



Project Inquiry Checklist

For project inquiries, please submit a written description of the project that includes the information listed below along with a concept plan or master plan. Upon receipt of the completed checklist, a Project Coordinator will make contact to schedule a free pre-application conference. Typically, city staff is provided 7-10 days to evaluate the proposal and prepare guidance so that the conference is productive.

Project Information	Helpful hints <i>Insert information in this column or attach as necessary</i>
1. Project name	Provide the name of the proposed project
2. Project location	List addresses or LRSN for property associated with the project http://webgis.hampton.gov/sites/ParcelViewer/Account/Logon <hr/> <hr/> <hr/>
3. Property owner <i>Name:</i> <i>Address:</i> <i>Telephone:</i> <i>Email:</i>	Provide owner's contact information <hr/> <hr/> <hr/> <hr/>
4. Project team <i>Prospective Owner:</i> <i>Project Manager:</i>	List team members and include roles and contact information <i>(e.g. owner, project manager, developer, plan preparer, engineer, surveyor, architect, contractor, environmental consultant)</i> <hr/> <hr/>

<i>Developer:</i>	
<i>Plan Preparer:</i>	
<i>Engineer:</i>	
<i>Surveyor:</i>	
<i>Architect:</i>	
<i>Contractor:</i>	
<i>Environmental Consultant:</i>	
5. Current and Proposed Land Use	List the current and proposed land uses at the project location
6. Development type	List the type of development proposed
7. Constraints	List any known or anticipated constraints to the project
8. Goals and timelines	List project goals and associated timelines including phasing
9. Questions for city	List specific questions for city staff to consider

10. Buildings a) Commercial, industrial, or multi-family	Provide quantity, height and area (square footage) of all existing and proposed buildings
b) Residential	Provide quantity and area (square footage) of all existing and proposed units and indicate attached or detached

This response is not an official order, requirement, decision, or determination issued pursuant to Virginia Code Section 15.2-2307.

City of Hampton Residential Plan Review Checklist

The following is a checklist of items that must be indicated on residential building plans. The references noted are taken from the Virginia Residential Code 2012. This is **NOT** a complete list. It is designed as a guideline, indicating information typically absent from plans submitted for plan review. It is not a substitute for, nor does it include, everything required for a complete set of building plans. Checking your set of plans against this list of commonly omitted items should help ease the plan review process and reduce comments.

I. General:

Three copies of plans with professionally developed standards must be submitted for new buildings or additions and shall meet the following submittal standards. For interior alterations, two copies are required and all standards below may not apply. Plans must either bear the seal of an Architect or Engineer licensed in the state of Virginia, or be signed by the individual responsible for the design including his/her occupation and address, per title 54 Code of Virginia. They must be drawn to professional standards in ink or mechanically printed. **Hand drawings can be submitted and will adhere to the same standards presented.**

- Standard sheet size 8 ½"x11" and above. Plans scaled ¼" per foot (or alternate 1/8" per foot if details can be seen clearly. Scale should be identified on drawings.
- Scaled site survey by Registered Land Surveyors.
- A finished floor elevation is required for new construction or substantial improvements.
- If the property is in the Chesapeake Bay Preservation Area, further review will be required, which may lengthen the permitting process.
- Plans shall be drawn to **SCALE** using standard drafting nomenclature and shall be of sufficient clarity to indicate the nature and extent of the work proposed. It shall show in detail that it will conform to the provisions of the code as specified in section 112 USBC.
- Plan presentation shall include: foundation plan, floor plan, framing (wall, floor, roof), shop drawings for pre-engineered lumber (specific to address), exterior elevation views, cross section views, and standard details. All items listed shall have sufficient detail.
- Ensure that the proposed site plan and building footprint plan are consistent.
- Format and number each page and corresponding details.

II. Architectural:

- Identify each room or space for its intended use or occupancy.
- Exterior wall fire separation requirements as per R302.1 & R302.2 of the USBC
- Glazing in hazardous locations as specified in section R308.4 shall be safety-typed according to the requirements of CPSC 16-CFR, Part 1201.
- Openings between a garage and residence shall be equipped with either solid wood doors not less than 1-3/8" in thickness, or 20-minute fire-rated doors.
- Show a minimum of ½" gypsum board applied to the garage side to separate the garage from the residence and its attic. This is required for separation, per section 309.
 - ❖ Where a floor-ceiling assembly is separating a habitable space from the garage, a minimum of 5/8" type-X gypsum is required.
- Show that each sleeping area has:
 - ❖ One window that can be opened or an exterior door approved for emergency egress or rescue (Section R310).
 - ❖ Egress windows must have:
 - 20" width minimum net clear opening
 - 24" height minimum net clear opening
 - net clear opening of 5.7 square feet
 - 5.0 at grade level

Note: Meeting the minimum width or height will require the other dimension to be larger to meet the required 5.7 square feet (Section R310).

- Show bathroom exhaust fans are vented to the outside, or provide the minimum required open-able windows (Section 303.3).
- Show the minimum clear width of hallways and stairs to be not less than 36" (Section R311.3 & 311.5.).
- Show minimum compliance with R311.2.1 for interior passage.
- Provide a stair section showing a maximum riser height of 8-1/4" and a minimum tread length of 9". Show minimum headroom in all parts of the stairway of not less than 6'-8" measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform (Section 311.5) USBC.
- Indicate handrails within the minimum and maximum heights of 34" and 38" measured vertically from the nosing of the treads on at least one side of stairways of three or more risers. (section R311.5) USBC.
- Indicate guardrails on porches, balconies or raised floor surfaces located more than 30" above the floor or grade below. Show guardrails not less than 36" in height, and a spacing between the pickets or balusters less than 4". Section R312
- Show location of Smoke Detectors (Section R313):
 - ❖ One in each sleeping area
 - ❖ Immediately outside of sleeping area
 - ❖ On each story of dwelling
 - ❖ Indicate all detectors are interconnected
 - ❖ Specify that alarms will receive primary power from the building wiring and have a battery backup
- Indicate minimum insulation values as follows: R-19 in crawl space floor, R-10 in slab (2ft), R-15 in exterior walls and R-38 in attic (N 1102.1).
- Show location and size of attic access. Minimum required is 22"x30" (Section R807.).
- Indicate pitch of roof.
- Indicate required attic ventilation – 1/150 of roof area. See exceptions. (Section R806).

III. Footing and Foundations:

- Show that shear wall panels are at every corner and at proper intervals (Section R602.10). Provide wall bracing method, plan, and calculation sheet.
- Indicate the depth to the bottom of the footing below grade (12" min. req.)
Section R403.1.4
- Indicate size of footing (width and thickness) in accordance with Table R403.1.
- Specify assumed soil bearing value (R401.2).
- Indicate the compressive strength of all concrete in accordance with Table 402.2 for a moderate area.
- If in flood zone, indicate flood vents as required by R324.2.2
- Brick skirt and 4" CMU must be tied together with ladder type reinforcing ties and then grouted together (per Section R606.2.1).
- Indicate the footing size of pier footings (width, length, depth, thickness).
- Show the unsupported height of masonry piers. Note: The unsupported shall not exceed 10 times their least dimension..., except that unfilled hollow piers may be used if their unsupported height is not more than four times their least dimension. Hollow piers shall be capped with 4 inches of solid masonry or concrete (Section R606.6.1).

