



Madison County Building Department

410 N. Main St, Madison VA 22727; Phone: (540) 948-6102

Mailing address: PO Box 1206, Madison VA 22727

Website: www.madisonco.virginia.gov

Commercial Plan Review Submittal Guide & Check List

- E & S Plan; Stormwater Management Plan; performance bond
- Town or County Zoning Permit
- Site Plan
- VDOT entrance approval letter
- Completed permit application (s), available on the County website
- Virginia Department of Health construction permits for well and septic -or- RSA approval for water and sewer connections.
- Geotechnical investigations shall be conducted in accordance with the Virginia USBC and a copy of the findings shall be submitted with the plans.
- Two sets of plans with USBC code citation, use group and construction type listed; an electronic (PDF) set of plans is also required.
Plans shall be drawn at a ¼ inch scale.
Plans are also required for all Trade work (mechanical, electrical, plumbing, fire safety).
The plans shall fully describe all work to be performed.
Truss documents and layouts must be submitted with the plans, including any manufactured floor system layout and calculations.
The plans must also include all energy efficiency documentation.
Plans shall be stamped/sealed by a Virginia Registered Design Professional.
- A Statement of Special Inspections shall be submitted when required by the Virginia USBC (available on the County website).
- The Asbestos Certification Form (available on the County website) and the Asbestos Inspection Report shall be submitted for renovations or alterations to all buildings constructed before Jan. 01, 1985.
- If the project is in a *special flood hazard area* (flood zone), all requirements of section 1612 of the Virginia USBC shall be met, along with ASCE-24 and the Madison County Flood Protection Ordinance.

2018 Virginia Uniform Statewide Building Code (effective date: 07-01-2021)



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Local Design Criteria

2018 Virginia Residential Code

Table R301.2 (1)

Frost Line Depth	18 inches
Ground Snow Load	30 PSF
Wind Speed (Vult)	110 MPH
Special Wind Region	No
Windborne Debris Zone	No
Topographical Effects	Yes
Residential Seismic Design Category	B
Seismic MCER ground motion (period=0.2s)	0.165
Seismic MCER ground motion (period=1.0s)	0.061
Weather probability for concrete	Severe
Termite infestation probability	Moderate to severe
Decay probability	Moderate
Ice barrier required	Yes
Winter Design Temperature	10 degrees (F)
Air Freezing Index	500
Mean Annual Temperature	53 degrees (F)
Flood Hazards (FEMA SFHA)	Yes: Zones A, AE & un-shaded-X
Initial Entry into the NFIP	April 3, 1989
Current effective date of FIS & FIRM	September 18, 2020

Note: Madison County has areas of suspected and-or areas of known Expansive (shrink-swell) soils. Please see the Expansive Soils Policy on the Forms page.

Note: per the 2018 Virginia USBC:

- Duct Leakage (pressure) Testing is mandatory
- Building Envelope Leakage (blower door) Testing is mandatory

The Madison County GIS has separate layers for Expansive (shrink-swell) Soils and FEMA designated *special flood hazard areas* (flood zones).

The soil bearing capacity for Madison County shall be 2000 PSF; unless a site specific soils test indicates otherwise.



Madison County Building Department

Required Inspections

The permit holder or agent is responsible for requesting inspections prior to concealment. Failure to obtain approved inspections prior to concealment is a violation of the USBC Section 113. Inspections are required at a minimum of 6-month intervals to avoid permit lapse. It shall be the responsibility of the permit holder to prove to the Building Official that work has not been abandoned. Upon written request, the Building Official may grant an extension of time (additional fees may apply). Inspection request MUST be made by 3:00 p.m. the day prior to the desired date. Specific inspection times CAN NOT be given however, requests of AM and PM will be taken into consideration.

To better serve you, please have your PERMIT NUMBER ready when scheduling inspections. To schedule an inspection, please call (540) 948-6102.

IMPORTANT NOTES:

- Approved plans and construction documentation shall be onsite at all times.
- Any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection shall be provided by the permit holder per USBC 113.1.1.
- Erosion controls must be maintained throughout the entirety of the project unless otherwise approved by the Erosion and Sediment Program Administrator.
- Roads/Construction entrances must be built and accessible for county vehicles.
- See Madison County Design Criteria for additional information.

