard (H) when any area of work is involved
 - Mercantile (M) and Business (B) uses when the area of work exceeds 5000 square feet
 - Storage (S) and Factory/Industrial (F/I) uses when the area of work exceeds 15,000 square feet
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- Name, occupation, address and telephone number of the person who prepared the plans
 - Dimensioned site layout plan with each set of plans
 - Building code edition: The current code edition is the 2015 *Virginia Construction Code* (VCC) [IBC], which is Part I of the Virginia Uniform Statewide Building Code (USBC).
 - Use and occupancy classification (VCC Chapter 3)
 - If it is a mixed use building - the method of treating mixed uses: non-separated mixed use, separated mixed use (provide ratio sum calculation in accordance with VCC 508.4.2), separate buildings, or accessory use
 - Construction type (VCC Chapter 6)
 - Occupant load (VCC Chapter 10)
 - Whether the building/space is equipped with any fire protection systems (automatic sprinkler system, fire alarm system, etc.)
 - Method of compliance with height and area limitations, including calculations supporting height and/or area increases (VCC Chapter 5)
 - New and existing construction clearly identified
 - Location of all exit signs and egress lights on the plans
 - Door schedule that includes:
 - Door size
 - Lock type
 - Hardware type (locks, latches, handles, closers, operating devices, access control systems)
 - Door fire rating expressed in hours, if rated
 - Typical wall sections or descriptions of partition types; types and sizes/gauges of studs, wall sheathing, and insulation; termination of walls at floor and ceiling/roof structure
 - All new and existing fire-resistance rated assemblies labeled as to type (fire partition, fire barrier, fire wall, smoke partition, etc.) and the design numbers and specifications (UL, Gypsum Association, etc.).
 - Complete, full-height cross sections of all fire-resistance rated assemblies proposed for construction that identify all materials used in the assembly, support and termination details
 - For penetrations of fire-resistance rated assemblies - details, design numbers, and specifications for all through-penetration and annular space fire stop systems

Structural

- Complete footing and foundation plan

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- Complete framing plans showing beams, joists, rafters, and/or truss layout

Last updated 2/9/21