A. Slab Construction

- Show perimeter insulation 1" thick extending minimum 24" from foundation block and under the slab (N 1102.1).
- Indicate type of vapor barrier under concrete (Section R506.2.3).
- Indicate thickened slab at load bearing walls - equivalent to that required for footings (Section R403.1.1).

B. Crawl Space Construction

- Show the location, size and number of foundation vents. Show calculations. Section R408
- Show location and minimum 18"x24" access panel. Section R408.4
- Indicate the clearance from the crawl space grade to the underside of the girders and floor joists. Note: Indicate protection against decay when girders are located closer than 12" to exposed ground and wood joists or the bottom of wood structural floor when closer than 18" as indicated in Section R319
- If property is located in a flood zone elevation certificate must be presented with flood vent specs. Flood vents must be reflected on the foundation plan and elevation views.

IV. Framing

- Indicate anchorage details for wood framing. If anchor bolts are used, specify minimum ½" diameter anchor bolts at 6' O.C. and embedded a minimum of 7" into grouted masonry or concrete. If foundation straps are used, specify manufacturer, type, size and maximum spacing of 6' O.C. (Section R403.1.6).
- Floor, roof and wall framing shall be capable of accommodating all loads imposed according to the code, and transmitting the resulting loads to the supporting elements down to the foundation (Section R501.2, 601.2 & 802.11).
- Specify species and grade of lumber to be used (Section 602.1 & 802.1).
- Specify header size and span for all headers as per Sections 502.5(1) & 502.5(2).
- Provide **specific** manufacturer span/load data sheets for **all** engineered wood products such as roof trusses, open-web trusses or truss-joists, micro-lam beams, para-lams, glu-lams, etc...

NOTE: *Manufacturer design guideline "cut sheets" **ARE NOT** acceptable. These are design guidelines only, and are not certified by the manufacturer or designed by an engineer that they are designed for your specific application.*

- Plans must indicate the size, spacing and direction of span of all structural elements: girders, floor joists, ceiling joists and rafters. Show and/or specify column anchorage details from beams down to the foundation.
- Indicate all lateral design details. If lapping structural sheathing across floor system, indicate the panel edge breaks. If using strapping, indicate the size, length, and spacing. Show hurricane clips on each end of all roof rafters to wall frame.
- Specify the type, grade and thickness of all structural woods panels used for wall and roof sheathing, and all sub-floor panels. These must comply with Table R503.2.1.1(1).
- Attic access must be 22" by 30" where roof is at least 30" above ceiling or where equipment is in attic (Section R807).

V. Decks

- SEE DECK AFFADAVIT AND HANDOUT



REQUIREMENTS FOR RESIDENTIAL HVAC SYSTEM SUBMITTALS

Residential mechanical plans shall be submitted as per section M1401.3 of the 2012 Virginia Residential Code. Heating and cooling loads shall be calculated as per the current Manual J, and equipment shall be sized according to the current Manual S handbook and duct design shall be based upon Manual D.

When submitting heat loss/gain calculations and HVAC duct distribution system designs for review and approval, the following information shall be included:

1. *A completed ACCA Residential Plans Examiner Review Form.*
2. *Manual J1 form to include at least the following worksheets:*
 - a. *Total building loads*
 - b. *Individual system loads*
 - c. *Infiltration and duct leakage calculations*
 - d. *Room cfm requirements*
3. *Manual D Friction Rate worksheet.*
4. *Duct distribution system layout based on selected equipment to include:*
 - a. *Return Air*
 - b. *Whole House Ventilation*
 - c. *Provide any necessary calculation per Manual D*
5. *Proposed equipment model numbers and equipment cut sheets indicating Airflow Capacities, Expanded Heating & Cooling Capacities and External Static Pressures.*
6. *Site plan with building orientation.*
7. *Certain conditions may require additional information on an as needed basis.*

Residential HVAC system submittals shall include the seal and signature of the engineer under whose supervision they were prepared, OR shall include the name, address and Master Tradesman's card number of the Master Mechanic under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at:

DSCpermits@hampton.gov

Steve Shapiro
Deputy Director
Community Development Department

COMMERCIAL PLAN REQUIREMENTS

NOTE: Insufficient information or incomplete plans may be disapproved.

- Completed Commercial Building Permit Application (all pertinent information ***MUST*** be provided)
- Construction documents:
 - ***NEW CONSTRUCTION***: Three (3) complete and identical sets of construction documents or one (1) digital set and one (1) identical printed set to be stamped and on the job site after permit is issued
 - ***RENOVATIONS OR TENANT BUILD-OUTS***: Two (2) complete and identical sets of construction documents or (1) digital set and one (1) identical printed set to be stamped and on the job site after permit is issued
- One (1) complete set of construction documents to the Health Department for projects governed by their regulations. Contact _____, Environmental Manager (757) XXX-XXXX, for additional information.
- Minimum drawing size shall be 21" x 30"
- Plan Review Fee of \$50.00
- The site plan for the project
- Soils report for the project that includes the Soil Bearing Capacity and Seismic Site Classification
- One (1) set of specifications
- Statement of Special Inspections, as applicable
- Approved design documents for Special Public Interest Districts
- Complete energy conservation documents (building envelope, mechanical and electrical)

All plans shall have the original seal and signature of a registered design professional licensed in the Commonwealth of Virginia as required by Title 54.1-402 of the Code of Virginia or bear the name, address and occupation of the author if permitted by Title 54.1-402. All sets of plans shall be stapled in sequential order and include, but not be limited to, the following criteria:

☐ ARCHITECTURAL DRAWINGS:

- Title Block (include *complete* project address)
- Key Plan (tenant location with corridors and exits)
- Floor Plan(s) of the proposed project (fully dimensioned and to a scale no less than $\frac{1}{8}'' = 1'-0''$) Identify the use of all spaces and the design occupant load(s)
- Group and type of construction
- All fire resistance design designations and their details for all fire-rated assemblies
- Partition schedule
- Interior and exterior elevations
- Door/window/hardware schedules, including special locking devices
- Finish schedule
- Large scale detail(s)
- Roof plan
- Building cross section(s)
- Reflected ceiling plan
- Seating/fixture plan
- Any additional details or sections necessary to accurately depict intended construction

☐ **STRUCTURAL DRAWINGS:**

- Foundation plan, details and schedules
- Roof framing plan
- Floor framing plan
- Pre-engineered metal building plans (signed and sealed by the engineer responsible for the design licensed in the Commonwealth of Virginia)
- Footing schedule
- Sections
- Design load criteria (Sections 1603.1.1 through 1603.1.8 of the U)

☐ **MECHANICAL DRAWINGS:***

- Floor plan, to a scale of not less than $\frac{1}{8}'' = 1'-0''$, with room designations and occupant loads
- Location of mechanical system components
- Scaled ductwork plans, showing supply and return registers, dampers, smoke detectors and ductwork sizes
- Mechanical systems piping and sizes
- Outside air criteria in cubic feet per minute (CFM)
- Specifications shall include equipment, cooling, heating, ductwork, and piping materials
- Insulation R-value for ductwork and piping
- Scaled floor plan of kitchen equipment, including schedule and manufacturer's technical "cut sheets" for each piece of equipment

☐ PLUMBING DRAWINGS:*

- Floor plan, to scale of not less than $\frac{1}{8}'' = 1'-0''$, with all fixtures and piping indicated
- Drain, waste and vent riser diagram indicating pipes sizes, DFU counts, material(s) and direction of flow
- Water distribution riser diagram indicating pipe sizes and materials
- Fixture schedule keyed to plans and riser diagrams

☐ ELECTRICAL DRAWINGS:*

- Floor plan, to scale of not less than $\frac{1}{8}'' = 1'-0''$, indicating lighting, emergency lighting, exit lighting and power
- Meter and panel locations
- Riser diagram and panel schedule, service voltage, current and phase, conductor sizes and conduit sizes
- Indicate circuit home runs and relate them to panel numbers
- Provide lighting schedule for fixtures

Should you have questions or require clarification of any of the above information feel free to contact the Development Services Center at 757-728-2444.

