

PAPER SIZE

The City has no specific requirements for the size of plans. Plans must be sufficiently large to be easily legible. Nothing should be less than 8½" x 11". Plans for all but the simplest of jobs should be drawn to scale, ¼" to the foot is the preferred scale, and this may dictate the size of paper used. In no case should plans labeled with a scale be submitted in any size other than that scale.

COPIES

All submissions require at least two plan copies, and some require more. (See "Requirements for Application for a Permit" for details on how many copies to submit.) All copies must be identical. If plans are signed and sealed, at least two copies must bear original ("wet") seals. Additional copies may have photocopied seals.

BINDING

Plan sets are to be neatly stapled on the left-hand side. For plan sets on large-format paper, a binding strip is to be used.

PLAN REVISIONS

Often, plans will need to be revised after submission, or even after issuance.

Typically, only two sets ("Office" and "Builder") sets are revised. Revisions may be made at the counter or by signing out the plans to make revisions elsewhere. Either way, the following rules apply:

- If you annotate, do not use red ink. Red is our color and it may get confused. Bubble your annotations.

- If you swap sheets, remove the old sheet and replace with the new. Do not leave old sheets in the revised plan set. Return all sheets removed from both copies as a void set. Leave the void sheets loose.
- If the plans require and A/E seal, all annotations and new sheets must be signed and dated by an appropriate Registered Design Professional.
- Whatever changes you make must be identical on both Office and Builder plan sets.
- When you bring in your revisions, you will be asked to date-stamp new pages and bubbled areas.

OTHER HANDOUTS

In addition to this brochure, also look for:

1. Building Permit Fees and Process Summary
2. Requirements for Application for a Permit

These and other information, along with all necessary forms, are available at the Development Services Counter, located on the first floor of the east wing of City Hall. The same information and forms are available on the City of Falls Church web site, <http://www.fallschurchva.gov>.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5080 (TTY 711)

PLAN SUBMISSION REQUIREMENTS

City of Falls Church, Virginia



Informational Brochure #3 of 3

Department of Community Planning and
Economic Development Services
Building Safety Division
300 Park Avenue, 103W
Falls Church, VA 22046
703-248-5080 (TTY 711)

permits@fallschurchva.gov

OVERVIEW

All but the simplest of jobs will require the submission of plans in order to obtain a permit. The quality of these plans can have a substantial effect on how long it takes to get a permit. Professionally-drawn, to-scale and complete plans have a better chance of being approved on their first review.

ALL PLANS

All plans submitted must have the following, if it is part of the work being done:

- Name and address of project
- Name, address, phone number and occupation of the author of the construction documents
- Scaled and dimensioned floor plans with all room names labeled, doors and windows shown and special features clearly noted
- Exterior elevations, showing all openings
- Note all door and windows sizes either on elevations or plans, or door and windows schedules referenced to plans.
- Indicate sleeping room egress
- Complete sections and details for foundations, floors, walls and roofs, with components of assemblies clearly noted, properly cross-referenced, with floor-to-floor heights dimensioned.
- Indicated stair dimensions, tread riser dimensions, handrail and guardrail information.
- For additions and renovations, make clear the distinction between existing construction, alterations to existing construction and new work
- Indicate rated walls, including the testing agency design number(s), and show compliance with other required unit separation provisions
- Show smoke detector and electric panel locations
- Provide a mechanical layout and equipment list. Show flue locations and provisions for combustion air
- Scaled and dimensions framing plans for all floors and roof. Indicate all beam sizes, headers, ledgers, and their attachment. Show continuous load path for all posts and columns from bearing point to foundation. Note species and grade of lumber, or manufactured structural members' performance grade.
- Note any special loading
- Scaled and dimensioned foundation plans. Show ventilation and access openings as required
- Sections and details properly referenced to plans
- Reinforcing steel for slabs, retaining wall, grade beams, foundations and foundation walls
- For additions & renovations, detail the existing structure and footings that provide bearing for new work
- Structural calculations, signed and sealed by a structural design professional licensed in the Commonwealth of Virginia, for those structural elements exceeding the tabular values set forth in the code may be required

COMMERCIAL PLANS

Plans for commercial work should include the following additional information:

- The existing and proposed “construction type” as defined in the code
- The existing and proposed “use group” as defined in the code
- Whether or not the building is sprinklered
- Whether or not the building has a fire alarm
- The year the building was built, if it is an existing building
- Architectural, mechanical, electrical, plumbing and structural plans as required to fully understand the construction
- A code analysis may be required on difficult plans

SIGNING AND SEALING

For some jobs, the plans must have a Registered Design Professional (RDP), sign and seal the plans. Residential plans are not required to be drawn by an RDP, but if they are, they must be signed and sealed. Commercial plans are more complicated. Generally, work in any building over 3 floors or over 5,000 s.f. requires signed and sealed plans. For details, please see the “*Virginia Related Laws Package*”.