

MEMORANDUM

DATE: July 24, 2007

TO: All Owners, Agents, Design Professionals and Contractors

FROM: Arthur E. Berkley, CBO
Director of Inspections

SUBJECT: Commercial Plan Submittal

In accordance with Chapter 1, Section 109 titled "Construction Documents" effective August 15, 2007 the following list of documents shall be submitted with all applications for commercial new and alterations projects:

- A) Site Plan (approved)
- B) Footing, foundation plans, sections and details
- C) Floor Plans
- D) Window and door schedules to include hardware descriptions
- E) Sections and details
- F) Electrical plans to include:
 - Reflective ceiling plans
 - Riser diagrams specific wire types and sizing, conduit type and sizes, panel layouts and details
 - Fixture schedule and legend
 - Specifications
- G) Plumbing Documents to include:
 - Floor Plans
 - Riser diagrams indicating pipe sizing for supply and drainage, waste and venting

- Restroom plans and elevations indicating accessibility requirements
 - Fixture schedule
 - Specifications
- H) Heating ventilation and air conditioning system to include:
- Plans indicating location and sizing of system components
 - Ceiling plans indicating location and size for all supply and return ductwork, grills and registers
 - Calculations of outside air requirements for each space as per Section 403.3 and Table 403.7 of the International Mechanical Code
 - Unit schedules and specifications
- I) Statement of Special Inspections are required by Chapter 17, Section 1704.1, The Virginia Uniform Statewide Building Code, 2003 Edition
- J) Certification the building envelope and all mechanical systems comply with Ashrae Standards 90.1.
- K) Structural plans, sections and details

Exceptions:

- A) Minor interior alterations or improvements consisting of replacement of floor, wall and ceiling finishes with a flame spread and smoke development requirement of Class C or less in accordance with Chapter 8, Section 803.1 and Table 803.5, (IBC, 2003)
- B) Installation of cabinetry and display fixtures

All construction documents for projects requiring the seal of a Registered Design Professional in accordance with Title 54.1 Section 54.1-402 of The Code of Virginia shall be sealed and signed accordingly. The attached charts A-C can be utilized to determine requirement for sealed documents.

As always your co-operation and assistance in this matter are greatly appreciated. Additionally, should you have any questions or concerns, please do not hesitate to contact me at (757) 365-6216.