



# CITY OF NEWPORT NEWS

Department of Codes Compliance  
2400 Washington Ave  
Newport News VA 23607  
Office 757-933-2311 Fax 757-926-8311

## Commercial Plan Review Checklist

The following checklist specifies items that must be indicated on commercial plans submitted for review. This list is not exhaustive, nor does it take the place of the Uniform Statewide Building Code (USBC) and/or the International Building Code (IBC). This guideline is meant to highlight information typically absent from plans submitted for plan review. Please note that it is not a substitute for, nor does it include everything indicated on a complete set of building plans. Checking your set of plans against this list of commonly omitted items will help expedite the plan review process.

### I. General Requirements

- Completed building permit application.
- 3 sets of Construction Plans & 1 Electronic copy.  
Plans to include Building, Plumbing, Mechanical, Electrical and Energy Conservation.
- 2 sets of approved, Class 1 or Class 2 Site Plans with copy of approval letter for additions and new construction
- 2 provide copies of the energy calculations as required.

As per Title 54 of the Code of Virginia & USBC edition 2012, Section 111, Plan sets must either bear the seal of an Architect or Engineer licensed in the state of Virginia, or indicate the name, address, occupation and signature of the person responsible for the design.

### ***PROVIDE A CODE DATA SUMMARY TO INCLUDE THE FOLLOWING:***

- ❖ Address of the project.
- ❖ Indicate on the cover sheet the edition of the USBC the project is designed under.
- ❖ Occupancy classification as defined by the IBC 2012, Section 302.1.
- ❖ Construction type as defined by the International Building Code 2012, Section 602.1.
- ❖ Provide an occupant load calculation for each space according to IBC Section 1004.1.
- ❖ Indicate if the project has a fire suppression system as required by IBC12 Section 903 and if so, the type of system as per IBC12 Sections 903.3.1.1 or 903.3.1.2.
- ❖ Indicate if the project has a fire alarm system as per IBC20012 Section 907, if so, indicate the type of system as either manual or automatic.
- ❖ Show compliance with IBC 2012 Table 503 for allowable height and area.
- ❖ Indicate compliance with mixed use occupancies as per IBC2012 Section 508, indicate the required separation as per Table 508.4
- ❖ Show compliance with plumbing fixture calculations per IBC2012 Table 2902.1
- ❖ Indicate design loads as per IBC 2012 Section 1603.
- ❖ Provide a complete scope of work.

***NOTE THAT A SOILS REPORT MAYBE REQUIRED FOR PROJECTS LOCATED IN AREAS OF MODERATE TO HIGH SHRINK SWELL POTENTIAL.***

## **II. New Construction, Additions, and Changes In Use and Occupant Loads**

- A. All general requirements listed under Sections I, III, and IV.
- B. Site plan.
  - ❖ Site plan approval or waiver from the Department of Engineering for all additions & new construction.
  - ❖ Show location of the proposed building in relation to property lines.
  - ❖ Indicate finished floor elevation if the building is in a flood hazard zone (New buildings & additions will need to provide an elevation certificate when located in a flood zone).
  - ❖ Show all parking spaces including size and maneuvering area for accessible parking.
- C. Zoning
  - ❖ Changes in use may require prior “Conditional Use Permit” or “Special Exception” review and approval, see section 45-402 of City of Newport News Municipal Code for listings or contact Zoning Coordinator at 757-926-8871

## **III. Commercial Plans Requirements**

- ❖ Plans should be of sufficient detail and clarity as to allow for stand-alone documents.
- A. General Requirements listed under section I.
- B. Floor plan, Reflected Ceiling Plan, Elevations.
- C. Life Safety / Egress Plan.
- D. Details and UL design documents for all rated assemblies.
- E. Structural plans/details.
- F. Accessible route, ramp, restrooms, and service counter details.
- G. Statement of Special Inspections (if required under IBC Section 1704).
- H. Elevator pit and hoistway details (to include size, depth and height)

## **IV. Alterations To An Existing Building That Do Not Enlarge The Foot Print of the Building (No change in use)**

- ❖ All items identified in the General Requirements listed under section I.
- ❖ Indicate the use of adjacent tenant spaces and required separations under IBC section 508.
- ❖ Provide typical wall sections for all proposed partitions 1607.5.
- ❖ Provide proposed door & window schedule, include the proposed fenestration and SHGC values for all proposed exterior glazing as per IECC 2012 Table C402.3 .
- ❖ Show exit lights as per Section 1006 and emergency lights as per Section 1006.3 if more than one exit is required by Section 1011.
- ❖ If plans are for a restaurant, public swimming pool or similar uses, approval from the Health Department is required.
- ❖ Provide a completed asbestos certificate or a completed asbestos exemption form as per USBC12 110.3.

