

Southampton County VA

COMMERCIAL BUILDING PERMIT

APPLICATION

OFFICE USE ONLY

Sewer Tap	☐ Yes	☐ No	☐ Not Req'd
Right of Way	☐ Yes	☐ No	☐ Not Req'd
Land Disturb	☐ Yes	☐ No	☐ Not Req'd
Enterp. Zone	☐ Yes	☐ No	
Flood Zone AE	☐ Yes	☐ No	

Payment Method: Check ☐ Credit Card ☐

Project Name			
Project Address	C.O. Required?	☐ Yes	☐ No

Submitting Firm	Ph.	
Contact Person	Ph.	
Address		
City	State	Zip
Email		

Contractor		Ph. 1	
Address		Ph. 2	
City	State	Zip	
Email			
State Contractor License #/Class	☐ A	☐ B	☐ C

Owner/Tenant (if applicable) Circle One	Ph.
Contact Name	Ph.
Email	
Current/Prior Use Use Type (Ex. Restaurant, Offices, Church, Mercantile, etc)	

Job Description in Detail

Value of Architectural/Structural Work	
Value of Mechanical Work*	
Value of Electrical Work*	
Value of Plumbing Work*	
Total Value of Project	

***SEPARATE PERMITS ARE REQUIRED FOR EACH TRADE**

Applicant's Printed Name	Applicant's Signature	Date

24283 CHEROENHAKA ROAD, COURTLAND, VA 23837 PHONE (757)742-6777

Owner / Agent Exemption Worksheet*

*Only applies to an applicant who is **NOT** a Virginia State Licensed Contractor

OWNER / AGENT _____

PHONE NUMBER _____

PROPERTY ADDRESS _____

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING CONTRACTORS LICENSURE LAW AS DEFINED IN TITLE 54.1 CHAPTER 11 CODE OF VIRGINIA. PLEASE READ CAREFULLY BEFORE SIGNING.

Prior to the issuance of a permit to construct, remove or improve any structure, Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. Be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. File a written statement, supported by an affidavit that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

- ☐ The work consists of the construction, removal, repair or improvement of my primary residence and I have not owned more than one primary residence in Virginia during the past 24 months.
- ☐ I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.
- ☐ The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility and is for my own use.
- ☐ The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord Tenant Act (§ 55-248.2 et seq).
- ☐ Any other specified exemption listed in § 54.1-1101, Code of Virginia. Please specify exemption:

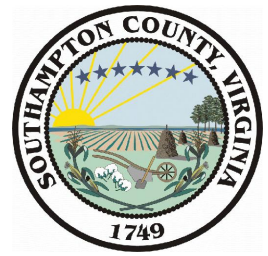
I (print name) _____ affirm that I am performing, managing or superintending work consisting of improvements to real property located at _____ and that I have applied for a permit. I also affirm that I am familiar with the prerequisites of Section 54.1.1101 of the Code of Virginia and that I have read the exemptions above and I am not subject to state licensure.

