



# County of Stafford Department of Public Works

## Master Plan Application

Under Section 109.4 of the Virginia Uniform Statewide Building Code (VUSBC) Part 1, the Building Official “shall examine or cause to be examined all construction documents...”

Under Section 109.4.1, the Building Official may accept reports from an approved person who has determined that the plans conform to the requirements of the VUSBC. Stafford County will accept such reports from registered engineers or architects licensed in the State of Virginia only, provided the submittal:

- Collectively reviews all aspects of the construction documents including all associated engineered documents (soils reports, floor/roof trusses, engineered steel/wood framing components, braced wall line designs, and all other minimum submittal requirements specified in applicable checklist for new residential or commercial construction.
- The submittal takes no exceptions with any aspect of the plan being submitted and there are no items “designed by others” which have not been resolved, reviewed with specific requirements if any, indicated on the plan.
- All possible options are accounted for with this submittal. If, for example, there are different engineered roof and floor truss layouts for various options within the proposed plan **ALL** possible options must be submitted for review.

If in the judgment of the Building Official the plans do not meet the requirements of the VUSBC or do not provide adequate information to confirm they meet the requirements of the VUSBC, the plans will be rejected and returned to the applicant.

Date: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

Name of Registered Design Professional: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

List all relevant documents certified by signature below:

---

---

---

I have reviewed and assume responsibility for the attached, stamped plans (and all pertaining documents) reviewed under the indicated \_\_\_\_\_ VUSBC

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Important**

When the proposed Master Plan has been approved, building permit applications are required for all structures referencing the approved Master Plan. Applications utilizing an approved master plan will be subject to all appropriate planning, zoning Chesapeake Bay Act, grading plan reviews and soils report (lot specific). An Options Sheet must accompany all applications that employ a previously approved Master Plan. The options sheet should include:

- Permit number
- Master file number
- Subdivision/Project
- Builder/Contractor
- Applicable code cycle
- Model or building number
- Square footage for each floor and option
- Veneer/ Wall finish type
- Ceiling heights for all floors
- All available options with indication of those to be used
- Site address and parcel number
- All footing width and configuration options
- All foundation wall configurations(based on PCF of soil classes)
- Specify alternate engineered foundation design

An approved copy of the options sheet must be on site for inspection with all of the approved master plan documentation.

### **In Person Submittal Requirements**

- One (1) electronic copy (on CD R/W in pdf format) of building plans and supporting documents. The CD must have the complete plan in PDF or TIFF 4 compressed format. The CD has a space for entering the assigned permit number.
- The CD shall also include:
  - LVL spec
  - Stamped (sealed) engineered floor and floor lay out sheets.
  - Stamped (sealed) engineered roof truss and roof truss lay out sheets.
  - Separate engineered designs as applicable.
- Any sealed plans must be **unlocked** to ensure that the plan reviewers will be able to add their watermark to the approved set of plans

### **Electronic Submittal Requirements**

All plans and supporting documents should be uploaded to ePLANS as outlined in ePLANS User’s Guide for Building Permits.

#### **NOTICE**

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.