



## Commercial Interior Renovations Plan Submittal Requirements

*These requirements are for renovations to interior commercial spaces that do not include any exterior changes or additions to the site only.*

### **Please submit the following information:**

- Three complete sets of plans
- Any requests for VUSBC modifications
- COMCheck (if tenant buildout)
- Provide all information pertaining to special inspections as required by 1704.1
- Asbestos report (if demolishing structures constructed prior to 1985)
- Historical Design and Review Board approval (if required)

### **Plans shall include the following information at a minimum:**

- **Must be to scale**
- Sealed by all Architect(s) and/or engineer(s) of record Site plan **include all exterior equipment locations**
- Building Code Data including:
  - Use group(s), if more than one use mixed or separated Construction type
  - Occupancy load
  - Egress information including travel distances, exit access distances, etc. Sprinkler information
  - Fire alarm information. Number of stories.
  - Height and area calculations. Code edition.
  - Fire separation distances
  - Energy conservation code compliance Prescriptive or Performance (Show compliance with mandatory energy code requirements on the plan)
- Provide floor plan layout. Please include uses of all spaces. A use must be designated for each space. Empty space (unfinished space) within a structure must be identified as to its intended use group.

**The following are required to be included on your plan if part of your project.**

- Window and door locations and schedule (provide u-factors for windows, doors, skylights and other glazing items)
- Building sections for all wall types, floor/ceiling assemblies, stairs, etc.
- Details and location of all fire rated partitions or construction, include U.L. Design.
- Insulation requirements, R-values
- Roof plans – covering type, slope and venting
- Details of all penetration of fire rated construction or assemblies
- Structural, mechanical, plumbing, electrical, sprinkler system and fire alarm
- Roof/floor Truss layout and detail sheets approved by structural engineer of record
- Electrical riser diagram including size of all conductors, conduit and equipment
- Mechanical equipment schedule and include equipment specifications. Provide ASHRAE/ACCA Standard 183 worksheets.
- Cross connection protection for water connection hazard level of occupancy, size, type and location
- VUSBC modifications must be made in writing and must state the reason for the request and the method being used to meet the spirit and intent of the code.
- Special inspections information per 1704.1

Plans will be reviewed within 60 days of submittal date. A submittal date will not be assigned until all information requested has been submitted to this office.

Please call (540) 994-8615 if you have any questions.