

**City of Salem**  
**COMMUNITY DEVELOPMENT**  
**NEW STRUCTURES AND ADDITIONS**  
**Commercial Plans Checklist**

**PROJECT NAME** \_\_\_\_\_

This checklist is a part of and must accompany all permit applications for new commercial construction or additions where A/E seal is required for architectural drawings (Chart A on page 7). It must be completed and signed on Page 7 by the designer(s) who prepared and compiled the plans. There is a ten (10) business day review period for commercial plan reviews beginning the day after submission to the permit office. Please address any questions to plans review staff at 540.375-3032. This basic Checklist indicates the minimum essential building code information required on construction documents prior to submitting them as part of the building permit application package. Providing all the information listed will expedite the overall review process and increase the likelihood that plans will be approved on the first submission.

Complete all plans in accordance the Virginia Construction Code with current amendments and all applicable referenced standards. On Coversheet, list codes used for project design.

**GENERAL REQUIREMENTS**

- Full name and complete address of the proposed project
- Completed **Building Permit Application** and **Trade Permit Application** as needed
- Completed **Statement of Special Inspections** forms
- Completed **Accessibility Compliance Form** for additions to existing structures.
- Soils evaluation report per the **Engineering Department of City of Salem**
- Completed **Asbestos Abatement Certification** form for alterations to existing structures.
- Electronic copy (no paper) sent to [communitydev@salemva.gov](mailto:communitydev@salemva.gov). The construction documents must be drawn with sufficient clarity and detail to illustrate the nature and character of the work to be performed and must meet the requirements of or show the items listed below. Required forms are available at the Permit Application Center or online at [www.salemva.gov](http://www.salemva.gov)
- Projects for new construction, remodeling, expansion, or changing of equipment for Public Swimming Pools, Restaurants and any projects with foodservice facilities, require a separate permit application to the Alleghany/Roanoke City Health District, **1502 Williamson Road NE | Roanoke, VA 24012 | Phone: (540) 204-9764 | Fax: (540) 857-7315**
- Approved Site Plan **NOTE:**  
Building plan submissions are required to include a detailed site plan. Most projects involving an increase in the storm water runoff or building footprint will require submission and approval of a site development plan to the Engineering Department of the Community Development Office. When such a site plan is required, no building plans will be accepted for review unless a copy of the approved plan is included with the submittal and referenced on the cover sheet. Plans submitted which do not include an approved site plan are considered incomplete and will not be accepted for review. Should the Community Development Office to determine that a detailed site plan will not be required the applicant will submit a written statement from the City of Salem Community Development Office waiving the site plan requirement.

**Virginia Uniform Statewide Building Code, section 111.1 requires that each sheet of C,A,S,M,E,P, etc. is signed and dated by the designer licensed in Virginia responsible for the drawings:**

- In accordance with 18 VAC10-20-760, drawings that are prepared by a registered design professional must bear professional seal on all sheets, signature is required and date within seal
- Contractors, as permitted by Section 54.1-402 of the Code of VA, list license number, occupation, name, address, telephone number; sign and date (see informationalhandout)

- Minimum acceptable scale for Detail drawings is 1/8 inch = 1 foot or a metric scale of 1:100
- All drawings must be prepared in ink or equivalent
- Minimum plan sheet size is 21" x 30"
- Building permit fees are based on the estimated cost of construction. For new structures, the county utilizes an in-house construction cost chart for the purpose of estimating inspection costs.
- Building drawings must include information on Zoning Use and Parcel ID number

All shop drawings prepared by contractors, fabricators, manufacturers, etc. must be approved by RDP in responsible charge of project and be available on-site for inspections. Shop drawings used by tradesmen to obtain permits must bear approval from RDP, prior to submission to our office.

## PLOT PLAN REQUIREMENTS

Y N/A

- Plot Plan (may be included as part of the Approved Site Plan or submitted separately where no site plan is required where more than 1,000 sq.ft. of area is altered or disturbed.)  
***Must include the following information:***
- Owner's Name
- Name, address, and occupation of the person preparing the plan if other than a registered design professional
- Property Address and City Tax Map Identification Number
- The scale of the plan and north arrow indication
- Property lines and dimensions drawn in accordance with an accurate boundary line survey
- Existing structures (walls, fences, accessory buildings, etc.) and proposed new construction
- Location of accessible parking spaces, accessible route(s) and accessible entrance
- Distances from all structures to adjoining property lines and required setbacks
- Size of disturbed area.
- Location of floodplain, floodway and floodway fringe from FEMA Flood Hazard Boundary maps and finished floor elevations or 100 acre watershed per City of Salem Drainage Standards
- Elevation of the lowest floor of every proposed structure
- Location, dimensions and type of all easements and underground utility lines.
- Proposed or existing location of septic tank, drain field and repair area or location of sanitary sewer line(s).
- Proposed or existing well location; or location of water service line.
- Existing and proposed grades including topographic contours with 2' intervals; limits of all grading and land disturbing activities
- Identification of potential expansive soil types
- Proposed driveway and parking areas
- Plan to indicate final disposition of all storm water to an approved discharge point

