



New Commercial Projects Plan Submittal Requirements

Please submit the following information:

- Three complete sets of plans
- Site plan
- Soil report
- COMCheck
- Any requests for VUSBC modifications
- 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

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)

Submit Site Plan – must show accessibility from public ways to building.

- 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.
- Window and door locations and schedules. Provide U-factors of windows, skylights, doors and other glazing.
- Building sections for all wall types, floor/ceiling assemblies, stairs, etc
- Wood Construction - Show wall bracing locations and attachment, blocking details.
- Details and location of all fire rated partitions or construction
- 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 systems
- 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, submit ASHRAE/ACCA Standard 183 Worksheets.
- Cross connection protection for water connection hazard level of occupancy, size, type and location
- Soil report must be submitted in accordance with 1802.2.2
- VUSBC modification requests 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) 994-8606 if you have any questions.