Signature: _____

Date: _____

Commercial Building Plan Checklist

SOUTHAMPTON COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT



ADDRESS _____ PLAN REVIEWER _____

TO BE COMPLETED BY APPLICANT	YES	NO	N/A
PUBLIC UTILITY REQUIREMENTS			
1. Show location and size of grease traps with approval letter from the Fats, Oils and Grease Supervisor (757) 346- 8022	☐	☐	☐
2. If a swimming pool is proposed, show how water will be discharged to sanitary sewer system (limit 50 GPM)	☐	☐	☐
ZONING REQUIREMENTS			
1. Copy of the Approved Site Plan and Zoning Clearance from appropriate jurisdiction (County or Towns)	☐	☐	☐
2. Floor plans and building elevations	☐	☐	☐
STORMWATER REQUIREMENTS			
1. Reference set of approved Site Plan and/or Infrastructure Construction Drawings	☐	☐	☐
2. If in flood hazard area, identify Regulatory Flood Protection Elevation	☐	☐	☐
3. A Flood Study is required for any encroachment into a regulatory SFHA or floodway and must be sealed by the design engineer	☐	☐	☐
TREE CONSERVATION REQUIREMENTS			
1. Show tree conservation areas on plan	☐	☐	☐
FLOODPLAIN REQUIREMENTS			
1. Proposed finished floor elevation of building, electrical, and mechanical equipment should be shown on architectural plans	☐	☐	☐
2. Identify Regulatory Base Flood Elevation (BFE) plus 18" freeboard (County) on all architectural plans	☐	☐	☐
3. Wet or Dry Flood Proofing: Provide all structural and installation details for flood proofing measures including retrofits and proposed building materials	☐	☐	☐
4. Provide Emergency Preparedness Action Plan: The plan is a document detailing how flood protection measures are to be installed and the responsible parties for floodproofed buildings. (Information needed in this plan can be obtained FEMA Technical Bulletin 3-93.)	☐	☐	☐
5. Provide an Elevation Certificate and/or floodproofing certificate of as built conditions.	☐	☐	☐
GENERAL PLAN REVIEW REQUIREMENTS			
1. Wind Speed - 115 MPH, ultimate wind speed	☐	☐	☐
2. Snow Load for Southampton County, VA – 15 lbs.	☐	☐	☐
3. Frost Depth - 12 inches	☐	☐	☐
4. The following shall be indicated on all plans: Reproduction of Design Criteria of Fire Resistive Designs, Fire Walls, Fire Barriers, Floor/Ceiling assemblies, Smoke Resistant Walls, Smoke Barriers, Fire Resistive Joints, Penetrations, Smoke Tight Walls and Exit passageways. A code analysis to indicate Use Group, Type of Const., Life safety, Occupant Loads, Exits and Travel Distance.	☐	☐	☐
5. Drawings must indicate the required fire resistive systems used in the projects, their locations on the plans, as well as how to be constructed in accordance with approved tested procedure (i.e. UL/FM)	☐	☐	☐
6. The manufactured listed components as tested shall be reproduced on all sheets (i.e. Building, Mechanical, Electrical, Plumbing, and Fire Protection)	☐	☐	☐
7. A wall legend of each type of rated and non-rated wall systems to be used in the project must be provided on all floor plans throughout the set	☐	☐	☐
8. Provide a Statement of Special Inspections unless exempt per Code of Virginia section 54.1-402 or as authorized by the building official	☐	☐	☐
ARCHITECTURAL PLAN REVIEW REQUIREMENTS			
1. Provide architectural floor plans of each floor showing the location and ratings of all walls proposed for the project	☐	☐	☐
2. The square footage of each floor must be shown on the corresponding floor plans	☐	☐	☐
3. A door schedule that defines the applicable rated doors, frames, and hardware should be provided	☐	☐	☐
4. Indicate hazardous area locations for glass	☐	☐	☐
5. Elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction proposed should be shown	☐	☐	☐

