



## **New Single Family Building Permit Application Submittal Requirements**

Please submit the following information. Check each box to confirm that the item listed is included with your building permit application submittal. Incomplete applications **will not** be accepted.

- Three sets of construction plans which include the following at a minimum:**
  - Footing plan must meet requirements stated in soils report
  - Foundation plans detailing masonry or concrete wall height(s), unbalanced fill on walls, wall thickness(es), size and spacing of steel in walls and footings; protection of exposed exterior foundation
  - 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 how each room will be used (e.g. bedroom, laundry room, 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 and 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 and 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 on the plan

- Wood Burning Fireplace: show if to be installed
- Programmable Thermostat: show if to be installed
- Provide luminaries fixture schedule (50% shall be high efficiency)
- Fire extinguisher: show location
- Show interior passage
- Two plat plans depicting the proposed location of house, deck, accessory buildings, HVAC equipment, driveways, lot dimensions, and setbacks
- Soil Test report
- Wall bracing work sheets
- Agreement in Lieu of E&S Control Plan form
- Erosion and Sediment Control certified land disturber form
- Contractor's information form
- RESCheck: required to be submitted if other than Batt/Blown fiberglass is installed
- Pool
- Sunroom
- Manual J and D worksheets
- A permit application completely and correctly filled out
- If a septic system and/or well to be installed then you must submit a copy of the approved septic/well permit from the Montgomery County Health Department
- Backwater Certification Form
- Electric service loads

**STORMWATER – REQUIRED INFORMATION – Effective July 1, 2014**

- Was the lot platted prior to July 1, 2004      YES     NO
- Provide year platted and subdivision name:

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Year	Subdivision name
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- Stormwater Pollution Prevention Plan (SWPPP) – if platted after July 7, 2004  
    YES     NO       If yes, a copy must be on site at all times
- Agreement in Lieu of Stormwater Management Plan form
- Single family Stormwater Fee may be charged (up to 5 acres of disturbance **\$209.00**)

**You must select one for the following testing options:**

**Duct testing options -**

- Visual inspection: all seams and joints must be exposed for inspection
- Duct testing: locality must witness test
  - Post Construction test
  - Rough-in test: must submit certified testing agency for approval

**Blower Door test options –**

- Blower Door test
- Visual inspection: required to be performed by a Certified Third Party Inspector; must submit Certified Third Party Inspector qualifications for approval

**ABOVE CODE PROGRAMS**

- Earth Craft
- Energy Star
- Other
  - Program Type - \_\_\_\_\_

Reviews are typically completed within five business days of the application date. Every effort is made to expedite your plan review. The contact person identified on the application will be notified as soon as the permit is ready to be issued.

Please call 540.994.8606 if you have any questions.