****These drawings may be prepared by a licensed Mechanical Contractor, licensed Master Plumber or a licensed Master Electrician in lieu of a registered design professional when permitted by title 54.1-402 of the Code of Virginia.***



May 23, 2016

PLAN REQUIREMENTS FOR COMMERCIAL PLUMBING SYSTEMS

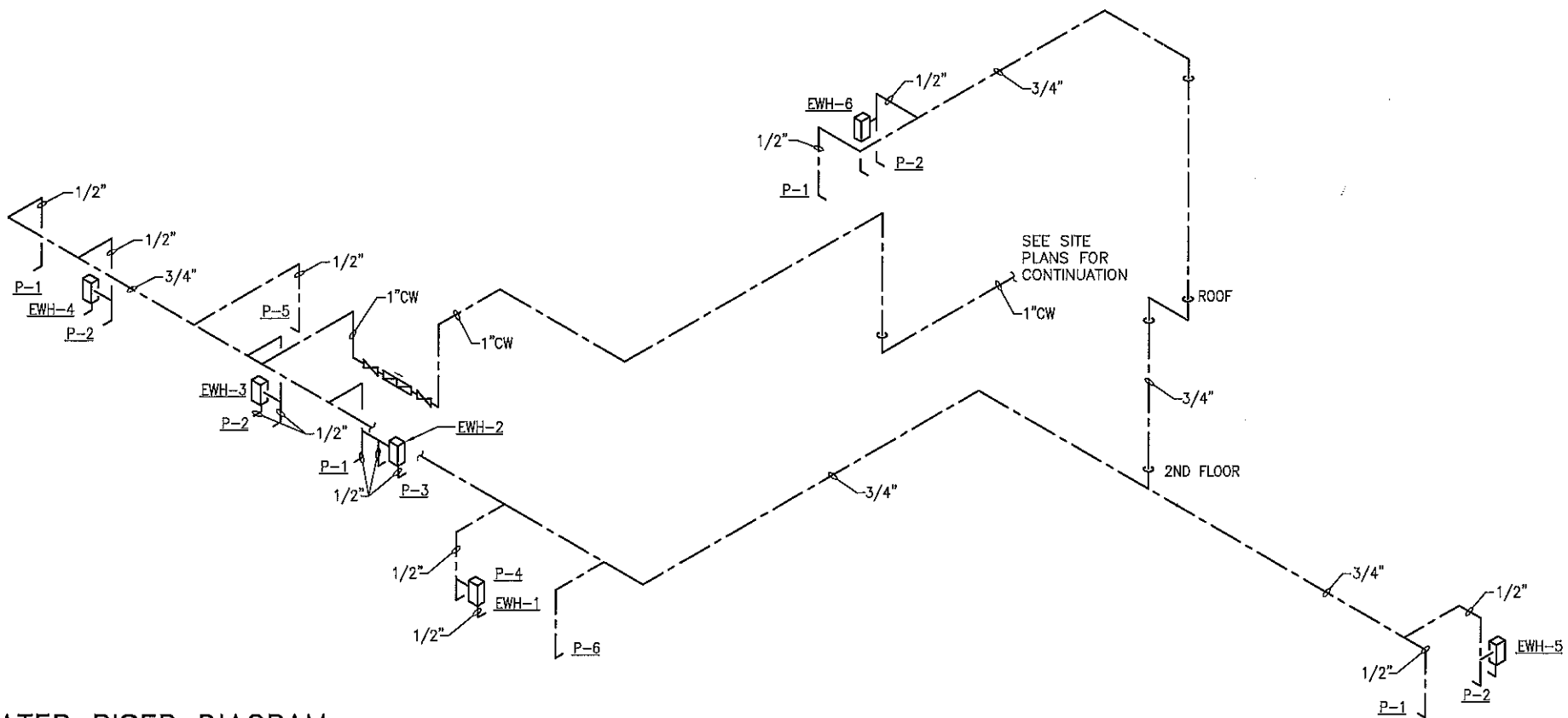
When applying for a plumbing permit two copies of plans and specifications of the proposed work shall be submitted for existing structures; three copies are required for new buildings. The plans shall be drawn to scale with sufficient clarity and detail to show the extent of work. All submittals shall be accompanied by a completed Plumbing Permit application.

Plumbing Plans shall include:

1. Building floor plan with all fixtures and piping shown in plan view.
2. Drain, waste and vent riser diagram noting all pipe sizes, DFU's, and direction of flow.
3. Water distribution riser diagram noting all pipe sizes.
4. Water heater piping diagram noting all pipe sizes and safety devices.
5. A fixture schedule keyed to the plan and riser.
6. Drain, waste and water piping materials.
7. Method of disinfection for potable water piping.
8. If required, include grease trap sizing calculations.