REQUIRED INSPECTIONS:

This is a list of inspections for typical projects; The building official may designate additional inspections and tests to be conducted during the construction of a building or structure and shall so notify the permit holder per USBC 113.4.

- Footing: Prior to the placement of concrete with all reinforcement installed; UFER ground and grade stakes installed. Frost depth of 18" unless expansive soil is present. See Expansive Soils Policy for additional info.
- Concrete Wall: Prior to placement of concrete; all rebar and forms installed and properly braced. Must verify projection at time of inspection.
- Drain Tile/Waterproof: Prior to concealment.
- Backfill/Green Plate (sill plate): Prior to backfilling; green plate installed with anchors/straps before subfloor.
- Crawlspac Framing (Floor Joist/Box): Green Plate, anchors and floor system install prior to subfloor.
- Ground Works: Mechanical, Electrical, and Plumbing ground works prior to concealment.
- Concrete Slab: After completion of groundworks, prior to placement of concrete; all reinforcement and/or insulation installed.
- Gas Lines/UG Tank: Prior to concealment; pressure test; anode bags for UGT, gas line trench and bonding if required.

- Temporary Electrical Service: GES; GFCI receptacle; Temporary service approval required.
- Electrical Service/Upgrade/Reconnection: GES; GFCI receptacle; Intersystem bonding terminal.
- Rough-in/Close-in: Mechanical, Electrical, Plumbing and Framing prior to concealment; pressure test for plumbing systems and HVAC Duct Leak test as required. **Mechanical Duct testing is required per the 2015/2018 USBC; Building Envelope Leak (Blower Door) testing required per the 2018 USBC.**
- Modulars/Manufactured Homes: Mate wall inspection required prior to concealment.
- Veneer: Prior to exterior siding or covering installed.
- Fire Resistant Rated Construction (Garage and Dwelling): Fire Walls; Fire Partitions; Smoke and Fire Barriers, etc.
- Insulation: Prior to concealment; Spray foam insulation will require Certificate, Res-Check or Manufacturer Specs.
- Fireplace: After 1st flue liner installed for masonry; Manufacturer Specs required onsite for prefab; Verify clearance from combustibles.
- Final Inspection: Upon completion of construction for which a permit was issued, a final inspection shall be conducted to ensure that any defective work has been corrected and that all work complies with the USBC. Approval of the final inspection indicates that all work associated with the permit complies with USBC and the permit is complete. Prior to occupancy or change of occupancy of a building or structure, a certificate of occupancy shall be issued in accordance with USBC Section 116. *All work shall be complete.*

Additional Requirements for Final Inspection

- Virginia Dept. of Health Operation Permit required prior to request of final inspection for new construction.
- Final Report of Special Inspections must be submitted for Commercial Projects (see Special Inspection policy).
- Elevation Certificate and/or Floodproofing Certificate is project is within a Flood Zone.
- Approved site conditions per Erosion and Sediment program administrator.

- Manufactured Home Final: Must have USBC approved means of egress and skirting; Installation Certification must be completed and submitted by the licensed installer prior to scheduling final inspection.
- Pool: Form (excavated site) prior to concrete or prefab pool install; Trench of gas piping, electrical or circulation system; Bonding; Final inspection at which time the approved barrier and/or cover is installed per ISPSC/USBC.
- Decks: Footing prior to concrete; Framing; Final (Framing and Final may be completed together if the structure is 4' above grade).

THIRD PARTY INSPECTIONS: Approved inspection agencies may perform inspections in lieu of Madison County as outlined in the Madison County Third Party Inspection Policy. Outside agency requests require approval in writing prior to inspections.

Reinspection Fee of \$100.00 to be assessed when work is not approved, work not completed after requested, approved plans not on site or previously failed inspection not corrected.



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SPECIAL INSPECTIONS PROCEDURES

The Registered Design Professional of Record (RDP) shall prepare a list of the special inspections as required by The Virginia Uniform Statewide Building Code (USBC)/International Building Code Section 1704. This list shall include the specific inspections and the frequency they are to be conducted. The list of special inspections shall be submitted to and approved by the Building Official prior to permit issuance.

The owner or design professional of record shall submit the name of the firms and/or individuals whom will conduct the required inspections to the Building Official for approval. This submission shall include the qualifications of the individuals who will conduct each inspection and the firms' qualifications. Any additional individuals are to be approved by the Building Official prior to performing any inspections.

