

# CITY OF CHARLOTTESVILLE

*"A Great Place to Live for All of Our Citizens"*

Department of Neighborhood Development Services

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## **RESIDENTIAL PLAN CHECKLIST**

### RESIDENTIAL CONSTRUCTION –SINGLE FAMILY DWELLINGS, ADDITIONS AND ASSOCIATED ACCESSORY STRUCTURES

Revised on 8/23/2023

#### **General Plan Requirements:**

- ❖ Drawings are to be at scale – 1/8", 1/4", other
- ❖ Number all the pages
- ❖ 2 sets of complete plans OR upload to website portal with permit
- ❖ Remove non-structural items – beds, cars, furniture, etc. from plans
- ❖ Front page signed by the individual (not Company) responsible for design, including contact information
- ❖ Dimension all rooms
- ❖ Designate all rooms as to their use including mechanical rooms or areas
- ❖ Show floor heights – one note per page if entire floor is the same or note individual areas that are different
- ❖ Label all window and door sizes – interior and exterior
- ❖ Show all structural items on the appropriate plan page – beams, columns, posting in walls, footings, etc.
- ❖ Beam sizes shall be by engineering software or submit calculations with correct loading
- ❖ Show wall bracing details for each floor level
- ❖ Submit truss plans and any engineered floor system

#### **Required Plan Pages – as applicable for project:**

#### **Minimum Details & Notes needed on the Plan Pages:**

Foundation Plan	Footing size, pier size, anchor bolts, wall type, height, and size, waterproofing, drainage, gravel, and dimensioned
Crawlspace Plan or Basement Plan	Label crawlspace - conditioned or non-conditioned, Label basement - room names, finished or unfinished areas, all structural elements
1 <sup>st</sup> Floor Plan, 2 <sup>nd</sup> Floor Plan, Attic Floor Plan	Room designations, finished or unfinished areas, all structural elements
Floor Framing Plan/I-Joist Plan	For each floor level – type, size, grade, species, & direction of I-joists, floor trusses, or dimensional lumber, end bearing situations, spans, & loads
Truss Plan/Rafter Plan	From designer or manufacturer plant supplying them – to show loads & point loads are taken to footing
Beams, Columns, Structural Lumber Cut-Sheets	Such as (Forte, Beamcheck, StruCalc) – every beam, I-joists, bearing post, etc., needs to provide load calculations – most designers or supply houses provide this when they are supplying the materials
Wall Bracing Plan – Either noted on floor plan or separate plan page	Per VRC R602.10 – define which method of wall bracing is being used-including stem walls, portal framing areas, etc.
Cross Sections for EACH different structural variation- Front to back, Left to right, Garage, Sunroom, Etc.	List all details from footings to roofing. If brick is used, show how it is to be supported.
Elevations – show proposed final grades	Basement, crawl, slab, front, rear, right, & left elevations are all required.