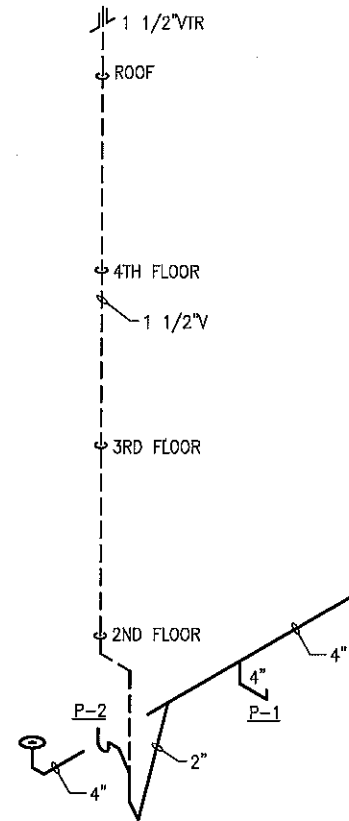
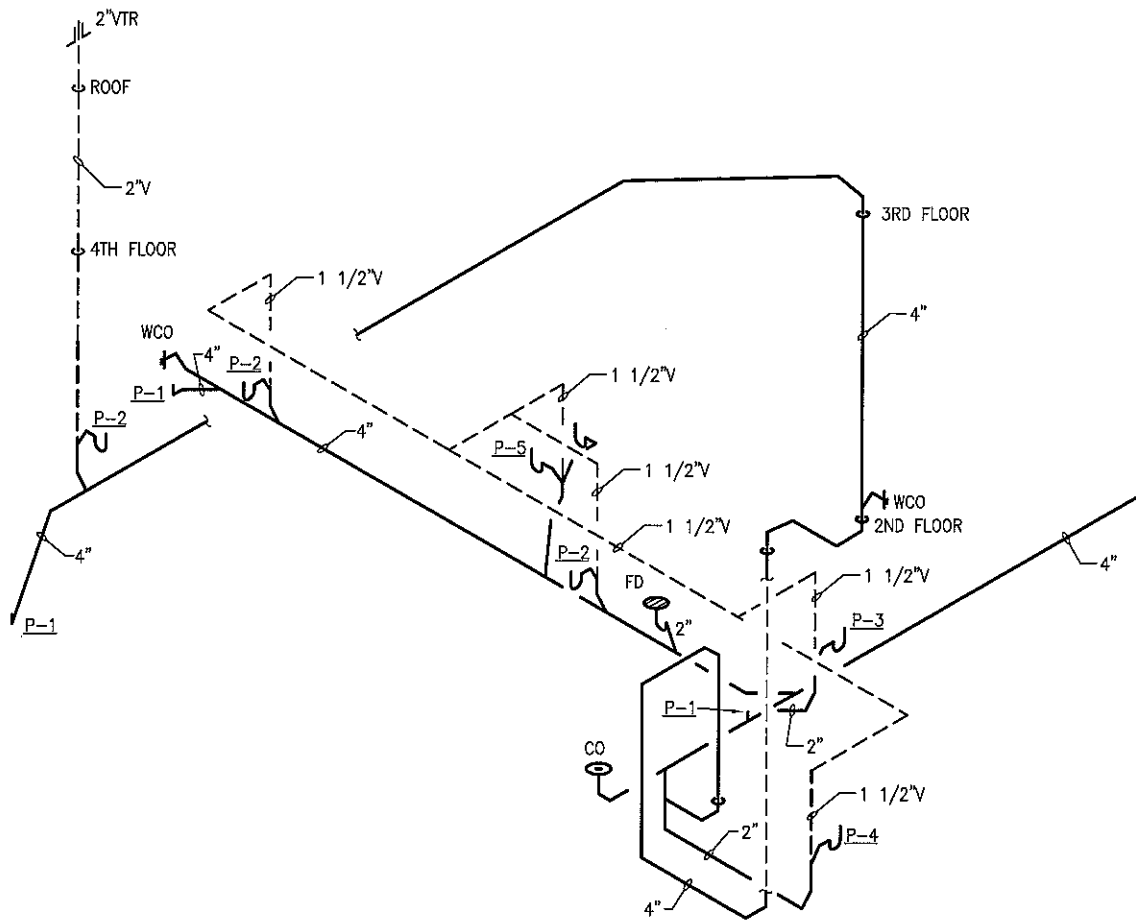
Plumbing plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared, or if exempt under the provisions of State Law, shall include the name, address and Master Tradesman's card number of the Master Plumber under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at: DSCpermits@hampton.gov

Steve Shapiro
Deputy Director of DSC



WATER RISER DIAGRAM

NOT TO SCALE



WASTE RISER DIAGRAM
 NOT TO SCALE



October 10, 2014

PLAN REQUIREMENTS FOR COMMERCIAL ELECTRICAL SYSTEMS

When applying for an electrical permit two copies of plans and specifications of the proposed work shall be submitted for existing structures; three copies are required for new buildings. The plans shall be drawn to scale with sufficient clarity and detail to show the extent of work. All submittals shall be accompanied by a completed Electrical Permit application.

Electrical Plans shall include:

1. Building floor plans showing lighting and power plans.
2. Indicate meter and panel locations.
3. Provide a riser diagram and panel schedules, service voltage, current and phase, conductor sizes, and conduit sizes.
4. Provide circuit home runs and relate them to panel numbers.
5. Provide a lighting fixture schedule.
6. Location of exit and emergency lights and their respective circuits.
7. Site lighting in excess of 14'-0" in height will require an engineered foundation system.

Electrical plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared, or if exempt under the provisions of State Law, shall include the Name, address and Master Tradesman's card number of the Master Electrician under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at: DSCpermits@hampton.gov

Steve Shapiro
Deputy Director of DSC

Community Development Department, Development Services Division

22 Lincoln Street, 3rd floor | Hampton, Virginia 23669
www.hampton.gov | Hampton's 311: 757.727.8311 | O.757.728.2444



October 10, 2014

PLAN REQUIREMENTS FOR COMMERCIAL MECHANICAL SYSTEMS

When applying for a mechanical permit two copies of plans and specifications of the proposed work shall be submitted for existing structures; three copies are required for new buildings. The plans shall be drawn to scale with sufficient clarity and detail to show the extent of work. All submittals shall be accompanied by a completed Mechanical Permit application.

Mechanical Plans shall include:

1. Building floor plan with room designation, occupant load and CFM at each supply diffuser.
2. Location of mechanical systems components.
3. Supply, return and ventilation ductwork layout including sizes.
4. All mechanical systems piping and sizes.
5. Specifications shall include mechanical equipment, cooling, heating and outside air capacities, ductwork, and piping materials.
6. Insulation R-value for ductwork and piping.

Mechanical plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared, or if exempt under the provisions of State Law, shall include the Name, address and Master Tradesman's card number of the Master Mechanic under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at: DSCpermits@hampton.gov

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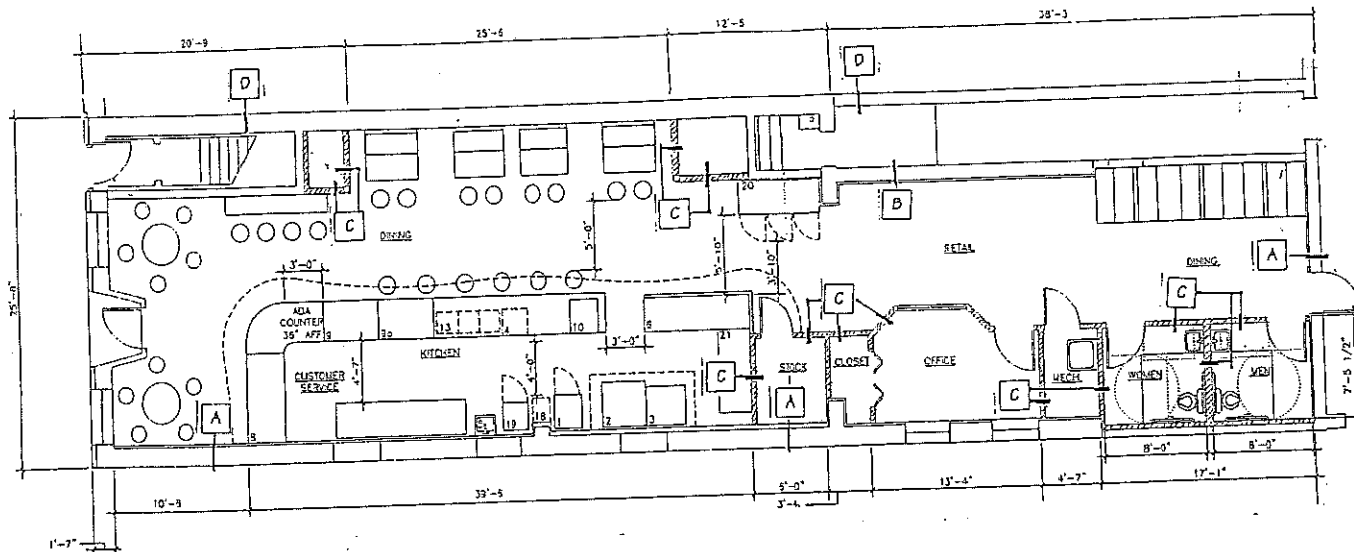


City of Hampton

TENANT BUILD-OUT OR CHANGE OF OCCUPANCY SUBMISSION REQUIREMENTS (for Food Service establishments)