**ARCHITECTURAL PLAN REQUIREMENTS*****Building Code Summary/Code Analysis, Sheet #*** \_\_\_\_\_

- Code and edition used for the design.
- Use Group per Chapter 3; Construction Type per Chapter 6
- Building Height; Number of Stories; Building Square Footage, per Chapter 5
- Occupant load calculations, per Chapter 10 for total and for each space
- Number of exits required and provided/ Maximum Travel Distances shown per Chapter 10
- Compliance with Mixed Occupancy requirements and design methods per Chapter 5
- Whether or not the building is provided with fire suppression and supervision/monitoring per Chapter 9. Indicate if manual, automatic, or partial fire alarm system is provided per Ch. 9.
- Locations of all Portable Fire Extinguishers, per IBC and IFC Chapters 9
- Incidental Use Area compliance with IBC Chapter 5

***Architectural Plans, Elevations, Sections, Details, Sheet(s) #***

Y N/A

- Label all rooms/spaces with names/number designation
- Number all doors
- Door schedule including door number, size, type, latching, closers, hardware set and fire rating in hours. *Note: Security hardware systems designed to interface with fire alarm systems must be detailed including sequencing*
- Partition Types; reference fire resistance rating as applicable; show on plan view locations of various partitions
- Roof plan with roof slope, high points, low points, location of mechanical units, location of drains and scuppers
- Dimensions of corridors and aisle widths
- Floor to ceiling height and height from floor to underside of lowest structural member
- Interior finishes; flame spread/smoke developed index per Chapter 8
- Details of all ramps and stairs with required handrails, guardrails and landings
- Floor elevations with changes in floor level
- Coordinate the electrical plan showing exit access, exit and exit discharge lighting per Section 1006.3, and egress lighting per Chapter 10, or make reference to applicable electrical sheet.

***Fire Rated Construction***

Y N/A

- Locate fire resistive rated construction for fire walls/barriers/partitions, horizontal assemblies, shaft walls and smoke barriers/partitions and fire resistive hourly rating
- Reference fire resistive rated assembly listing source (i.e., UL, FM, IBC table 720.1 item #), key into Partition Type(s)
- Incorporate complete listing design of UL, FM, etc., fire resistive system(s) into drawings
- Include details for all through penetration firestop systems, per IBC Section 712; permitted to be a contractor shop drawing submittal on-site
- Include details for all fire resistant joint systems, per IBC section 713; permitted to be a contractor shop drawing submittal on-site
- Section details of all rated construction showing Chapter 7 compliance including continuity and supporting construction where applicable

**Accessibility Requirements**

Y N/A

- General:  
Listing of all required signage. Identification of specific service areas, counters, checkout aisles, dressing rooms, toilets, point of sale and food service lines. Accessibility for levels above or below grade
- Exterior:  
Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances. Plans must indicate the intended grade for accessible routes
- Interior:  
Accessible routes to primary function areas are provided. Accessible hardware, fixtures and other specialty items, features or facilities clearly identified. Identification of accessible means of egress including areas of refuge  
Wheelchair turning space, clear floor space, knee and toe clearances  
Elevations of all accessible fixtures and equipment to show height compliance

**FIRE PROTECTION PLAN REQUIREMENTS**

Y N/A

- All of the systems below are to be identified on the construction drawings; specific design and detailed shop drawings of such systems are to be submitted for separate review and permit.
- Fire pump(s) and or Water Storage Tank(s)
- Automatic Sprinkler System(s)
- Standpipe System(s)
- Fire alarm System(s)
- Emergency and Standby Power System(s)
- Elevator Installation and Operation
- Stairwell/Elevator Shaft Pressurization
- Smoke Evacuation System(s) (see Mechanical Plan requirements below)
- Range Hood Fire Suppression System(s) (see Mechanical Plan requirements below)
- Other Specialized Detection and Alternative Fire Suppression system(s).
- Medical Gas System(s)
- Petroleum and Liquefied Petroleum Gas (LPG) storage tank and distribution system(s)
- Underground/Above Ground Storage Tank(s) (see Mechanical Plan requirements below)
- Hazardous Exhaust System(s)
- A list of all hazardous chemicals, liquids, or other materials to be used, handled or stored in the space. Specify the quantity of the materials to be used, handled or stored. Specify the storage method, e.g., metal drums, glass bottles, plastic jugs, or cardboard boxes
- Fixture details, e.g., shelving, racks, stock/storage for high-piled and rack storage