The firms or individuals shall submit all inspection reports to the owner, contractor, design professional of record and the Building Official in a prompt and timely manner. Any discrepancy from the approved plans and specifications or any code violations shall be reported to the contractor immediately for correction and to the appropriate design professional and the Building Official.

A final report of special inspections documenting the completion of all the specified special inspections and correction of any discrepancies and code violations noted in the inspection and testing reports shall be sealed by the design professional of record. This report shall then be submitted to the Building Official for approval prior to issuance of any Certificate of Occupancy or a Final Inspection.

Please Note: the Madison County Building Department shall be notified in advance of all special inspections (a min. of 24 hours prior notice is required).

Appendix A

STATEMENT OF SPECIAL INSPECTIONS

PROJECT

PERMIT APPLICANT

PRIMARY RDP OF RECORD

STRUCTURAL ENGINEER OF RECORD

This Statement of Special Inspections is submitted as a condition for permit issuance in accordance with the International Building Code (IBC) as stated in the Virginia Uniform Statewide Building Code (USBC). It includes a Schedule of Special Inspections applicable to this project as well as the name of the Special Inspector, and the identity of other testing laboratories or agencies intended to be retained for conducting these inspections or tests.

The Special Inspector shall keep records of all inspections, and shall furnish inspection reports to the Building Official, appropriate Registered Design Professional(s) (RDP(s)), Owner and Contractor. All discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and appropriate RDP(s). Interim reports shall be submitted to the Building Official, Owner, Contractor, and the appropriate RDP(s) according to the Hampton Roads Regional Special Inspection Guidelines and Procedures.

Jobsite safety is solely the responsibility of the contractor. Materials and activities to be inspected are not to include the contractor's equipment and methods used to erect or install the materials listed. All fees/costs related to the performance of Special Inspections shall be the responsibility of the Owner. Additionally, the undersigned (RDP or SER) are only acknowledging that the items enumerated on the Schedule of Special Inspections are consistent with the required design elements, the applicable sections of the Uniform Statewide Building Code, and their area of expertise.

REVIEW, AUTHORIZATION & ACCEPTANCE:

Permit Applicant (General Contractor):

Signature / date:

Printed Name:

Owner's Authorization:

Signature / date:

Printed Name:

Primary RDP of Record:(Review and Acceptance of Schedule)

Signature / date:

Printed Name:

SER of Record:(Review and Acceptance of Schedule)

Signature / date:

Printed Name:

Building Official's Acceptance:

Signature / date:

Printed Name:

SCHEDULE OF SI PREPARED BY:

Virginia RDP Seal of SSI Preparer

Printed Name of the Preparer of the Schedule (on line above)

Special Inspector:

Signature / date:

Printed Name:

SI Company Name:

SCHEDULE OF SPECIAL INSPECTIONS

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT		
		Y/C/P/N	EXTENT/REFERENCE	AGENT
GENERAL				
Pre-construction conference	Meeting with parties listed in Section 6 of HRRSIGP to discuss Special Inspection procedures		Scheduled by SI with the Contractor prior to commencement of work; VCC 113.4	
EARTHWORK				
Site preparation (structure)	Field testing and inspection		Field Review; VCC 1705.6	
Fill material (structure)	Review submittals, field testing and inspection		Field Review; VCC 1705.6	
Fill compaction (structure)	In-place density tests, lift thickness		Field Review; VCC 1705.6	
Excavation	Field inspection and verification of proper depth		Field Review; VCC 1705.6	
Foundation sub-grade (structure)	Field inspection of foundation subgrade prior to placement of concrete		Field Review; VCC 1705.6	
DEEP FOUNDATION ELEMENTS				
Materials	Review product, sizes, and lengths		Submittal and Field Review; VCC 1705.7, 1705.8, 1705.9	
Test piles	Monitor driving of test piles		Field Review; VCC 1705.8, 1704.9 or 1704.10	
Installation	Monitor drilling, placement, plumbness, driving of piles, including recording blows per foot, cut off, and tip elevation		Field Review; VCC 1705.2, 1705.3, 1705.7	
Load test	Monitor pile load test		Field Review; VCC 1705.8, 1704.9 or 1704.10	
CONCRETE				
Materials	Review product supplied versus certificates of compliance and mix design		Submittal & Field Review; ACI 318: Ch. 19, 26.4.3, 26.4.4; VCC 1705.3, 1903.2, 1908.2, 1903.4	
Installation of reinforcing steel, including welding, as well as prestress tendons, anchor bolts, and fiber-reinforcement	Field inspection of placement		Submittal and Field Review; ACI 318: Ch. 20, 25.2, 25.3, 26.5.1-26.5.3; AWS D1.4; VCC 1705.3, 1901.3, 1908.4	
Formwork installation	Field inspection		Field Review; ACI 318; VCC 1705.3	
Concreting operations and placement	Field inspection of placement/sampling		Field Review; ACI 318: 26.5.2, 26.12.3; ASTM C 172, C 31; VCC 1705.3, 1908.6, 1908.7, 1908.8, 1908.10	
Concrete curing	Field inspection of curing process		Field Review; ACI 318: 26.5.3, 26.5.4; VCC 1705.3, 1908.9	
Concrete strength	Evaluation of concrete strength		Laboratory Testing; ACI 318: 26.12; VCC 1705.3	

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
Application of forces for prestressed concrete	Field inspection		Field Review; ACI 318: 26.10.2 (c); VCC 1705.3		
Grouting of prestress tendons	Field inspection		Field Review; ACI 318: 19.4.1, 20.6.4, 26.13.3.2(b); VCC 1705.3		
PRECAST CONCRETE					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures**		Submittal or Field Review; VCC 1705.3		
Erection and installation	Review submittals and as-built assemblies; Field inspection of in-place precast		Submittal and Field Review; ACI 318; VCC Table 1705.3		
MASONRY (Level _____; Building Risk Category _____)					
Materials	Review of products supplied versus certificate of compliance and material submitted		Submittal & Field Review; ACI 530/ASCE 5; ACI 530.1/ASCE 6; VCC 1705.4, 1709		
Strength	Testing/review of strength		Submittal & Field Review; ACI 530/ASCE 5; ACI 530.1/ASCE 6; VCC 1705.4, 2105.		
Mortar and Grout	Inspection of proportioning and mixing. Placement of mortar only.		Submittal & Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6		
Grout placement, including prestressing grout	Verification to ensure compliance		Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6		
Grout space	Verification to ensure compliance		Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6; TMS 602		
Mortar, grout, and prism specimens	Observe Preparation		Field Review; VCC 1705.4, ACI 530.1; ASCE 6		
Reinforcement, prestressing tendons, and connections	Inspect condition, size, location, and spacing		Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6		
Welding of reinforcing bars	Inspection and testing of welds		Field Review; VCC 1705.3.1, 1705.4; ACI 530/ASCE 5; ACI 530.1/ ASCE 6		
Prestressing force	Verify application and measurement		Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6		
Protection	Inspect procedures for protection during cold and hot weather		Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6		
Anchorage	Inspection of anchorages		Field Review; VCC 1705.4; ACI 530.1/ASCE 6; ACI 530/ASCE 5		
Masonry installation	Inspection of placement of masonry and joints		Field Review; VCC 1705.4; ACI 530/ASCE 5; ACI 530.1/ASCE 6		
STRUCTURAL STEEL					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures** or submit Certificate of Compliance		Submittal or Field Review; VCC 1704.2.5, 1704.2.5.1, 1705.2		
Bolts, nuts, and washers –materials	Material identification markings; Review of Certificate of Compliance		Submittal & Field Review; VCC 1705.2.1, 1706; ASTM; AISC 360, Section A3.3		

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
Bolts, nuts, washers –installation	Inspection of in-place high-strength bolts, snug-tight joints, pre-tensioned and bearing type, and slip critical connections		Submittal & Field Review; VCC 1705.2.1, 2204.2; AISC 360 Section M2.5		
Structural steel –materials	Material identification markings and review of Certificate of Compliance		Submittal & Field Review; VCC 1705.2.1, 1706; ASTM A6, A568; AISC 360 Section A3.1		
Structural steel details –installation	Inspection of member locations, structural details for bracing, connections, and stiffening		Submittal & Field Review; VCC 1705.2.1, 1705.2.2, AISC 360		
Open-web steel joists and joist girders – installation	Inspection of end connections and bridging		Submittal & Field Review; VCC 1705.2.3		
Weld filler materials and welder certification	Review of identification markings, certificate of compliance, and welder certifications		Submittal & Field Review; ASTM; AISC 360 A3.5		
Welds	Inspection and testing of welds		Field Review; VCC 1705.2, 2204.1; AWS D1.1, D1.3		
Cold-formed metal deck –materials	Review of identification marking manufacturer's certified test results		Submittal & Field Review; VCC 1705.2.2; ASTM		
Cold-formed metal deck –installation	Review laps and welds		Submittal & Field Review; IBC 1705.2.2, AWS D1.3		
Cold-formed light frame construction – welds	Review welding operation		Field Review; VCC 1705.11, 1705.11.2, 1705.11.3		
Cold form light frame construction wind resistance –screws	Review screw attachment bolting, anchoring hold downs, bracing, diaphragms, struts		Field Review; VCC 1705.11, 1705.11.2, 1705.11.3		
Cold- formed steel trusses spanning 60' or greater	Inspection of temporary and permanent restraints/bracing		Submittal & Field Review; VCC 1705.2.4		
WOOD					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures** or submit Certificate of Compliance		Submittal or Field Review; VCC 1704.2.5, 1704.2.5.1, 1705.5		
Metal plate connected wood/metal trusses spanning 60' or more	Review approved submittal and installation of restraint/bracing		Submittal & Field Review; VCC 1704.2.5, 1704.2.5.1, 1705.5, 1705.5.2		
Joist Hangers –Materials/Installation	Review manufacturer's material and teststandards,		Field Review; ASTM D 1761		
High-Load Diaphragms - Installation	Review submittal and as-built assemblies; Inspection of sheathing, framing size, nail and staple diameter and length, number of fastener lines, and fastener spacing.		Submittal & Field Review; VCC 1705.5, 1705.5.1		
Wood Shear Walls –installation	Review nailing, bolting, anchoring, fastening, diaphragms, struts, braces, and hold downs when fasteners are $\leq 4"$ center.		Field Review; VCC 1705.11.1		

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT		
		Y/C/P/N	EXTENT/REFERENCE	AGENT COMPLETED
MAIN WIND FORCE RESISTING SYSTEM				
Wind requirements	Review of the system components and installation for wood construction, cold-formed steel light frame construction, components, and cladding		Submittal & Field Review; VCC 1609.1.2, 1704.6.2, 1705.11, 1709	
SEISMIC FORCE RESISTING SYSTEMS				
Seismic requirements	Review of the designated seismic systems and seismic force resistance systems		Submittal & Field Review; VCC 1613, 1704.6.1, 1705.12, 1705.13; ASCE 7	
SMOKE CONTROL				
Special Inspection of smoke control systems	Leakage testing and recording of device location; pressure difference testing, flow measurement and detection, and control verification		Field Review; VCC 1705.18, 1705.18.1, 1705.18.2	
SPRAYED FIRE RESISTIVE MATERIAL, FIRE RESISTANT PENETRATIONS; JOINTS, MASTIC AND INTERMESCENT FIRE RESISTANT COATING				
Structural member surface conditions	Field review of surface conditions prior to application		AWCI 12-B; VCC 1705.14, 1705.14.1, 1705.14.2	
Application/thickness/density/bond strength	Field review of application operations, thickness, and density		ASTM E605, AWCI 12-B; VCC 1705.14.1, 1705.14.2, 1705.14.3, 1705.14.4, 1705.14.5, 1705.14.6	
Mastic & Intumescence Fire Resistant Coating	Field review of application operations and thickness		AWCI 12-B; VCC 1705.15	
EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS)				
Application	Field Review of application/installation		ASTM E2570, VCC 1705.16	
SPECIAL CASES				
Retaining Walls	Field review of installation of pre-manufactured structural components		Field Review; VCC 113.4, 1705.1.1	
Sprinkler system hangers/supports	Field review of placement and anchorage		Field Review; VCC 903.3.1.1, 1705.1.1; NFPA 13: 9.2	
Alternative Materials and Systems	As requested by Building Official, review system and installation		VCC 113.4, 1705.1.1	
INSPECTION AGENTS	FIRM		ADDRESS	TELEPHONE
1. Special Inspector:				
2. Materials and Testing Laboratory:				
3. Special Inspector Smoke Control System:				
4. (Additional Agents)				

Note: * The Qualifications of the Special Inspector and Testing Laboratories are subject to the Approval of the Building Official.

