

## Scope of Work Guide for Commercial Buildings & Structures

- All work must comply with the Virginia Existing Building Code.
- An Asbestos Certification Form must be completed and submitted.

911 Address	
Tax Map Number	
Flood Zone	

Existing Use Group	
Existing Construction Type	
Proposed Use Group	
Construction Type	

Below is a list of typical areas, features, etc. that should be included in the scope of work; this list is not all inclusive. All plans that are submitted must be drawn to scale, be legible and the minimum sheet size is 11x17 inches.

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| <ul style="list-style-type: none"> <li>Fire &amp; Smoke Protection Features</li> <li>Interior Finishes</li> <li>Fire Protection Systems</li> <li>Means of Egress</li> <li>Accessibility</li> <li>Interior Environment (HVAC)</li> <li>Energy Efficiency</li> <li>Exterior Walls</li> </ul> | <ul style="list-style-type: none"> <li>Roof Assemblies &amp; Rooftop Structures</li> <li>Structural Design/Members</li> <li>Mechanical</li> <li>Electrical</li> <li>Plumbing</li> <li>Elevators, Lifts, etc.</li> <li>Special Construction</li> </ul> |
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**Please see the attached guide regarding the Virginia Existing Building Code.**

Construction documents shall be submitted with the application for a permit. The work proposed to be performed on an existing building or structure, shall be classified on the construction documents as repairs, alterations, change of occupancy, addition, historic building, and/or moved building. All work areas shall be identified on the construction documents. Alterations shall further be identified as Level 1, or Level 2



Madison County Building Department

Phone: (540) 948-6102; www.madisonco.virginia.gov

## Guide to the 2018 Virginia Existing Building Code (Part II of the 2018 USBC)

Chapter 1	Administration Chapter 1 of the VCC (Part I of the USBC) shall apply as well
Chapter 2	Definitions
Chapter 3	General Provisions and Special Detailed Requirements (This chapter applies to all work)
Chapter 4	Accessibility (Applicable provisions of this chapter shall apply to all construction and rehabilitation)
<b>Chapter 5</b>	<b>Repairs</b>
<b>Chapter 6</b>	<b>Alterations</b> <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> </ul>
<b>Chapter 7</b>	<b>Change of Occupancy</b>
<b>Chapter 8</b>	<b>Additions</b> (Work must comply with the 2018 VCC or the 2018 Virginia IRC)
<b>Chapter 9</b>	<b>Historic Buildings</b>
<b>Chapter 10</b>	<b>Moved Buildings &amp; Structures</b> (New foundations must comply with the 2018 VCC or the 2018 Virginia IRC)
Chapter 11	Retrofit Requirements
<b>Chapter 12</b>	<b>Construction Safeguards (all work shall comply with this chapter)</b>
Chapter 13	Reference Standards
Chapter 14	Compliance Alternative-Change of Occupancy

**Important Note regarding buildings and structures in a flood zone (FEMA designated SFHA):**

If work constitutes substantial improvement, the building or structure must be brought into full compliance with the flood provisions in the Virginia USBC and the Madison County Floodplain Management Ordinance. Any new construction (addition) must be in full compliance with the flood provisions in the Virginia USBC and the Madison County Floodplain Management Ordinance.

Per section 110.3 of the Virginia USBC, a permit shall not be issued for the renovation or demolition of a building until the affected portions of the building have been inspected for the presence of asbestos. An Asbestos Certification Form must be submitted.

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 410 Main St, Madison VA 22727; Phone: (540) 948-6102  
 Website: [www.madisonco.virginia.gov](http://www.madisonco.virginia.gov)

## Asbestos Certification Form

Building 911 Address	
Tax Map Number	

This form must be completed for all renovation and demolition projects.

Read the choices below, check the appropriate box, and certify the provided information by signing below.

- The initial permit for the building was issued on or after January 1, 1985, therefore the building is exempt from asbestos inspection requirements. (See § 36-99.7 A of the Code of Virginia.)
- The renovation or demolition involves a single-family dwelling or residential housing with four or fewer units not renovated or demolished for commercial or public development purposes, therefore the building is exempt from asbestos inspection requirements. (See § 36-99.7 C of the Code of Virginia.)
- The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than thirty-five cubic feet off facility components where the length or area could not be measured previously and is, therefore, exempt from asbestos inspection requirements. (See § 36-99.7 C of the Code of Virginia.)
- Affected portions of building have been inspected by an individual licensed to perform such inspections pursuant to § 54.1-503 of the code of Virginia and no asbestos-containing materials were found. (See § 36-99.7 A of the Code of Virginia.)
- Affected portions of building have been inspected by an individual licensed to perform such inspections pursuant to § 54.1-503 of the code of Virginia and appropriate response actions required by § 36-99.7 A of the Code of Virginia will be undertaken. (See § 36-99.7 A of the Code of Virginia.) Asbestos certification form for re-occupancy required before final approval.
- The building is not a school building and the renovation project consists only of repair or replacement of roofing, floor covering or siding materials and the materials to be repaired or replaced are assumed to contain friable asbestos and the asbestos installation, removal or encapsulation will be accomplished by a licensed asbestos contractor. (See § 36-99.7 B of the Code of Virginia.) Asbestos certification form for re-occupancy required before final approval.

Name of Property Owner	
Signature of Property Owner	

-Or-

Name of Owner's Agent	
Signature of Owner's Agent	

Date	
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# 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.
- Crawlspace 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 1<sup>st</sup> 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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### 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.