## **V. Sub-trades plans:**

### **Electrical, Plumbing, Mechanical, Gas Piping, Fire Suppression, Fire Alarm, and Elevator**

#### Electrical Plans

- ❖ Provide an Engineers seal on the plan set as per Title 54.1- 402 Chart B of the Code of Virginia & USBC2012, Section 111.1
- ❖ Indicate the wire and conductor material as per NEC 2011 Article 310.
- ❖ Indicate the service size and location of meters and disconnects as per NEC2011 Articles: 230, 240, 408 & Dominion Power Blue Book.
- ❖ Provide load calculations as per NEC2011 Articles: 220, 424, 430, 440, 445 & as required by other specific code sections.
- ❖ Indicate the bonding and grounding methods and details as per NEC 2011 Article 250.
- ❖ Provide the manufacturers specification for all proposed light poles to include complete design loads.
- ❖ Please note fault current letter required
- ❖ Site lighting pole bases shall be designed to meet minimum loads as per IBC2012 CH 16 and may require engineer design as per lamp manufacturers' requirements.
- ❖ Provide 2 copies of the interior and exterior energy calculations as required per IECC2012 Section C405

#### Mechanical Plans

- ❖ Provide an Engineers seal on the plan set as per Title 54.1- 402 Chart C of the Code of Virginia & USBC2012 Section 111.
- ❖ Provide a copy of calculations for Ventilation Air requirements as per IMC2012 Chapter 4.
- ❖ Provide details for all through-penetrations in rated assemblies as per IBC2012 Section 714.
- ❖ Indicate fire ratings for all shaft enclosures as per Section IBC2012 Section 713 (grease duct as per IMC2012 506).
- ❖ Indicate the location of all fire / smoke dampers. Provide details of same as per IMC2012 Section 607.
- ❖ Provide roof layout plan. Show compliance with IMC 2012 Sections 306.5 & 306.5.1 for equipment/unit and IFGC 2012 Sections 306.5 & 306.5.1.
- ❖ Indicate duct sizes and run lengths on plan set as per IMC 2012 Chapter 6.
- ❖ Provide copy of equipment data and specifications as per IMC 2012 304.1.
- ❖ Provide Engineer sealed plans for additional loading for all new roof top units as per IBC2012 Chapter 16.
- ❖ Provide 2 copies of the energy calculations for Building Mechanical systems as required per IECC2012 Section C403
- ❖ Provide 2-copies of the manufacture information with spec. sheets on all commercial cooking equipment (Note: a permit will be required for the installation on the commercial cooking equipment)
- ❖ Provide 2-copies of the manufacture information with spec. sheets on all commercial refrigeration equipment (Note: a permit will be required for the installation on the commercial refrigeration equipment)

### Gas Piping

- ❖ Provide pipe diagrams. Indicate sizes, lengths and material of all gas piping as per IFGC 2012 Section 402.
- ❖ Indicate the gas pressures at inlets and outlets as per IFGC 2012.
- ❖ Indicate the BTU ratings of units requiring fuel as per IFGC 2012 Section 402.

### Plumbing Plans

- ❖ Provide isometric plans for both supply and waste piping showing compliance with Chapter 6, Chapter 7, Chapter 9 and Chapter 10 of the IPC 2012.
- ❖ Indicate sizes, length and material of plumbing system Chapter 6 & Chapter 7 IPC 2012.
- ❖ Indicate the size and length of storm drain / roof drains per Chapter 11 IPC 2012.
- ❖ Indicate fixture clearances Section 405, IPC 2012.
- ❖ Indicate compliance with the minimum energy efficiency of water-heating equipment and insulation of service hot water systems as required per IECC2012 Section C404

### Elevator mechanical plans (separate submittal)

- ❖ Indicate the type of elevator or lift system to be installed and the number of stops.
- ❖ Provide details of elevator pit construction & waterproofing as per IBC 2012 Chapter's 7, 16, 18, & 30.
- ❖ Provide details for required pit sump IPC 2012 Section 1114.
- ❖ Provide details for proposed elevator hoistway; indicate the method of construction and the required fire rating as per IBC2012 Chapter 7 & Chapter 30.
- ❖ Provide details of proposed hoistway doors as per IPC 2012 Chapter 30.
- ❖ Address hoistway venting as per IBC 2012 Section 3004.
- ❖ Provide detail for proposed machine room as per IBC 2012 Section 3006.
- ❖ Provide details for emergency operation as per IBC2012 Section 3003

### Fire Suppression plans (separate submittal)

- ❖ Plans shall include general requirements as shown under Section I of this document.
- ❖ Indicate type of system as NFPA 13, NFPA 13R, and NFPA 13D as per IBC 2012 903 (Indicate wet, dry, or chemical).
- ❖ Provide complete system calculations and line drawings of proposed system.
- ❖ Provide current available water flow data to the site.