TO BE COMPLETED BY APPLICANT	YES	NO	N/A
6. A roof plan showing roof slopes, drainage system and through wall scuppers must be provided, if applicable to the project	☐	☐	☐
7. Wall sections showing material sizes, construction and fire-rated assemblies, as applicable to the project, must be provided	☐	☐	☐
8. Shell building plans shall show all proposed plumbing, HVAC and electrical work on the plans, if any are to be included	☐	☐	☐
9. Masonry construction requires type of brick ties, spacing of weep holes, control joints, flashing, shelf and relief angles indicated on plans	☐	☐	☐
10. A floor slab vapor barrier must be shown	☐	☐	☐
11. For pre-engineered metal buildings, submit the manufacturer's letter of engineering certification, an engineered sealed foundation plan and complete architectural plans. The letter of engineering certification shall state the model number, size and design loads for the building. The letter also should state that the structural integrity of the building will be maintained as shown in the architectural plans and that the building meets the Virginia Uniform Statewide Building Code for live and dead loads for Southampton County. These loads must be stated in the correspondence. The foundation plans must be designed by a registered architect or engineer and show the size and reinforcement of footings or turn-down slab and reaction loads for all columns. Also, specify reinforcing, bolt pattern and bolt size for the building. Metal building drawings and columns reactions shall be submitted	☐	☐	☐
12. For any building constructed with any part of the structure below the regulatory flood plain elevation, flood-proofing certification must be provided at time of plans submittal	☐	☐	☐
13. If appropriate for the proposed occupancy, provide a Hazardous Material Summary narrative along with all MSDS's.	☐	☐	☐
14. All fabric awnings or canopies must be accompanied by a letter of certification of fire resistance from the manufacturer. Fabric awnings and canopies must meet the ground snow loads and be constructed to support all live and dead loads	☐	☐	☐
15. Provide on the plans the calculations for the means of egress, widths for the entire floor occupancy load and the exiting capacity of all exits including all stairs, doors, corridors and ramped exits. See Building Code Summary	☐	☐	☐
16. Posting of Occupant load will determine minimum facilities count	☐	☐	☐
17. Assembly Occupancies and Assembly Use areas will require: Clearly indicate type of assembly on area or rooms (A-1, A-2, etc)	☐	☐	☐
18. Seating Arrangement, if used for occupant load	☐	☐	☐
19. Exit capacity for the means of egress	☐	☐	☐
ELECTRICAL REQUIREMENTS			
	☐	☐	☐
1. Power plans for each area (alteration/renovation) must indicate all device and equipment locations/direct hook-ups	☐	☐	☐
2. Show and size all equipment disconnects	☐	☐	☐
3. Show lighting plans (on reflected ceiling plans) for each area of alteration/renovation must indicate control locations, fixture and lamp types, number of lamps and ballast(s) and voltage operation	☐	☐	☐
4. Specify location of all service, service disconnects, panels, transformers and distribution equipment (new and existing) within space and/or where affected by this project	☐	☐	☐
5. Provide all panel schedules (new and existing) within space and/or where affected by this project must include branch wiring and O.C. device size(s)	☐	☐	☐
6. Show both (new and existing) 'connected' and 'code' load calculations for all panels, busses, feeders, generators, and services, including continuous/non-continuous contributions	☐	☐	☐
7. Provide a single line-riser diagram showing service and feeder wire, equipment grounds, conduit and O.C. device sizes, fuse types, maximum available, fault current and equipment and device bracing. Include transformer sizes, grounding electrodes, conductors and grounding bonding jumper sizes and identifying ground electrodes to be used	☐	☐	☐
8. Indicate location of all (new and existing) services with plaques, if required	☐	☐	☐
9. Show compliance and distance per DOI interpretation regarding entrance distances. Horizontally not more than twice the nominal width of the service enclosure and vertically not more than the greater of 5' or twice the nominal height of the service enclosure	☐	☐	☐
10. Show wiring methods to be used, including conductor material and insulation types, and conduit types. Compliance with the NEC Indicate both specified and allowed values for interior exterior application	☐	☐	☐
11. Approval of overhead service. (Note: Within a development (subdivision or site plan), all utilities that serve a project shall be underground and originate from pad mounted or subterranean distribution points located off the public right of way. Comply with the Southampton County Subdivision Ordinance Section 14-106)	☐	☐	☐

TO BE COMPLETED BY APPLICANT	YES	NO	N/A
PLUMBING REQUIREMENTS			
1. Show isometric riser and floor plan view for water service/distribution system	☐	☐	☐