1. Projects with a dining area that exceeds 750 sq.ft. in net area shall be designed by a Registered Design Profession (architect or professional engineer). The drawings submitted shall bear the seal and signature of that RDP.
2. Health Department approval is required prior to the issuance of any permits or Certificates of Occupancy. Contact John Schellenberg (757) 727-2575 for submission requirements.
3. Complete the Building Application Supplement. All of the requested information shall be provided, especially the correct address including the suite number. Failure to provide information could result in the drawings not being reviewed.
4. Provide a detailed description of the work/use to be performed in the space. If several functions are to be performed fully describe each.
5. Submit two (2) sets of floor plans (see Exhibit A for an example), drawn to scale (not less than 1/8" = 1'-0"), in which the following is depicted:
 - a. Full dimensions of the space/building.
 - b. Full dimensions of each room within the space.
 - c. Identify the use of each room including restrooms.
 - d. Include the location and size of all display fixtures, customer service counters, special equipment, seating and the associated aisles, etc.
 - e. Identify any new construction and include the materials that will be used for that construction. This construction shall be "highlighted", cross-hatched or in some fashion distinguishable from the existing construction.
 - f. Locate and identify all kitchen equipment, include manufacturer's "cut-sheets".
 - g. Identify the adjacent tenants in multi-tenant facilities.
6. For spaces within multi-tenant facilities, include a "key plan" (see Exhibit B for an example) that indicates the location of your space in relation to the other tenants and accessible parking.
7. A balancing certification for the HVAC system, by a qualified mechanical technician, shall be presented to the Central Permits Office for review and approval prior to the issuance of a Certificate of Occupancy.
8. Projects that incorporate additional plumbing systems, electrical systems and/or mechanical systems above those supplied with the tenant space will require drawings for those trades.

DEPARTMENT OF CODES COMPLIANCE (757) 727-8311 FAX (757) 727-6557
22 LINCOLN STREET, HAMPTON, VIRGINIA 23669



FLOOR PLAN

1/4" = 1'-0"

WALL LEGEND:

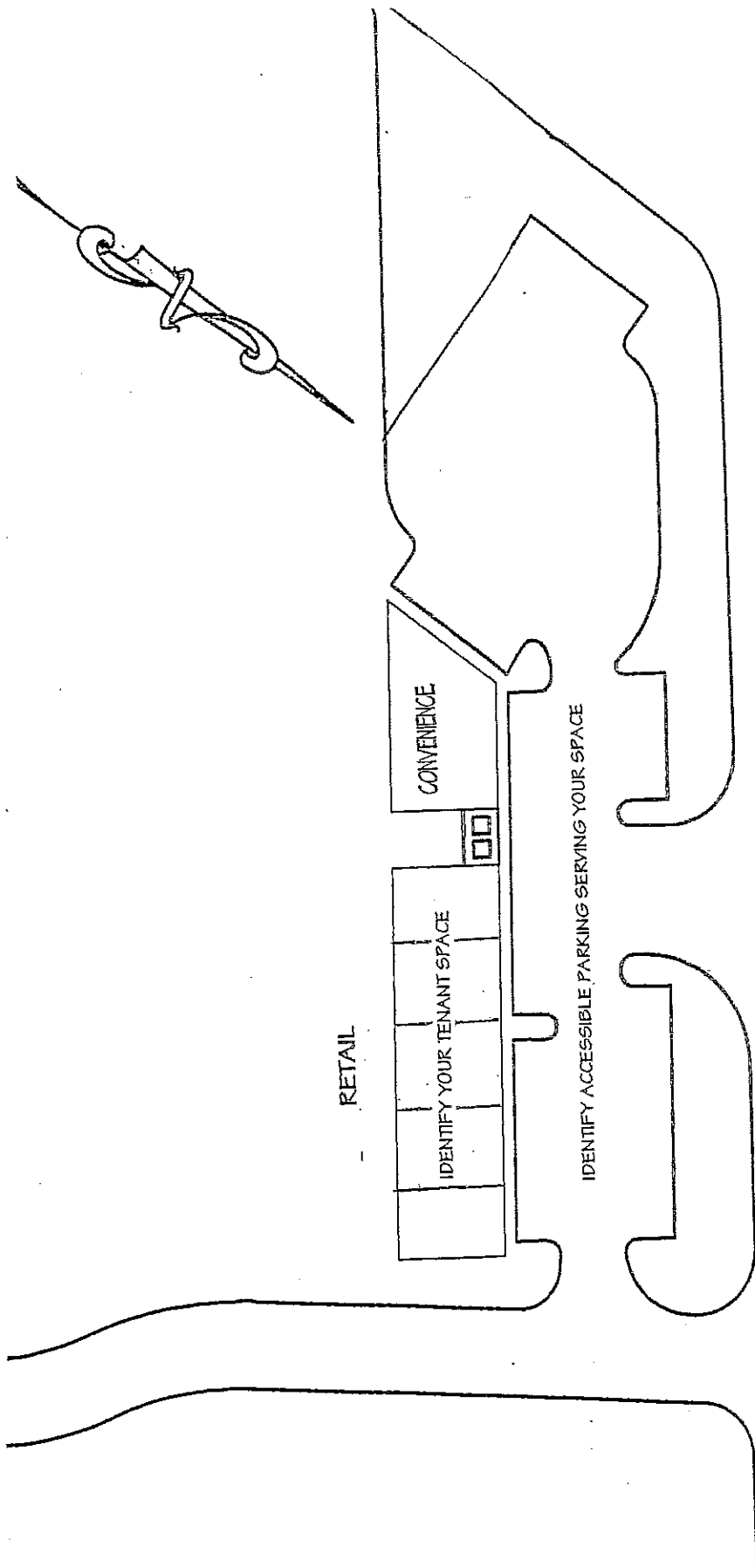
- A - EXISTING EXTERIOR WALL
- B - EXISTING INTERIOR PARTITION
- C - NEW PARTITION (DESCRIBE MATERIALS)
- D - EXISTING TENANT DEMISING WALL

CODE ANALYSIS: (based on 2003 International Building Code)

1. Building Construction Type : Section 602
2. Occupancy : Section 302
3. Gross Square Footage :
4. Occupant Load : Section 1004
5. Fire Sprinklers : Yes or No

Equipment List :

- | | |
|--|--|
| 1. REACH-IN REFRIGERATOR MODEL T-25G | 13. THREE COMPARTMENT SINK |
| 2. GAS CONVENTION OVEN MODEL C011-G2 | 14. EXPRESSO GRINDER MODEL RIO-G-3 |
| 3. 36" RANGE MODEL IR-6 | 15. COFFEE MACHINE MODEL CBS52H15 |
| 4. UNDERCOUNTER DISHWASHER MODEL 180UC | 16. EXPRESSO MACHINE MODEL RIO-SME-3 |
| 5. HAND SINK | 17. BLENDER |
| 6. STAINLESS STEEL WORK TABLE | 18. COMPACT CUBER MODEL SCE275 |
| 7. 20 QT MIXER MODEL SRM20 | 19. REACH-IN FREEZER MODEL T-23F |
| 8. REFRIDGERATED DELI CASE MODEL TCGR-77-CD | 20. REACH-IN REFRIDGERATOR MODEL T-72G |
| 9. DRY BAKER CASE MODEL TCGR-50 | 21. PREP TABLE |
| 10. UNDERCOUNTER REFRIDGERATOR MODEL TUC-27G | 22. FOOD PROCESSOR |
| 11. 6 SLICE TOASTER | 23. CONVEYOR TOASTER |
| 12. SCALE | |



KEY PLAN

***FACILITIES SUBJECT TO HEALTH DEPARTMENT
REVIEW AND APPROVAL PRIOR TO THE
ISSUANCE OF ANY PERMITS. (PLANS REQUIRED)***

Contact John Schellenberg, Environmental Health Manager, at (757) 727-2575 for additional information or questions.