All shop drawings prepared by contractors, fabricators, manufacturers, etc. must be approved by RDP in responsible charge of project and be available on-site for inspections. Shop drawings used by tradesmen to obtain permits must bear approval from RDP, prior to submission to our office.

## STRUCTURAL PLAN REQUIREMENTS

**Note: All plans, technical reports and calculations shall bear the original seal, signature and date of a registered design professional where applicable with the Code of Virginia (see general req.)**

**General:**

Y N/A

- Provide copies of Soils Investigations and Geotechnical reports
- Structural Calculations provided for unique designs or as requested by Plans Examiner
- Foundation plan with cross sections and details
- Footing details; minimum depth is 24 inches below grade (See Roanoke County Soils Policy)
- Structural framing plans and associated schedules of all levels accurately detailing all structural elements
- Structural details of connections
- Roof framing plan
- Cross sections and other details to accurately depict structural system
- List of material specifications
- Provide general design requirements required by VCC section 1603.1
  - **Floor live load:** this shall include any live load reduction factors
  - **Roof live load**
  - **Roof snow load:** flat-roof snow load ( *Pf* ), snow exposure factor ( *Ce* ), snow load importance factor ( *I* ), and thermal factor ( *Cr* ). The ground snow load for City of Salem is 30 PSF
  - **Wind load:** basic wind speed, wind load importance factor ( *I* ), building category, wind exposure, internal pressure coefficient, wind design pressure, and components and cladding wind pressures. The wind speed for City of Salem is 110 mph ( $v_{3s}$ )
  - **Earthquake design data:** seismic use group, spectral response coefficients, site class, basic seismic-force-resisting system, design base shear, and analysis procedure
  - **Special equipment loading.** Roof mounted HVAC, etc.
  - **Specify deflection limits**, VCC table 1604.3

All shop drawings prepared by contractors, fabricators, manufacturers, etc. for pre-fabricated structures, tilt-up panels, pre-stressed members, pre-cast members, roof trusses/joists and floor trusses/joists, etc. must be approved by RDP in responsible charge of project and be available on-site for inspections

## MECHANICAL PLAN REQUIREMENTS

Y N/A

- Minimum required mechanical facilities per Virginia Mechanical Code
- Symbol and abbreviation list identifying all components of the proposed mechanical system(s).
- One 1 copy of calculations and information demonstrating compliance with ASHRAE standard 90.1 (energy standard for all buildings except low-rise residential), or the IECC. The signed and sealed print-out of the above standard's computer program is acceptable
- Details for boilers showing all required safety devices. (**Note: All commercial boilers subject to Sections 36-98 and 40.1-51.6 must be inspected by Virginia Department of Labor & Ind.**)
- Fire and smoke dampers and fire/smoke detection devices
- Location and type of required ventilation hoods and associated suppression systems

- For smoke removal/control systems, a sequence of operation and a narrative description of the functioning of the smoke purge system, a broad conceptual outline of how the system is designed to function under a variety of possible fire conditions, upper floor involvement, atriums and other areas. Show the inter relationship among fire alarm systems, suppression systems and emergency power
- Buoyancy calculations for underground tanks of 1,000 gallon (4,000 liter) capacity or more, using a recommended minimum safety factor of 1.5 and show all supply, fill and vent pipes, valves, etc.
- Fuel piping in building
- Duct and/or piping layout for the HVAC system, with the following also shown:
  - Main trunk and branch sizes
  - Size of all registers; indicate the cfm (l/s) at each register
 Location of all equipment and outside air intake and exhaust air opening locations
- Complete equipment data for the HVAC system to include make and model number, BTU (KWH) rating for heating and cooling, cfm (l/s) capacity, minimum and maximum outside air cfm (l/s), and energy efficient ratings (e.g., EER, COP, ATF, Combustion Efficiency, etc.)
- Identify economizer cycle when required by code. Provide sequence of operation
- Gas piping riser diagram and floor plan with fully developed length, design pressure of gas, total quantity of gas to be provided, specific gravity, pressure drop and the type of gas piping with the correct sizing per IFGC

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## **ELECTRICAL PLAN REQUIREMENTS**

