



County of Stafford

Department of Public Works

Residential Additions – Check List for Structural Plan Review

Check list must be completed, signed, and accompany all plan submittals for structural plan review. Items checked which have not been provided will result in rejection of the permit application during the structural plan review; please check your submittal carefully to avoid delays. Do not check items that do not apply. Stafford County reviews plans based on prescriptive code requirements, designs which incorporate construction techniques which cannot be referenced in code sections will be returned requiring an engineered plan submittal.

Plan Requirements

- Minimum scale of 1/4 inch = 1 foot; all dimensions must be shown.
- Minimum sheet size: 11 x 17 inches.
- If plans are prepared by a Virginia registered design professional, plans must bear the **original** seal, signature and date.
- List of material specifications including, but not limited to: grade and species of lumber, concrete strength and steel strength.
- Foundation plan.
- Footing details (minimum footing depth is 24 inches).
- Floor plans of all levels with all rooms labeled.
- Location of smoke detectors.
- Structural framing plans for each level accurately detailing all members, sizes, span lengths and spacing.
- Structural details of connections.
- Typical wall section with sheathing thickness and type.
- Wall bracing including method, location and braced wall panels and any special requirements.
- Insulation R-values.
- Structural framing plan for roof.
- Truss shop drawings for pre-engineered floor or roof trusses.
- Elevations (front, side and rear) indicating window and door dimensions.
- Whirlpool/Jacuzzi/oversized tub manufacturer's information showing structural loading requirements.
- Location of safety glazing.
- Manufacturer's design specifications for pre-fabricated fireplaces.
- A complete geotechnical report in accordance with Stafford County's soils policy for all attached structures.
- A complete geotechnical report in accordance with Stafford County's soil policy for all detached structures greater than 600 square feet.
- The International Residential Code / Virginia Uniform Statewide Building Code edition under which this application is being applied for is: _____

In Person Submittal Requirements

- Two sets of plans required to be submitted for review. If submittal exceeds 7 pages or size greater than 11x17 see the next item below.
- Plans must be submitted on a CD R/W for submittals having greater than 7 pages or size greater than 11x17. The CD must have the complete plan in PDF or TIFF 4 compressed format. The CD is marked showing the job location and has a space for entering the assigned permit number. The CD shall also include:
 - All engineered lumber specification sheets.
 - 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.
 - All other applicable source documents.
- 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
- Two paper copies of a lot layout showing existing and proposed structures setbacks with the setbacks marked, or if submitting on CD, lot layout provided on the CD. If disturbing more than 2,500 square feet of land, an engineered site grading plan is required.
The modification of an actual recorded survey or plat is prohibited without written permission from the professional who signed and sealed the work; we are unable to accept sealed plats that have been modified without permission.

Electronic Submittal Requirements

- All plans, plats, and supporting documents should be uploaded to ePlans as outlined in ePlans User's Guide for Building Permits.
- Trade affidavits with original signatures should be added as an attachment to the application.
- Owner/Applicants must include a notarized Affidavit of Owner as an attachment to the application.

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

Print Name: _____

Owner Contractor Authorized Agent

Signature: _____

Contact Phone Number: _____

Alternate Phone Number: _____