

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.

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

ONE SET OF CONSTRUCTION PLANS, WHICH INCLUDE THE FOLLOWING:

- Footing plan must meet requirements stated in soils report if you site is in shrink/swell soils as defined by Montgomery County
- 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 to **Section E3608** of the *Virginia Residential Code 2015 Edition*. This section requires footing and foundation concrete encased reinforcement rods to be utilized for the grounding electrode system. (Section E3608.1.2).
- Show perimeter slab insulation
- 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.
- Plans must indicate the 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 egress windows and doors/provide U-factors
- Location of all tempered glass, skylights
- Details for stairs and wall types
- Location of all wall bracing methods
- Location of all plumbing fixtures, electrical devices and mechanical devices fixtures and equipment
- Type of Insulation: Spray or fiberglass, Open cell or closed cell, (Submit - Installation instructions, ICC ES Evaluation Report)
- Insulation R-value (Wall, floors, attics, Basement and Slabs)
- Crawl Space – note if conditioned or unconditioned on the plan
- Attic – note if vented or unvented on the plan
- Show Mechanical ventilation
- Wood Burning Fireplace, show if to be installed
- Programmable Thermostat – show location
- Provide luminaries fixture schedule (50% shall be high-efficient)
- Fire Extinguisher – show location
- Copy of Zoning Verification Letter
- Soil Test report (if you are in a shrink/swell soils area as defined by Montgomery County)
- Wall Bracing work sheets or Wall Bracing plans
- Agreement in Lieu of form if you are building a dwelling in a subdivision or if you are disturbing more than 10,000 sq. ft of earth (including driveways, septic systems, etc.)
- Deck Certification Form
- RESCheck (required to be submitted if other than Batt/Blown fiberglass insulation is installed)
- Pool
- Sunroom

- Manual J and D Worksheets (Required for New Construction of Dwellings)
- A permit application completely and correctly filled out
- I understand that any changes made to plan once it is approved by the Reviewer, must be submitted in writing to the Building Official's office.
- Copy of VDOT Entrance permit or written proof that approval is not needed*
- Completed Erosion & Sediment Control Screening Form

***YOU MUST HAVE A COPY OF YOUR ENTRANCE PERMIT FROM VDOT, OR EXISTING DRIVEWAYS REQUIRE CORRESPONDENCE CONFIRMING ENTRANCE ACCEPTANCE FROM VDOT. ALL DOCUMENTATION MUST BE INCLUDED WITH THE SUBMITTAL OF YOUR PERMIT APPLICATION.**

YOU MUST SELECT ONE FROM EACH OF THE FOLLOWING TESTING OPTIONS (Does not apply to prefabricated structures, including modular dwellings):

- Duct testing (Locality must witness test) at Applicant's expense
 - Post Construction test
 - Rough-in test
- Must submit certified testing agency for approval along with permit application.

BLOWER DOOR TEST OPTIONS (Does not apply to prefabricated structures, including modular dwellings):

- Blower Door test
 - Visual Inspection (required to be performed by a Certified Third-Party Inspector)
(Must submit Certified Third-Party Inspector qualifications for approval) with permit application.
- Notice: the visual option will be prohibited upon adoption of the 2018 edition of the USBC July 1, 2022.**

ABOVE CODE PROGRAMS

- Earth Craft
- Energy Star
- Other
- Program Type - _____

ADDITIONAL NOTES:

