



## Residential Permit Application and Checklist

Madison County Building Department  
410 N. Main St. \* PO Box 1206 Madison, VA 22727  
Phone (540) 948-6102

The following information must be included with all residential permit applications:

- Copy of the well & septic construction permit issued by the VDH; or VDH SAP review.
- If the project is served by RSA, approval from RSA must be submitted.
- Zoning permit issued from the Zoning Office including approved site plans
- VDOT Entrance Approval Letter
- Completed Land Disturbance permit application where land disturbance exceeds 10,000 square feet. Payment of \$150.00 required with each application
- Completed E&S Performance Agreement with separate Bond payment of \$1,000.00
- Completed permit application in entirety. If the homeowner is performing the work, a signed affidavit is required
- Two copies of plans and specifications drawn to scale with sufficient clarity and detailed dimensions to show the nature and character of work to be performed. Scale shall be a minimum of ¼" per foot. Minimum paper size accepted 11x17"
- Design criteria and the building code designed to must be included on plans
- If applicable, Registered Designer Professional's (state licensed architect or engineer) original seal and signature with date if applicable. One set of submittal plans may be photocopies. (Information to include name, address, phone number, occupation & VA State License number.) Digital seal may be submitted in lieu of original signature. If plans are not designed by a VA licensed architect or engineer, the preparer of plans must include name, address, phone number and occupation on plans
- Single or Double-wide Homes are Manufactured Homes. 2 Sets of the Manufactures' Installation Manual is required with submission of application for a permit. All options applicable to exact unit must be marked in installation manual. Exact floor plan of unit and foundation plan are to be submitted. Must provide serial number and installer's VA contractors license (See Page 3)

### *Construction Document Specifications:*

#### BASEMENT AND FOUNDATION PLAN

1. This plan must show necessary dimensions of basement or foundation layout and show all thickness and location of walls to include all reinforcement specifications.
2. Indicate conditioned or unconditioned, finished or unfinished basement.
3. Indicate required egress from basement.
4. Show size of bedroom windows in regard to emergency egress openings and locations.

5. Indicate all footing dimensions including reinforcement.
6. For masonry fireplaces, show footing size, depth and locations.
7. Indicate size and spacing for piers.
8. Indicate size and materials of any beams or girders used. Steel beams require engineer's design with seal.
9. Indicate joists direction, type, size, species and locations. Provide two copies of engineered wood product (floor, roof, beams, LVL) plans provided by the supplier. May be submitted without original stamps.
10. Show height of backfill on basement walls.
11. Show all windows sizes and locations.
12. Show all door sizes and locations; access door for crawl space.
13. Show foundations and framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
14. Show location of crawl space vents and crawlspace access.

## FLOOR PLANS

1. The plans must include all necessary room dimensions, halls and stairs, and each area must be labeled as to use.
2. Window and door schedule. Show all windows and door sizes and types of windows double hung, casement, etc., show U factors of windows and doors.
3. Indicate size and material of any structural beams and headers.
4. Indicate joist or truss direction, size and spacing. Provide two copies of engineered roof truss design and layout. Manufactured floor system & LVL specifications with layout shall be included as well (two copies).
5. Locate fireplaces showing flue size, fireplace opening and hearth.
6. Show framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
7. Show stairs, width, rise and tread dimensions, handrails, guardrails, and railing heights.
8. Show location and size of access to attic areas and all enclosed areas.
9. Locate the smoke detectors and carbon monoxide detectors.
10. Safety glazed windows must be identified.
11. Plans must clearly identify the method of compliance with the wall bracing provisions of the section 602.10 of the USBC. Braced wall lines and braced wall panels clearly identified on plans.
12. Plans must clearly identify the method of compliance with the tall unsupported wall provisions of the IRC.
13. If applicable, plans must clearly identify compliance of Interior Passage provisions of section R331 of the Virginia Residential Code.

## WALL SECTIONS

1. A wall section is required for each different type of construction.
2. Size of footings and depth below grade.
3. Show foundation drainage.

4. Size of foundation wall, show waterproofing and/ or parging of basement walls.
5. Anchor bolt or strap size and spacing.
6. Framing member sizing, species, and spacing.
7. Sub-floor and finished floor size and material.
8. All exterior coverings and materials.
9. Roof slope(s).
10. Insulation resistance factors:

R-_____ Floors	R-_____ Walls
R-_____ Ceiling	R-_____ Attic
R-_____ Ceiling	R-_____ Slab

11. Show location of attic vents and square footage.
12. Identify ice shield requirements.
13. Identify wall height of each floor.

## ELEVATIONS

1. Identify proposed final grading level around all exterior elevations.
2. Show locations of windows, doors and access panel to crawl space.
3. Indicate roof slope(s).
4. Show steps, landings, and height and spacing of guardrails and handrails.
5. Show chimney location and compliant height.
6. Identify overall height from bottom plate to top of ridge.

## ENGINEERING

Engineering is required for special construction features not covered by the prescriptive requirements of the USBC/IRC. I have reviewed the list above and hereby verify that the plans I am submitting include the required Construction Document Specifications.

\_\_\_\_\_  
Building permit applicant

\_\_\_\_\_  
Date

### **Manufactured Homes (Required):**

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial #: \_\_\_\_\_

Installer license #: \_\_\_\_\_



## Madison County Building Department

Phone: (540) 948-6102; Website: [www.madisonco.virginia.gov](http://www.madisonco.virginia.gov)

### 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.
- 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.