RESTAURANT-Fee
GROCERY STORES
CONVENIENCE STORES
MOBILE UNITS-Fee
HOME COMMERCIAL KITCHEN (CATERING)- Fee
SCHOOLS
PUBLIC POOLS-Apartment Complexes, Associations, Hotel, Motel, Condominiums, Gyms,
Spas, Health clubs, Physical Therapy
TRAILER PARKS
NURSING HOMES-Fee
ADULT HOMES-Fee
DAY CARES-Fee
JAILS- Fee
HALFWAY HOUSES- Fee
HOTELS- Fee
MOTELS- Fee
CAMPGROUNDS- Fee
MARINAS

PROPERTIES ON SEPTIC TANK AND WELLS

Section 103.11 of the VUSBC 2003 does not allow any building permit to be issued until the Health Department releases projects that require their functional design review. Contact John Schellenberg, Environmental Health Manager, at (757) 727-2575 for additional information or questions.



3RD PARTY COMMERCIAL PLANS REVIEW GUIDE

Commercial building and trades plans may be reviewed by a 3rd party reviewer provided that the applicant submits the following to the Development Services Center (DSC) and informs the Permit Technician which 3rd party reviewer will be utilized.

Minimum submittal requirements to DSC:

1

1. Building Permit Application	http://hampton.gov/DocumentCenter/View/1813
2. Agent Authorization Form	http://hampton.gov/DocumentCenter/View/3651
3. Asbestos Abatement Checklist	http://hampton.gov/DocumentCenter/View/2792
4. Special inspections package	http://hampton.gov/DocumentCenter/View/4600
5. One full set of plans	
6. Which 3 rd party reviewer utilized	
7. \$50.00 Plan Review Fee	

2

Once the DSC assigns an application review number, submit plans to an approved 3rd party reviewer. It typically takes 10 days to review each submittal. Costs are determined by the reviewer. The 3rd party reviewer will keep the DSC informed of the review status.

Approved 3rd Party Reviewers:

IBTS	
703.481.2025	http://www.ibts.org/
Rebecca Hamilton Plan Review Administrator rhamilton@ibts.org	David Wei Lu Plan Review Manager dweilu@ibts.org

International Code Council	
888-ICC-SAFE (888-422-7233) ext. 5577	http://www.iccsafe.org/codes-tech-support/plan-review-services/
David Hunter Director of Business Development and Outreach, Technical Services Eastern Regional Office dhunter@iccsafe.org	

3

When deemed satisfactory by the 3rd party reviewer, plans will be forwarded to the DSC and the City Plans Examiner will evaluate for authorization or any outstanding items and communicate status to the customer.

Approved by: David Stromberg
Last Updated: 29 Aug 2016

Community Development Department, Development Services Division

22 Lincoln Street, 3rd floor | Hampton, Virginia 23669

www.hampton.gov | Hampton's 311: 757.727.8311 | O.757.728.2444



To: ALL APPLICANTS FOR BUILDING PERMITS FOR RENOVATION OR DEMOLITION

RE: ASBESTOS INSPECTION IN BUILDINGS TO BE RENOVATED OR DEMOLISHED

Effective May 15, 1996, the Virginia Uniform Statewide Building Code requires that all buildings to be renovated or demolished shall be inspected for the presence of asbestos-containing materials, and subject to exemptions, appropriate response actions shall be undertaken. The following form is to be completed by all applicants for Building Permits for renovation or demolition. A completed form will contain one box checked below and must be signed by the owner or the authorized agent of the owner(s).

Owner(s) _____

Address _____
(Job Site Address)

AS OWNER, OR OWNERS AGENT OF THE ABOVE BUILDING, I CERTIFY THAT:

- The above building is a single family dwelling, or is a residential housing building containing four (4) or fewer units, and is exempt from asbestos inspection requirements. (NOTE: This exemption does not apply if the proposed renovation or demolition is for commercial or public development purposes); or
- The combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet of pipes, or less than 160 square feet on other facility components, where length or area could not be measured previously, and is exempt from asbestos inspection requirements.
- The initial Building Permit for this building was issued after January 1, 1985 and therefore the building is exempt from asbestos inspection requirements.

IF NONE OF THE ABOVE BOXES HAVE BEEN CHECKED THE FOLLOWING STATEMENT MUST BE CHECKED IN ORDER TO COMPLETE THIS FORM:

- The materials to be repaired or replaced are assumed to contain asbestos and the appropriate response actions will be accomplished by a licensed asbestos contractor.

In accordance with paragraph 36-99.7 of the Code of Virginia, I further certify that the abatement area will not be reoccupied until any required response actions have completed and final clearances have been measured and found to be within regulated tolerances.

Printed name of owner or owners agent

Signature of owner or owner's agent

Telephone Number

Date



City of Hampton

COMMUNITY DEVELOPMENT DEPARTMENT
DEVELOPMENT SERVICES CENTER
Phone (757)728-2444; Fax (757)728-2445
22 Lincoln St. 3rd Floor, Hampton, Virginia 23669
Office Hours: M-F 8am-4:30pm

"Oldest Continuous English-Speaking Settlement in America - 1610"

Footing Verification Guidelines

Effective Sept. 4, 2012

The following structures will require that property lines be identified in the field to enable the building inspector to verify the location and setbacks of the proposed structure at the time of the footing inspection:

- **All new single family dwellings**
- **Two-family attached dwellings**
- **Detached garages**
- **Any detached accessory structures requiring a building permit**

Room additions will be verified during field inspection by measuring from the existing structure to the excavated footing of the addition wall or foundation, and referencing those dimensions with those shown on the approved plans.

It shall be the responsibility of the owner, contractor or licensed surveyor to identify the property lines by staking or flagging the property line corners, providing string lines from new or existing property line pins or stakes. Identifiable markings on batter boards will also be acceptable.

The inspectors *WILL NOT* accept verbal verification, existing fences, walls, hedge rows, trees, etc. as points of reference in determining property lines and setbacks.

Please contact the area building inspector if you have any questions.