2. Show proper protection of potable water supply	☐	☐	☐
3. Provide plumbing fixture schedule. Show floor plan of fixtures with gender identification	☐	☐	☐
4. Show complete DWV isometric and floor plan view for all plumbing fixtures	☐	☐	☐
5. Show all traps, interceptors and separators. Oil for grease interceptors require Public Utilities' approval with a minimum of 1000 gallon capacity	☐	☐	☐
6. Show sizing compliance for storm drainage (primary and secondary) roof drain location with complete isometric diagram	☐	☐	☐
7. Provide details and dimensions for all elements pertaining to the Accessibility Code (ANSI A117.1 and Chapter 11 of the VCC-2015). Coordinate with architect for plan location of elements	☐	☐	☐
8. For alteration/renovation show code compliance for all equipment changes/addition of system. See above requirements	☐	☐	☐
MECHANICAL REQUIREMENTS			
1. Show ventilation air compliance for all habitable space. (Outside air; system controls)	☐	☐	☐
2. Show exhaust systems compliance. (Type, discharge, pressure equalization, etc.)	☐	☐	☐
3. The size of all ducts shall be clearly labeled and delineated on mechanical plans	☐	☐	☐
4. Provide location and type of damper. Fire, fire/smoke, or smoke damper must be clearly shown	☐	☐	☐
5. Show compliance for all boiler/water heaters	☐	☐	☐
6. Show calculations for refrigerant limits and machinery room compliance, when required	☐	☐	☐
7. Commercial kitchen equipment information shall be sealed by a Design Professional for code compliance (i.e. Canopy Hoods)	☐	☐	☐
8. Provide all mechanical equipment location and clearances on mechanical plans	☐	☐	☐
9. For alteration/renovation, show code compliance for all equipment changes/addition of system. See above requirements	☐	☐	☐
10. Provide total square footage of refrigerated area for walk in coolers, freezers, refrigerated cases or refrigerant systems not part of a heating/cooling system to be installed by licensed HVAC or refrigerant contractor for permit fee	☐	☐	☐
FUEL GAS PLAN REVIEW REQUIREMENTS			
1. Show developed length, type of gas, and pressure supplied to equipment	☐	☐	☐
2. Design shall be shown by isometric drawing with location and line sizing identified	☐	☐	☐
3. Provide equipment identification at branch termination with BTUH listing	☐	☐	☐
STRUCTURAL PLAN REVIEW REQUIREMENTS			
1. Complete footing and foundation plans based on geotechnical report	☐	☐	☐
2. A footing schedule defining footing sizes and the required reinforcing	☐	☐	☐
3. The established footing depth below grade must be shown	☐	☐	☐
4. The thickness of the floor slab and size of reinforcing must be shown	☐	☐	☐
5. Provide location, size and amount of reinforcing steel	☐	☐	☐
6. Provide strength of concrete according to design	☐	☐	☐
7. Wood beams, joists, girders, headers and rafters with details of connections and supports must be shown	☐	☐	☐
8. The sizes, species, and design strength of all members must be provided	☐	☐	☐
9. All steel columns, girders, joists, purlins, beams and base plates must be provided	☐	☐	☐
10. A complete lintel schedule must be provided	☐	☐	☐
11. Indicate the type of anchoring for steel bearing directly on masonry	☐	☐	☐
12. Complete shop drawings for engineered components (pre-cast, wood trusses, etc.) shall be submitted	☐	☐	☐
13. The total of dead and live loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms must be shown. Also, show concentrated loads, such as file rooms, machinery and fork-lift areas, if greater than those shown on the Code Summary Sheet. Identify shear walls, bracing, strapping, fastening, reinforcement and any special anchoring required	☐	☐	☐
14. Indicate on roof framing plan where concentrated loads (such as mechanical equipment, cranes, etc.) may be placed	☐	☐	☐
15. Complete structural plans for canopies over entrances, exterior exit stairs and gas pumps, if applicable, should be included in the submittal	☐	☐	☐
FIRE PROTECTION REQUIREMENTS AND HAZARDOUS MATERIALS			
1. If applicable Plan submittal for Fire Protection i.e. Fire Alarms, Fire Suppression Systems including sprinkler systems may be submitted under separate application. If applicable check yes. Design and installation shall be IAW the VCC 2015 and all applicable NFPA Standards	☐	☐	☐
2. Reference guide for Fire Protection Requirements for fuel tanks (Above ground storage tank requirements and 22.0 Underground storage tank requirements) Design and installation shall be IAW the VCC 2015 and all applicable NFPA Standards	☐	☐	☐
3. For processing and manufacturing installations provide hazardous material inventory statement including all MSDS sheets.	☐	☐	☐