



Residential Plan Review Check Sheet

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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 reviewed 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.
- If applicable, Permit applications to be reviewed under our "Same As" program shall note either the previous permit number or the previously assigned "Same as" number for this plan and all options to be included in construction on the application.
- 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 Sediment Control Plan.
- 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 public water and sewer provide JCSA paid/waiver receipt, and if on well and septic provide a copy of the Health Department Report.
- Land clearing permit from Environmental Division.

The construction drawings should include:

- Elevation drawings. Details such as roof pitch, floor elevations above grade, and finish materials shall be clearly noted.
- A foundation plan drawn to 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" to 1' scale preferred. Show all dimensions and label all rooms.
- Detailed wall or building sections showing all structural elements, conformity to the USBC/IRC code (including Chapter 11 energy code requirements) or evidence supplied to verify proposed alternate construction. Typical exterior wall sections shall clearly show crawl, attic, and vaulted ceiling ventilation and roof tie-downs as required by the code.
- Provide Roof plans. Specify and show all members such as rafters, hips, valleys, post supports, braces, purlins, knee walls and structural ridge beams at cathedral ceilings.
- Provide floor and roof truss plans from the manufacturers/supplier if applicable. Cut sheets for each truss and engineered beam must be included.
- Provide venting calculations for crawl space and attic spaces.
- Ceiling heights shall be noted on the wall section or the elevations.
- All framing members including deck members, such as joists, double joists, beams, headers, girders, posts, & columns, are to be labeled as to material, grade, location, direction, size and span on floor and foundation plans.
- All load paths shall be clearly shown from the roof to the foundation. Structural elements such as bearing walls, concentrated loads, and wall bracing must be clearly indicated. Structural elements exceeding the limits of the Code R301 or otherwise not conforming to R301 will need a structural analysis from a Professional Engineer or Registered Architect. Provide wall bracing analysis worksheets. Alternate materials and systems from those prescribed in the USBC/IRC must be shown to be equivalent in accordance with Section R301.1.3 and USBC/IRC 112.2.
- Roof tie down design in accordance with R802.11.
- Window and door sizes are to be labeled on plan or schedule provided.
- Type of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- 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.
- (For homes where the glazed area to gross wall ratio is greater than 15%) Energy analysis based on Chapter 4 or 5 of the 2006 International Energy Conservation Code.
- All sewer lift, ejector, and grinder pumps require previously approved documentation for all components. This documentation must be on site at time of underslab, sewer, RI, and final plumbing inspections.
- Specify if building deck to: "James City County Deck Detail."
- Provide Manufacturer requirements for window and door flashing.
- Provide Manufacturer specifications for wind rating for garage doors and jamb attachment.
- Specify approved material for fireblocking at vents, pipes, ducts, cables, and wires.