Steve Shapiro
Deputy Director
Community Development Department

**BARRIERS FOR OUTDOOR POOLS
AND PERMANENTLY INSTALLED SPAS & HOT TUBS
(2012 Virginia Construction Code (USBC-Part 1) / Virginia Residential Code)**

**ANY OUTDOOR STRUCTURE USED FOR SWIMMING OR RECREATIONAL BATHING,
CONTAINING WATER MEASURING OVER 24 INCHES IN DEPTH, CONTAINING MORE THAN
5,000 GALLONS OF WATER, OR HAVING A FOOTPRINT GREATER THAN 150 SQUARE FEET
MUST BE PROTECTED BY A BARRIER WHICH MEETS THE FOLLOWING REQUIREMENTS:**

1. The top of the barrier must be at least 48 inches above grade, which is measured from the pool side. The maximum vertical clearance from grade to the bottom of the barrier is 2 inches. Part of or the entire barrier may be a pool structure such as walls of an above ground pool.
2. No opening shall allow a 4-inch sphere to pass through.
3. Solid barriers (e.g., masonry, stone) shall have no climbable surfaces. Barriers composed of vertical and horizontal members having a distance between the tops of the horizontal members of less than 45 inches apart (top to top), shall not have any openings exceeding 1.75 inches; and all horizontal members shall be on the pool side.
4. The maximum mesh size for a chain link fence is 2.25 inches unless the slats are secured so that no opening is more than 1.75 inches.
5. If diagonal members are used, the maximum opening size is 1.75 inches.
6. Pedestrian access gates must open away from the pool only and be self-closing and self-latching. If the release is less than 54 inches from the bottom of the gate, the release must be on the pool side, at least 3 inches below the top of the gate, and no openings greater than 0.5 inch shall be constructed within 18 inches of the release mechanism.
7. If a building wall serves as part of the barrier, at least one of the following criteria must be met:
 - Provide a powered safety cover which complies with ASTM F1346; **or**
 - Provide alarms listed per UL 2017 on all doors leading into the pool area which produces an audible warning heard throughout the house when the door (and screen, if applicable) is opened. The alarm shall activate within 7 seconds of the door opening and shall sound continuously for at least 30 seconds; automatically reset; be equipped with touchpad or switch to temporarily deactivate the alarm for a single opening (such deactivation shall continue for not more than 15 seconds, and the switch shall be mounted at least 54 inches above the door threshold); **or**
 - Other means of protection such as self closing doors with self latching devices, which are approved by the governing body shall be acceptable as long as the degree of protection afforded is not less than the two criteria listed above.
8. If the structure walls of an above-ground pool are used as a barrier, any ladders must be capable of being secured, locked, removed, or provided with barriers as outlined herein.
9. Barriers shall be located so that surrounding structures, equipment, or similar objects cannot be utilized to gain access from outside the pool area.
10. Spas and hot tubs do not require a barrier if provided with a safety cover which complies with ASTM F1346.
11. An electrical permit is required for new pool installation. Electrical requirements are contained in Chapter 42 of the Virginia Residential Code. The electrical permit must have an approved final inspection prior to requesting a final inspection on the pool permit.

NO PERMIT WILL BE ISSUED FOR THE PURPOSE OF INSTALLING A POOL, SPA, OR HOT TUB UNTIL A BARRIER PLAN HAS BEEN SUBMITTED AND APPROVED. A SEPARATE PERMIT IS REQUIRED FOR CONSTRUCTION OF A POOL BARRIER. POOL AND BARRIER PERMITS MAY BE COMBINED WHEN THE INSTALLATION IS BEING PERFORMED BY THE SAME COMPANY OR INDIVIDUAL. FINAL APPROVAL WILL NOT BE GIVEN PRIOR TO THE INSTALLATION OF THE REQUIRED BARRIER.

As confirmed by my signature below, I agree to abide by all requirements set forth herein.

Signature of Applicant

Printed Name of Applicant

Date

Street Address of Applicant



City of Hampton

ACCESSIBLE RESTROOM REQUIREMENTS

This handout outlines the minimum requirements for accessible restrooms found in the International Building Code 2009 (IBC) Chapter 11 and ICC/ANSI A117.1-2003.

The attached details illustrate common configurations for constructing a complying restroom. The code provides for additional options and it is the responsibility of the applicant to ensure that all of the requirements are met.

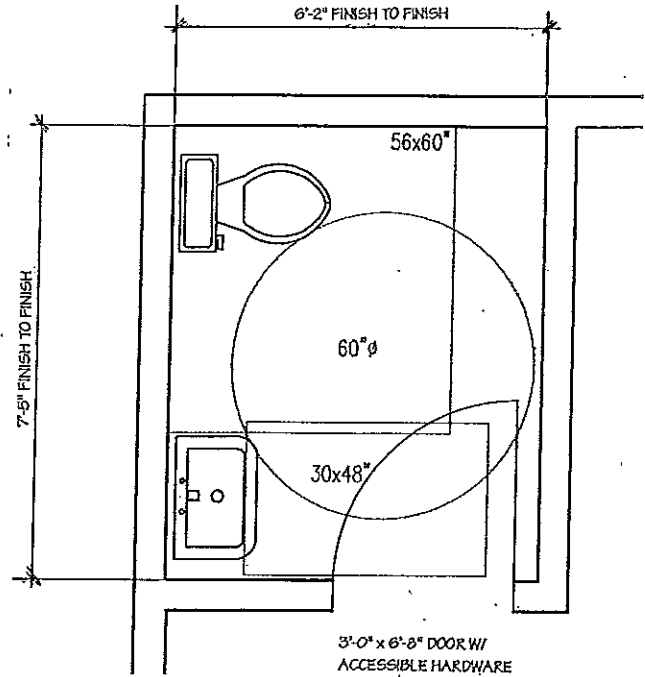
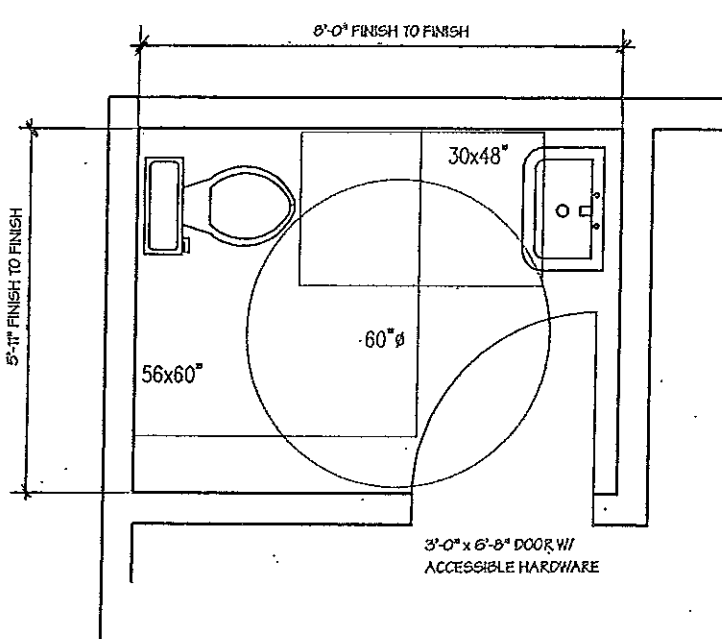
See attached diagrams for illustrations of the following requirements:

1. Clear floor space around water closet must be 60” minimum, measured perpendicular from the sidewall and 56” minimum, measured perpendicular from the rear wall. (ICC/ANSI A117.1-2003 Section 603.3)
2. Clear floor space in front of fixtures must be 30” x 48” minimum and may overlap with other required clear floor spaces and clearances. (ICC/ANSI A117.1-203 Section 305)
3. Maneuvering clearances at doorways must be maintained. (ICC/ANSI A117.1-2003 Section 404.2.3)
4. Door swing may not encroach into 60” circle of clear space of clearance for any fixture except where the room is for individual use and a clear floor space of 30” x 48” is provided beyond the arc of the door swing.
5. Grab bars are required in all accessible toilet and bathing rooms (ICC/ANSI A117.1-2003 Section 604.5):
 - Rear wall: 36” minimum in length, mounted at least 12” from the centerline of the water closet on the side closest to the wall, and 24” minimum on the transfer side.
 - Fixed side wall: 42” minimum length, extending to 12” maximum from rear wall and 54” minimum from the rear wall.
 - Vertical side wall: 18” minimum in length with the centerline of the bar located 39” to 41” from the rear wall and the bottom of the bar located 39” to 41” above the floor.
6. As a general rule, 7’-0” x 7’-0” is the minimum room size to meet all the requirements for an accessible individual user restroom.



