

Checklist for Submittal of Residential Plans

Interior and/or Exterior Work

For One- And Two-Family Dwellings Only

Architectural Drawings

- Name and address of project.
- Name, address 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 window sizes either on elevations or plans, or door and window schedules referenced to plans. Indicate sleeping room egress.
- Complete sections and details for foundations, floors, walls and roofs, with components of assemblies completely noted, properly cross-referenced, with floor-to-floor heights dimensioned.
- Indicate 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.
- For two-family residences and duplexes indicate rated walls, including the testing agency design number(s), and show compliance with other required dwelling unit separation provisions.
- Show smoke detector and electric panel location.
- Provide mechanical layout and equipment list. Show flue locations and provisions for combustion air.

Structural Information

- Scaled and dimensioned 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 that exceed the tabular values set forth in the code, may be required.

Number of plan sets to be submitted for a building permit or trade permit:	
Interior work only	2 sets
Exterior work involved (<i>includes placing mechanical units, e.g. A/C units outside</i>)	3 sets with one copy of the plat on top of <i>each</i> set
New House	3 sets with one copy of the plat on top of <i>each</i> set and one set of the grading plan.

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).