

CHECKLIST: REQUIREMENTS FOR NEW CONSTRUCTION

Including Site Built Dwellings, Modular Dwellings, Accessory Structures, Garages, Additions, Remodeling, and Covering for Decks & Porches



Please submit the following information. Check each box to confirm that the item listed is included with your building permit application submittal.

Incomplete application packets will not be accepted. Substantiation must be provided for all applicable checked boxes.

Questions about this application? Contact mcbuildingsinspections@montgomerycountyva.gov or call 540-382-5750.

PROJECT SITE ADDRESS:

_____ City _____ State _____ Zip _____

☐ ONE SET OF CONSTRUCTION PLANS, WHICH INCLUDES THE FOLLOWING:

Plan Page
Number

- _____ ☐ Foundation plans detailing masonry or concrete wall height(s), unbalanced fill on walls, wall thickness(s), size and spacing of steel in walls and footings. Protection of exposed exterior foundation. Show details of the grounding electrode system in accordance with **Section E3608** of the *Virginia Residential Code 2018 Edition*. This section requires footing and foundation concrete encased reinforcement rods to be utilized for the grounding electrode system. (Section E3608.1.2).
- _____ ☐ Footing plan that meet requirements stated in soils
- _____ ☐ Show perimeter slab insulation
- _____ ☐ Location of all egress windows and doors/provide U-factors
- _____ ☐ Insulation R-value (wall, floors, attics, basement and slabs)
- _____ ☐ Attic – note if vented or unvented on the plan
- _____ ☐ Programmable thermostat – show location
- _____ ☐ Fire extinguisher – show location
- _____ ☐ Wall bracing work sheets and wall bracing details shown on plans

THE FOLLOWING INDICATED IN THE PLANS:

- ☐ Use of each room (e.g., bedroom, laundry or living room, etc.)
- ☐ Height and area of building
- ☐ All framing member sizes and spacing
- ☐ Finished ceiling height for each story and basement/crawlspace
- ☐ Location of all tempered glass, skylights
- ☐ Details for stairs and wall types
- ☐ Location of all plumbing fixtures, electrical devices and mechanical devices fixtures and equipment
- ☐ Crawl Space – note if conditioned or unconditioned on the plan
- ☐ Show mechanical ventilation
- ☐ Wood burning fireplace, show if to be installed
- ☐ Provide luminaries fixture schedule (Indicate high-efficient)
- ☐ Sunroom

THE FOLLOWING WITH DOCUMENTATION:

- ☐ Completed permit application
- ☐ Completed Erosion & Sediment Control Screening Form
- ☐ Copy of Zoning Verification Letter
- ☐ Soil test report for anything that is not a slab on grade
- ☐ Manual J and D Worksheets (required for new construction of dwellings)
- ☐ All Engineered products used on site shall have their site-specific engineered drawings submitted with application. This includes wood trusses, I-joists and other Engineered Wood Products.
- ☐ R.D.P. sealed drawings for any portions of the building that are not built from the Virginia Residential Code.
- ☐ Type of Insulation: spray or fiberglass, open cell or closed cell (submit - Installation instructions, ICC ES Evaluation Report)
- ☐ RESCheck (required to be submitted if other than Batt/Blown fiberglass insulation is installed)

VDOT (Check one):

- ☐ Copy of Entrance Permit from VDOT
- ☐ Written proof from VDOT stating an Entrance Permit is not required

DECKS (Check one):

- ☐ Submitting plans separately for review
- ☐ Constructing deck(s) in accordance to the DCH-6 Construction Guide (Available upon request)
- ☐ No decks are being constructed at this site

THIS SECTION DOES NOT APPLY TO PREFABRICATED STRUCTURES, INCLUDING MODULAR DWELLINGS

DUCT TESTING:

- ☐ Duct testing (Locality must witness test) at Applicant's expense (Check One)
 - ☐ Post Construction test
 - ☐ Rough-in test
- Submit certified testing agency for approval along with permit application

BLOWER DOOR TEST:

- ☐ I understand that I am required to have a Blower Door test
Notice: the visual option is prohibited due to adoption of the 2018 edition of the USBC July 1, 2022.

- ☐ I understand that any changes made to plan once it is approved by the Reviewer, must be submitted in writing to the Montgomery County Building Inspections office.

Printed Name of Project Applicant

Signature of Project Applicant

Clear Form

Save Form

UPDATED: 05/2023



Statement of Energy Code Compliance

Address: _____ Phone Number: _____

Contractor/Owner Name: _____ Permit # _____

I hereby attest that I will be using the following method of compliance for my HVAC duct sealing inspection as required by Section R403.3.5 and R403.3.6 of the 2021 Virginia Energy Conservation Code (VECC) or Section N1103.3.3.5 & N1103.3.3.6 of the 2021 Virginia Residential Code (VRC) as applicable:

- ☐ I will perform a Rough-in duct tightness test (duct blaster) and supply the prescribed test results for verification with the above sections prior to the approval of my Rough-in Mechanical inspection.
- ☐ I will perform a Post Construction tightness test (duct blaster) and supply the prescribed test results for verification with the above sections prior to my final Mechanical inspection.

For the required mechanical ventilation, one of the following will be installed:

- ☐ Exhaust ventilation i.e. A compliant bath fan on an automatically controlled switch (Negative pressure)
- ☐ Supply ventilation i.e. A mechanically controlled damper supplying outside air controlled by the Air Handler
- ☐ Mixed ventilation i.e. An ERV (Energy Recovery Ventilator) or similar.

NOTE: *Outdoor Air shall be provided as specified in VRC N1103.6 & M1505*

I hereby attest that I will be using the following method of compliance for my Building Envelope air tightness inspection as required by Section R402.4.1.2 of the 2021 Virginia Energy Conservation Code (VECC) or Section N1102.4.1.2 of the 2021 Virginia Residential Code (VRC) as applicable:

- ☐ I will perform a Blower Door Test per section R402.4.1.2 of the 2021 VECC or Section N1102.4.1.2 of the 2021 VRC

To comply with this section, blower door test results must be submitted on a testing company supplied form with evidence provided that the company is using raters certified by an approved agency. Compliance with this section of the VECC shall be certified.

NOTE: *The 2021 codes require blower door testing certification prior to the Certificate of Occupancy*

An insulation inspection must also be scheduled either at the same time or at a later date. All trade rough-in inspections must be completed prior to scheduling the insulation inspection.

- ☐ I will utilize a nationally recognized energy efficiency program and submit appropriate documentation upon completion in accordance with N1101.8

Signature: _____ Date: _____