



RESIDENTIAL PLAN CHECKLIST

RESIDENTIAL CONSTRUCTION –SINGLE FAMILY DWELLINGS, ADDITIONS AND ASSOCIATED ACCESSORY STRUCTURES

Revised on 5/6/2020

General Plan Requirements:

- ❖ Drawings are to be at scale – 1/8", 1/4", other
- ❖ Number all the pages
- ❖ 2 sets of complete plans
- ❖ Remove non-structural items – beds, cars, furniture, etc. from plans
- ❖ Front page signed by the individual (not Company) responsible for design, including contact information
- ❖ Dimension all rooms
- ❖ Designate all rooms as to their use including mechanical rooms or areas
- ❖ Show floor heights – one note per page if entire floor is the same or note individual areas that are different -
- ❖ Label all window and door sizes – interior and exterior
- ❖ Show all structural items on the appropriate plan page – beams, columns, posting in walls, etc.
- ❖ Submit truss plans and any engineered floor system

Required Plan Pages – as applicable for project:	Minimum Details & Notes needed on the Plan Pages:
Foundation Plan	Footing size, pier size, anchor bolts, wall type, height, and size, waterproofing, drainage, gravel, and dimensioned
Crawlspace Plan or Basement Plan	Label crawlspace - conditioned or non-conditioned, Label basement - room names, finished or unfinished areas, all structural elements
1 st Floor Plan, 2 nd Floor Plan, Attic Floor Plan	Room designations, finished or unfinished areas, all structural elements
Floor Framing Plan/I-Joist Plan	For each floor level – type, size, grade, species, & direction of I-joists, floor trusses, or dimensional lumber, end bearing situations, spans, & loads
Truss Plan/Rafter Plan	From designer or manufacturer plant supplying them – to show loads & point loads are taken to footing
Beams, Columns, Structural Lumber Cut-Sheets	Such as (Forte, Beamcheck, StruCalc) – every beam, I-joists, bearing post, etc., needs to provide load calculations – most designers or supply houses provide this when they are supplying the materials
Wall Bracing Plan – Either noted on floor plan or separate plan page	Per VRC R602.10 – define which method of wall bracing is being used- including stem walls, portal framing areas, etc.
Cross Sections for EACH different structural variation- Front to back, Left to right, Garage, Sunroom, Etc.	List all details from footings to roofing. If brick is used, show how it is to be supported.
Elevations – show proposed final grades	When on basement, front, rear, right, & left elevations are all required.

Residential Architect or Engineer Designed Plan Exemption:

- ❖ Plans & construction documents for residential work may be exempt from requiring the services and seal of an Architect or Engineer (A/E). Exemption typically is when the project is a single-family or two-family home, townhouse, or multifamily dwelling, and the structure does not exceed 5,000 square feet in total net floor area, or exceeds three stories in height.
- ❖ The exempt construction documents as defined above MUST bear the name and signature, the address of the author and their occupation.
- ❖ The full list of exemptions can be found in the Virginia Building and Related Laws Package at www.dhcd.virginia.gov .
- ❖ In accordance with § 54.1-410(A) of the Code of Virginia, the local building official may require A/E design even if not required.
- ❖ In accordance with § 54.1-402(B)(1) of the Code of Virginia, construction documents for any unique design of structural elements for floors, walls, roofs or foundations are required to have A/E design.