City of Hampton

ACCESSIBLE RESTROOM REQUIREMENTS



FLOOR PLAN LAYOUTS

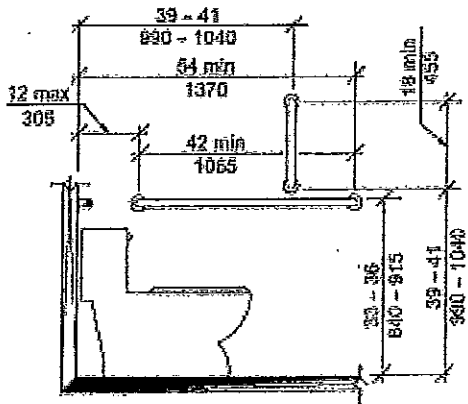


Fig. 604.5.1
Side Wall Grab Bar for Water Closet

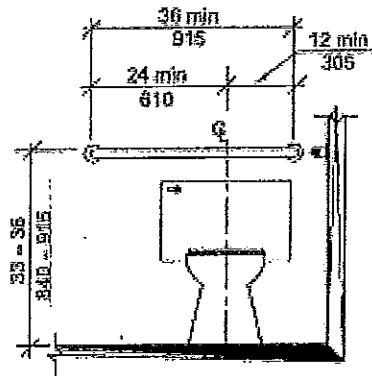


Fig. 604.5.2
Rear Wall Grab Bar for Water Closet

GRAB BAR LOCATIONS

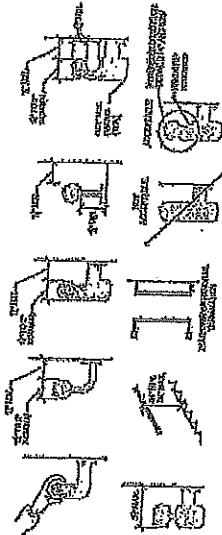
RAMP

CONSTRUCTION REQUIREMENTS

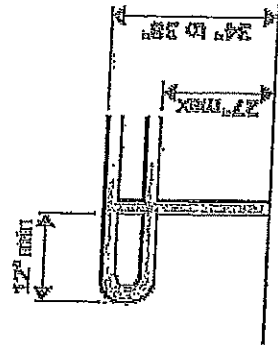
All ramps shall be built of materials consistent with the types permitted for the type of construction. The ramp surface shall be slip-resistant and securely attached to the structure. Water shall not accumulate on outdoor ramps or the approaches to those ramps.

Handrails: Required on both sides of ramps with a rise greater than 6 inches. Shall be 34-38 inches above the finish surface. The gripping surface shall be continuous with no interruption by obstructions. The cross-section of the gripping surface shall be 1.25-2 inches. Shall extend horizontally above the landing 12 inches beyond the top and bottom of the ramp run.

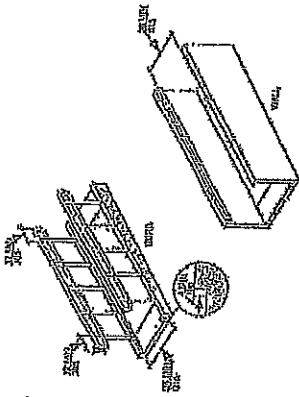
Gripping Surface



Height and Extensions

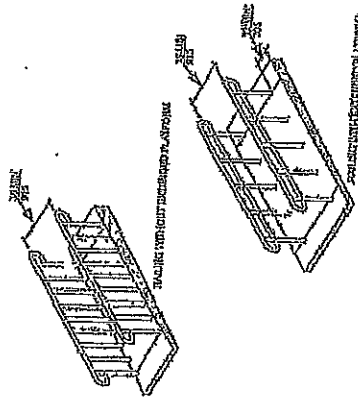


Edge Protection: A curb, rail, wall or barrier shall be provided that prevents the passage of an object 4 inches in diameter within 4 inches of the floor or grade.

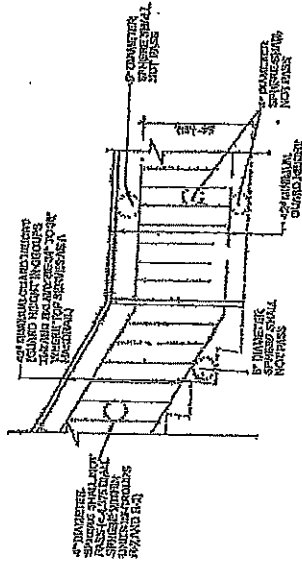


OR

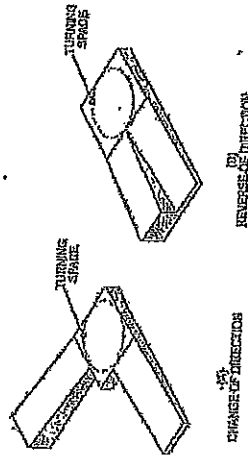
The floor or ground surface of the ramp run or landing shall extend 12 inches beyond the inside face of the handrail.



Guards: Shall be installed where the open-sided ramp or landing is located more than 30 inches above the floor or grade. They shall be 42 inches in height above the ramp and/or landing surface and have balusters or decorative patterns that prohibit a 4 inch diameter sphere from passing through to a height of 34 inches.



Change of Direction



City of Hampton
Community Development Department
Land Development Services Division
Plans Review Section

22 Lincoln St
Hampton, VA 23669



CHECKLIST FOR WRITTEN ZONING DETERMINATION FROM THE ZONING ADMINISTRATOR REGARDING A SPECIFIC USE OR DENSITY FOR A SPECIFIC PROJECT

Any request for a determination regarding the permissibility of a specific use or density of a landowner's property for a specific project must:

- Be in writing addressed to the Zoning Administrator at 22 Lincoln Street, Hampton, VA 23669
- Identify the landowner and state when the landowner took title to the property (a source deed and/or recent title report is required)
- Identify the real property by street address and LRSN/tax map number
- Identify the specific use that is the subject of the request, or, if applicable
- Identify the specific density that is the subject of the request
- Represent or certify the request concerns development of a specific project
- If applicable, identify by case number any approved rezoning, special exception, use permit or variance for the property

Applicants, please note:

- The applicant may need to provide additional information in writing as requested by the zoning administrator.
- The zoning administrator has 90 days from the date of receipt of written request and the above required information to respond to the request.
- The response will be limited to those facts presented by the applicant for that specific project. Any modification of facts or information, and any additional facts or information that arise after the date of the determination letter will render the determination void.
- Notwithstanding the determination, development of the project must comply with all applicable provisions of the zoning ordinance, site plan ordinance, subdivision ordinance, and all other applicable land use and development ordinances and regulations.
- The response will be void if applicant does not diligently pursue the project within 180 days of the date of the response. After that date, the determination will be void.
- The zoning administrator's determination cannot be transferred or assigned to any other party.
- If the applicant does not provide all of the required information, the determination shall expressly state that it is not an official order, requirement, decision or determination issued pursuant to Virginia Code §15.2-2307.

Community Development Department, Planning & Zoning Administration Division

22 Lincoln Street | Hampton, Virginia 23669

www.hampton.gov | Hampton's 311: 757.727.8311 | O.757.727.6140