** Inspection of quality control procedures required only if fabricator is not regularly inspected by an Approved independent inspection agency.

***For construction projects in seismic regions, the Schedule of Special Inspections shall be expanded to include Architectural, Mechanical, and Electric components, as well as Storage Racks and Isolation Systems. Items in VCC Section 1705.12

FINAL REPORT OF SPECIAL INSPECTIONS

PROJECT

PERMIT APPLICANT

PRIMARY RDP OF RECORD

STRUCTURAL ENGINEER OF RECORD

To the best of my information, knowledge, and belief, the Special Inspections required for this project, and itemized in the Statement of Special Inspections submitted for permit, have been completed. Attached to this final report are the Certificates of Compliance for shop fabricated load bearing members and assemblies. (Include this statement only if applicable).

Interim reports submitted prior to this final report, and numbered _____ to _____, form a basis for, and are to be considered an integral part of this final report.

Respectfully submitted,

Signature

Date

Type or Print Name (Agent 1)

Seal of SI

Upon completion of all Special Inspections and testing, the SI shall submit a Final Report of Special Inspections to the Building Official for review and approval. The Building Official review and approval is required prior to final building inspection approval and-or issuance of a Certificate of Occupancy.

Appendix B

A/E SEAL ON DRAWINGS

The purpose of these charts and notes is for quick reference to determine in accordance with § 54.1 - 402 of the Code of Virginia if an architect's or engineer's (A/E) seal is required on documents for proposed construction.

CHART A - GENERAL DESIGN THIS CHART NO LONGER EXISTS IN THE SEPTEMBER 2018 VIRGINIA BUILDING AND FIRE CODE RELATED LAWS PACKAGE (FOR CORRELATION WITH THE 2015 STATE BUILDING AND FIRE CODES)

A proposed structure which is classified within any of the categories marked "Yes" requires an A/E seal on the documents. Separate requirements apply as to when the electrical, plumbing or mechanical systems in such structures require an A/E seal (see Charts B and C).

GROUP	BRIEF DESCRIPTION	AREA (SQ. FT.)			HEIGHT (STORIES)	
		5,000 OR LESS	5,001 TO 15,000	OVER 15,000	3 OR LESS	OVER 3
A ¹	ASSEMBLY	YES	YES	YES	YES	YES
B	BUSINESS	-	YES	YES	-	YES
E	SCHOOLS & DAY CARE CENTERS	YES	YES	YES	YES	YES
F	FACTORY & INDUSTRIAL	-	-	YES	-	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES
I	INSTITUTIONAL	YES	YES	YES	YES	YES
M	MERCANTILE	-	YES	YES	-	YES
R-1	HOTEL, MOTEL & DORMITORY	YES	YES	YES	YES	YES
R-2 ⁷	MULTI-FAMILY RESIDENTIAL	-	-	YES	-	YES
R-3	2 FAMILY ATTACHED	-	-	YES	-	YES
R-4	RESIDENTIAL ASSISTED LIVING	-	-	YES	-	YES
R-5	1 AND 2 FAMILY DWELLINGS	-	-	YES	-	YES
S	STORAGE (NON_FARM)	-	-	YES	-	YES
U	UTILITY & MISCELLANEOUS	-	-	YES	-	YES
ALL	INTERIOR DESIGN	SEE NOTE #4				

Notes: (Apply the following notes to all categories as applicable.)

1. Churches are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load does not exceed 100.
2. **A local building code official may require an A/E seal even if not required to do so by this chart.**
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
4. Additions, remodeling or interior design defined under § 54.1-400 of the Code of Virginia might not require an A/E seal. For construction, additions or remodeling resulting in a change in occupancy, occupancy load, modification to the structural system, change in access or egress or an increase in the fire hazard an A/E seal is required in accordance with § 54.1-400, although notes 1 and 2 still apply.
5. Any unique design of structural elements for floors, walls, roofs or foundations requires an A/E seal, regardless of whether or not the remainder of the plans requires such certification.
6. Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.
7. One exit and three stories or less Group R-2 buildings would normally be exempted from an A/E seal except where required by Note 2. Most all other three stories or less Group R-2 multi-family buildings are required by the building officials to have A/E seals for the construction documents.