

PORTSMOUTH RESIDENTIAL PLAN SUBMITTAL CHECKLIST

The following items must be included with all residential building permit applications.

- Completed permit application
- Job street address (include the 911 or lot number, street name and subdivision)
- Two (2) identical sets of plans, Two (2) copies of site plan (plat of property) showing the improvements, flood elevations, drainage and dimensions from property lines and any structures.
- Name, address, phone number and occupation of the plan preparer on all sheets of the plans.

Construction Documents :

- The construction documents shall be prepared using architectural graphic standards to represent materials and assemblies.
- Plans for structure located within 1500 feet of tidal salt water shall be sealed by a Va. Licensed RDP or otherwise comply with locality's Wind Resistant Construction plans policy.
- Elevation drawings shall include roof pitch, floor elevation(s) above grade, finish materials and scale, all clearly noted.
- A foundation plan ,fully dimensioned. Details and notes shall reflect the requirements of code requirements. Engineered foundation systems are required when it is determined the project is in a flood zone (A or V). Load paths and point loads shall be identified.
- Floor plan with all spaces labeled as to use and fully dimensioned. Window and door sizes shall be labeled or a separate window and door schedule shall be provided. Include manufacturer's design pressure (DP) rating. Identify windows where safety or tempered glass will be used.
- Detailed wall and building sections showing conformity to the IRC, and the model energy code requirements. Typical exterior wall sections shall clearly show attic and vaulted ceiling ventilation and roof uplift restraints as required by the IRC. The location, method and amount of wind bracing shall also be addressed on the construction documents. The method of garage fire separation shall be identified.
- All framing members, joists, beams, girders, columns are to be labeled as to location, direction, size, type lumber, and span on the floor plans. If trusses or engineered lumber (joists or girders) are to be used, indicate the manufacturer or source of the assembly, and provide span information.
- Complete drawings for all decks and porches to include method of attachment to the primary structure, if not freestanding, as well as flashing method.
- Roof plan shall include sizes and direction of all ridge, valley, hip and roof rafters. All load paths shall be clearly shown from roof to foundation bearing, or include analysis from a RDP.
- Types of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- Engineering for special construction features not covered by the prescriptive provisions of the IRC.
- Modular or manufactured homes must include clear and specific details of marriage wall connections.
- All of the information on the construction documents shall be for the named project. Sections and details that do not pertain to the project shall be removed.
- All braced walls must be located/shown and identified on the plans.

If you require clarification on any of the above items, contact the locality listed above residential plans examiner. This check list is not comprehensive; refer to the IRC for complete construction requirements.