Y N/A

- Minimum required electrical facilities per National Electrical Code
- Clear, legible electrical floor plan showing lighting fixtures and schedules, symbol legend, equipment schedules, receptacle locations and all branch circuits. Number the branch circuits and identify each branch circuit's home-run
- Service riser diagrams including:
  - Size of feeder conductors and insulation types, conduits and overcurrent protection.
  - Connections and sizes of emergency or stand-by generators. If the generator neutral will be switched, provide a main grounding at the generator
  - Fire and jockey pumps
  - Rating of the transformers (KVA), primary and secondary conductor sizes, voltage levels, grounding conductor sizes, (stating "grounding per NEC" is not enough information) and the primary and secondary overcurrent protection sizes
  - Size of motors, air-conditioners and their branch circuit conductors and overcurrent protection
  - Main grounding at the service to include type of main grounding electrodes, type of supplementary grounding electrodes, size of the electrode grounding conductors and where they terminate at the service location. (Stating "grounding per NEC" is insufficient.)
- Exit, emergency and battery pack lighting locations and branch circuits
- Size, location and identification of all new and existing electrical panels and equipment
- All panel schedules must include the following:
  - Size of panels, phases and voltage levels
  - Breaker/fuse and conductor sizes of each branch circuit
  - Size of the panel's main circuit breakers or fuses

- Indicate if panels are main circuit breakers (MCB) or main lugs only (MLO). If MLO, provide the size of the main overcurrent protection that protects the feeders that supply the MLO panels
  - Load calculations in KVA, kW or ampere. Break the loads into total connected and demand loads, continuous and non-continuous loads. (Indicating only the branch circuit, circuit breaker, or fuse sizes does not constitute load calculations)
  - Identify the loads connected to each panel, branch circuit, circuit breaker, or fuse.
- Provide NEC-compliant load calculations for feeders and service including demands per NEC Article 220
- Provide documents with calculations to show compliance with International Energy Conservation Code for lighting per Section 805.5; or show compliance with ASHRAE 90.1

### PLUMBING PLAN REQUIREMENTS

Y N/A

- Minimum required plumbing facilities per Virginia Plumbing Code
- Floor plans (plan view) and riser diagrams showing the location of all plumbing fixtures, sanitary, water, storm and gas piping. Identify size, slope and type of piping material and location of all required valves
- Fixture connection schedule including waste, vent, gas, hot and cold water connection sizes. Identify all fixture symbols used on the plans and risers. Include backflow preventer(s) and other water control equipment
- Identify required grease and oil traps and/or interceptors and indicate method of sizing
- Water distribution pipe sizing calculations for engineered systems
- The location and type of all backflow prevention devices provided for each piece of equipment or outlet and the specified quality control standards referenced in the code
- Plans showing demolition shall identify the location of cap offs and points of connection of new piping to existing piping
- On-site private utilities that are not intended to be conveyed to the local utility authority are required to be designed and installed according to the International Plumbing Code and have inspections performed by the Inspection Office. Design details for such private utility systems are to be included with the architectural submittal
- Show location of elevator sump/oil interceptor in accordance with ANSI A17.1 and the IPC

**LEAD DESIGN PROFESSIONAL (NAME):** \_\_\_\_\_

(RDP in Responsible Charge)

**LEAD DESIGN PROFESSIONAL (SIGNATURE):** \_\_\_\_\_

(RDP in Responsible Charge)

DESIGNER	FIRM/CORP.	NAME	LICENSE #	TELEPHONE#	EMAIL
Architectural	_____	_____	_____	(____)	_____
Civil	_____	_____	_____	(____)	_____
Fire Protection	_____	_____	_____	(____)	_____
Structural	_____	_____	_____	(____)	_____
Mechanical	_____	_____	_____	(____)	_____
Electrical	_____	_____	_____	(____)	_____
Plumbing	_____	_____	_____	(____)	_____
Retaining Walls	_____	_____	_____	(____)	_____
Other	_____	_____	_____	(____)	_____

**ONCE BUILDING PLANS ARE APPROVED FOR PERMIT, PLEASE SUBMIT DIGITAL COPIES OF DRAWINGS**  
**in pdf or tif file format FOR OUR OFFICE RETENTION RECORDS**

**Attention**

**Contractors/Renovators applying for a local  
Government renovation or demolition permits**

**There are other applicable renovation and demolition  
Regulatory requirements administered by  
The Virginia Department of Labor and Industry  
Fines can be as much as \$25,000**

**Information and assistance is available by contacting  
540-562-3580- Extension 131**