### Fire Alarm plans (separate submittal)

- ❖ Plans shall include general requirements as shown under Section I of this document.
- ❖ Provide floor plan indicating the location of all devices as per IBC 2012 907.1.2 (Include strobe candelas on floor plan).
- ❖ Provide riser diagram as per IBC 2012 907.1.2
- ❖ Provide battery calculation as per IBC 2012 907.1.2

## **VI. Resubmittal**

- ❖ All revisions to plan sets must be clouded or otherwise highlighted.
- ❖ If corrections to plans are necessary, 3 sets of total plan set & 1 electronic copy (PDF) reflecting those corrections are required.

**WALL TYPE :**

- 1** EXISTING MASONRY EXTERIOR WALL
- 2** EXISTING INTERIOR PARTITION
- 3** PROPOSED INTERIOR METAL STUD PARTITION
- 4** EXISTING TENANT DEMISING WALL 1HR RATED MIN.

**CODE SUMMARY**

PROJECT ADDRESS

**BASED ON THE USBC 2012:**

IBC2012, NEC2011, IMC2012,

IPC2012, IECC2012,

ICC/ANSI A117.1 2009

**USE GROUP: M-RETAIL**

**CONSTRUCTION TYPE: 2B**

NON-PROTECTED,

NON-SPRINKLERED

**HEIGHT & AREA PER TABLE 503**

**IBC2012**

ALLOWABLE : 4 STORY 12500 SQFT

ACTUAL HEIGHT & AREA : 1 STORY

1063SQFT

**PROPOSED TOTAL OCCUPANT**

**LOAD :**

36 MAX AS PER IBC2012 1004.1

AT 1 PER 30SQFT.

