



# Residential Plan Review Check Sheet for Additions

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**The following items must be included with all residential permit applications at the time of submittal. The application will not be accepted if all items have not been included:**

- Completed Permit application with all required information including contractor, owner, (a clear and concise) description of work, location of work, building information, value of work, and utility services.
- Name, address, and occupation of the plan preparer on the top sheet of both copies of each plan submitted.
- If the construction is to be performed by the owner, a signed affidavit is required.
- A completed "Permit Agreement in Lieu of an Erosion and Sedimentation Control Plan" agreement form is required.
- Two copies of the construction drawings, three copies of site plan showing improvements and dimensions from lot lines, and two copies of the soil report. If on well and/or septic provide a copy of the Health Department Report.

**The construction drawings should include:**

- A foundation plan drawn to 1/4" scale. Show all dimensions. Details or notes must reflect requirements of the submitted soil report as well as code requirements. Engineered foundations are required when it has been determined that moderate or high shrink swell soils exist.
- Floor plans drawn to 1/4" scale. Show all dimensions and label all rooms.
- All framing members, such as joists, beams, girders, posts, are to be labeled as to material, grade, location, direction, size and span on floor plans and foundation plan. Specify and show all members such as rafters, hips, valleys, post supports, braces, purlins, knee walls and structural ridge beams at cathedral ceilings. Structural elements such as bearing walls, concentrated loads, and wall bracing must be clearly indicated or a structural analysis from a Professional Engineer or Registered Architect shall be provided. Alternate materials and systems from those prescribed in the IRC must be shown to be equivalent in accordance with IRC Section R301.1.3 and USBC Section 112.2.
- Elevation drawings. Details such as roof pitch, floor elevations above grade, and scale shall be clearly noted.
- Detailed wall or building sections showing all structural elements in conformance with the 2006 IRC, the soil report and the model energy code requirements (or evidence supplied to verify proposed alternate construction). Typical exterior wall sections shall clearly show attic and ceiling ventilation required by the code.
- Provide venting calculations for crawl space and attic spaces (worksheets are available upon request).
- (If applicable) Provide floor truss and roof truss plans. Cut sheets for each truss must also be included.
- Ceiling heights shall be noted on the wall section or the elevations.
- Specify all beams, headers, and columns not otherwise prescribed by the IRC.
- Window and door sizes are to be labeled on plan or schedule provided.
- (If applicable) Type of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- (If applicable) Masonry veneers and chimneys supported by wood frame construction require a design sealed by a Professional Engineer or Registered Architect.
- All elevation and plan options, and details not pertaining to actual proposed construction shall be clearly marked out.
- Provide manufacturer's specifications and installation instructions for sewer lift, ejector, or grinder pumps and for components.

If you require clarification on any of these items, please contact the JCC Plans Examiner. This check list is not comprehensive. Please refer to IRC Section R301.1.3. Please DO NOT submit this form with your application for permit. All permit fees shall be paid for at the time of permit issuance.