



# City of Manassas

## Building Plan Review

703 257-8278

9027 Center Street Suite 201 Manassas Virginia

## New Residential Building Minimum Plan Submittal Requirements

### Submitter must provide the following prior to plan submittal to ensure completeness

The following checklist is to provide the minimum information needed to complete the initial plan review. This checklist is only a guideline and does not relieve the designer of the responsibility of providing all information needed to assure compliance with all adopted codes. Required information not shown on plans WILL DELAY the building permit issuance. Checking your set of plans against this list of commonly omitted items should help expedite the plan review process.

#### To Be Filled Out by Applicant

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

I understand that an incomplete plan check submittal will result in delays in your plan review process.

Applicant Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

	Documents Required	Applicant Check if Provided	Filled by Staff Provided	
			Yes	No
General	Completed Building Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drawings must include the Name and Address of the establishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Two (2) Complete Sets of <u>Assembled Plans</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drawings are required to possess the signature, occupation and address of the person responsible for the design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Drawing Sheet Size is 18" x 24"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documents	Geotechnical Report (Greater than 750 SF or more than one story)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan (One copy) Showing set-back dimensions & utilities to include: Size & location of Domestic water and Sanitary lateral sewer lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assure that the site plan and the building footprint are consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Energy Documents showing Compliance of the Building Envelope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plans	Detailed Statement of Scope of Work on Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Code Summary Details: Type Construction; Gross Square Feet; Height; & Code Year applicable with the design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Floor Plans of each level to include dimensions and purpose of each room or space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cross-Sections & Details, with dimensions showing floor to ceiling height and height from floor to the underside of the lowest structural member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum 1/2-inch gypsum board applied to the garage side of wall and living space separation and 5/8-inch applied to the garage ceiling separating living space above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Documents Required	Applicant Check if Provided	Filled by Staff Provided	
			Yes	No
Architectural Plans	Openings separating the garage and living space must be either solid wood 1 3/8-inch in thickness or be labeled as a 20-minute fire resistance rated door	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Sleeping rooms and habitable basements are required to be provided with a compliant emergency escape window or door to the exterior	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Interconnected smoke detectors wired to primary building power and battery back-up are required to be located: In each sleeping room; Immediately outside the sleeping rooms; On each story	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Minimum clear width of hallways, stairs and landings is 36-inches	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Complete stairway section showing the dimensions of the tread, riser, headroom, guard and handrail	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Guardrails required on porches, balconies or raised floor surfaces located more than 30-inches above the grade or floor below	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Door & Window Schedule to include hardware and locking devices	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Glazing in hazardous locations (i.e. walkways, doors, showers, bathtubs etc.) is required to be labeled safety-glazing	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Exterior Elevations including material types and construction	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show required placement of ties between the masonry veneer to the structure	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Roof Plan: Showing slope, type of decking, type of covering and ventilation means	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Minimum insulation values are R-16 exterior walls, R-38 roof, R-19 crawl-space, R-30 between garage and living space above, R-10 for basement walls	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Identify all plumbing fixtures and location on the floor plans	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Indicate required 22 x 30-inch Attic access location	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exhaust fans vented to the exterior or open-able window is required for bathrooms	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Structural Specification</b>				
Structural Plans	Structural Design Loads: Specify Dead & Live loads, Snow, Wind & Seismic loads	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the minimum soil bearing pressure as designed	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the compressive strength of all concrete	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the Species and Grade of lumber to be used in construction	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify size and span for all headers	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the type, grade and thickness of all structural wood panels used for wall, sub-floor and roof sheathing,	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Submit Structural Calculations for Support Beams, Girders, Headers, Columns & Footings	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Provide <b>specific</b> manufacturer span/load data sheets for all engineered wood products (i.e. roof trusses, open-web trusses or Truss-Joists®, Micro-Lam®, Para-Lam®, Glue-Lam® etc.)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Footing, Foundation, Slab &amp; Crawlspace Construction</b>				
Structural Plans	Foundation Plan showing dimensions, lay-out and column footings	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show a Cross-section view of the footing indicating the depth below grade, width and thickness	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the Lateral Soil Bearing Pressure assumed for the basement wall	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Documents Required</b>		<b>Applicant Check if Provided</b>	<b>Filled by Staff</b>	
<b>Footing, Foundation, Slab &amp; Crawlspace Construction</b>			<b>Provided</b>	
<b>Structural Plans</b>	Show a Cross-section view of the foundation wall indicating the depth of backfill, type of wall, reinforcement, water-proofing and drainage method	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Indicate thickened slab areas for placement of load bearing walls – equivalent to that required for footings	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cross-section view of the all concrete slabs - indicate the slab thickness, reinforcement , under-fill material and type of vapor barrier	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show the location and size of the required foundation vents	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show the location of the required minimum 18 x 24-inch crawlspace access door	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show a cross-section view of the crawlspace showing the clearance from grade to the underside of structural members (i.e. girders, joists etc.)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show details of the front entry concrete stoop	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Floor Framing</b>				
<b>Structural Plans</b>	Show Details of anchoring the framing to the foundation; minimum ½-inch diameter bolts embedded minimum of 7-inches into concrete or masonry, spaced at 6' O.C.	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Framing plans to indicate the size, spacing, direction of span and length of span of all structural elements (i.e. girders, floor joists, ceiling joists and rafters etc.)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show Details of Connections of Framing members (i.e. posts and beam, ledger-boards, ledger board bolts and spacing, fitch-beams, joist hangers etc.)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show Cross-sections of Posts and Columns that accommodate loads imposed and transmit the resulting load to the supporting elements down to the foundation	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the size and type of existing headers, beams, columns and footings required to support the floor load from the new <b>and</b> existing construction	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Identify locations of concentrated loads (i.e. mechanical equipment, oversized tubs etc.)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Open-web roof (and floor) truss shop drawings may be submitted after plan review but prior to installation. Two sets are required with one set possessing the original seal and signature of the truss designer	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Wall Construction</b>				
<b>Structural Plans</b>	Clearly identify the location of all braced wall panels. Details are to include the size of panels, exterior and interior sheathing type, nailing schedule, all bracing, strapping, fastening and anchoring	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify if continuous sheathing, braced wall panels or alternate panels are designed as the exterior wall bracing method	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Incorporate APA braced wall panel details as applicable if designed for the alternate braced wall panel; minimum required aspect ratio for APA panels is 6:1	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the material, sizes and spacing of the wall framing members (studs)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Specify the material and sizes for masonry lintels	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Show construction of the exterior wall for the two-story open foyer	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Roof Construction</b>				
<b>Structural Plans</b>	Plans to indicate the size, spacing, direction of span and length of span of all ceiling joists and rafters	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Ceiling joists or collar ties located above the rafter bearing points require increased rafter sizes in accordance with Section R802.5	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plans to indicate the size, type and support to the foundation of ridge beams for roof structures without ceiling joists (vaulted)	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<b>Documents Required</b>		<b>Applicant Check if Provided</b>	<b>Filled by Staff</b>	
<b>Roof Construction (continued)</b>			<b>Provided</b>	
<b>Structural</b>	Specify the size and type of existing headers, beams, columns and footings required to support the roof load from the new <b>and</b> existing construction	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Electrical</b>				
<b>Electrical</b>	Show the location of the electric service panel and metering equipment	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No