PUMBING FIXTURE COUNTS AS PER

IBC2012 TABLE 2902.1

1 UNISEX ACCESSIBLE RESTROOM

REQUIRED

**DESIGN LOADS AS PER IBC2012**

**CHAPTER 16**

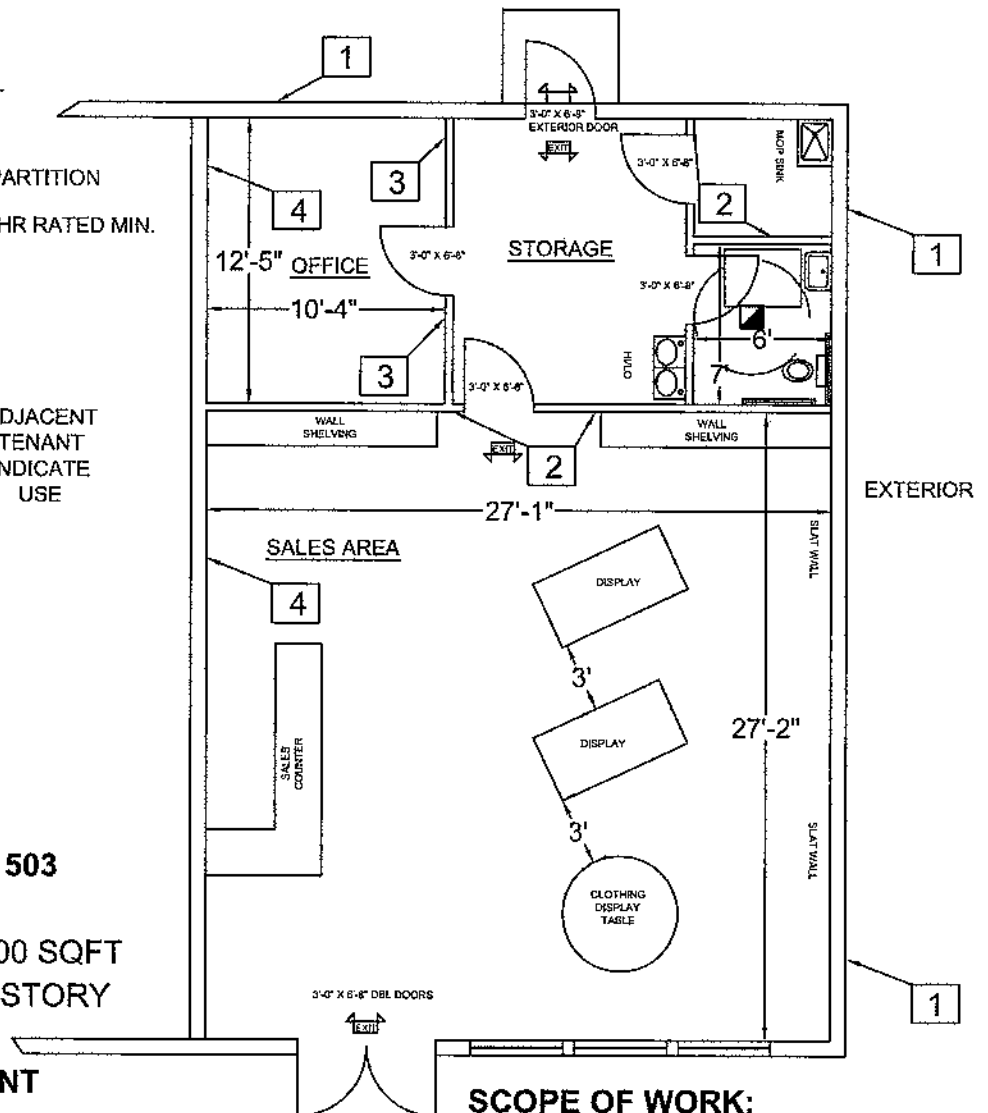
FLOOR LOAD = 100PSI MIN

GROUND SNOW LOAD = 15PSF

WIND LOAD = 115MPH ULTIMATE

DESIGN WIND SPEED

ADJACENT  
TENANT  
INDICATE  
USE



**SCOPE OF WORK:**

TENANT BUILDOUT

NEW RETAIL STORE

NEW INTERIOR PARTITIONS AND  
DOOR.

INSTALL SHELVING AND  
DISPLAY

TABLES .

INSTALL NEW SALES COUNTER

PLANS BY:

NAME

ADDRESS

PHONE

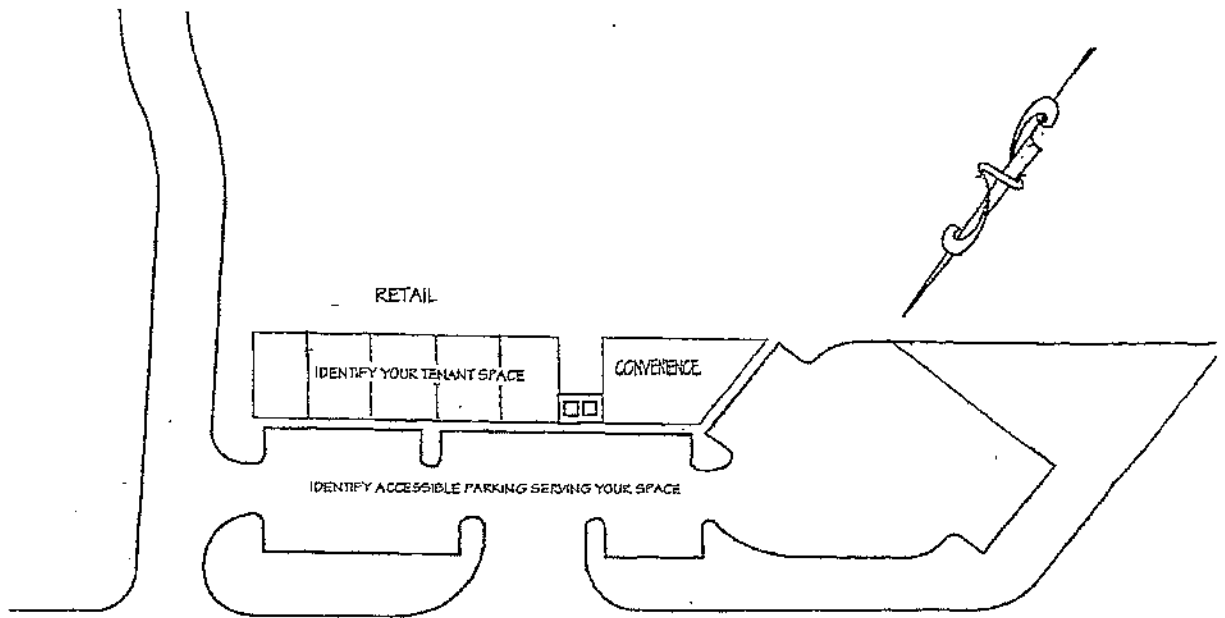
OCCUPATION

SIGNATURE

**FLOOR PLAN**

**SCALE: 1/8"=1FT**

**EXAMPLE OF MINIMUM REQUIRED FLOOR PLAN**



KEY PLAN