

NEW CONSTRUCTION

****Do Not Return This Form with Application- Please Supply Construction Documents Drawings or Schematics to give a clear scope of the project applied for ****

****Residential *submittals require 4 complete sets of plans to include elevations and section views to detail plumbing, electric, and HVAC***

****Commercial & 3 or more-unit builds *require 5 complete sets of plans to include elevations and section views to detail plumbing, electric, and HVAC signed by a design professional***

****Energy efficiency report must be submitted for all residential or commercial structures**
www.energycodes.gov/compliance

FOOTER:

- Size of rebar
- Number of rebar
- Depth and width of footer
- PSI of concrete
- Height of building to be constructed
- How will new footer tie into existing footer (additions/renovations)

FOUNDATION:

- Type of wall material
- Thickness of wall
- Amount/type of reinforcement

CRAWL SPACE:

- Ventilation detail
- Access opening to crawl space- give dimensions
- Height of crawl space
- Give detail/location of flood openings if in flood area
- List any mechanical, plumbing or electrical items to be in crawl space & give detail of their location, connection & installation specifications
- Note if crawl space is a conditioned space
- How will crawl space tie into existing foundation

WALLS:

- Lumber size of interior and exterior walls
- Interior and exterior wall covering
- Spacing of framing lumber
- Insulation value
- Header sizes of windows and doors
- Vapor barrier

ROOF:

- Type- Rafters or Truss
 1. Rafters
 - lumber size
 - lumber spacing
 - span
 - pitch
 - attachment
 1. location of attachments
 2. size of attachments
 3. how a new roof will tie into an existing roof(additions/renovations
 2. Truss- manufacturers specifications must be submitted
 3. type of roofing material- flashing, ice guard
 4. type and size of sheathing
 5. underlayment
 6. snow load and wind load

INTERIOR:

- **All** dimensions of rooms and proposed use of each room
- Window and door sizes
- Floor joist size and spacing
 - if pre-engineered, manufacturers specifications and shop drawings must be submitted

HVAC:

- Gas unit
 1. show location of furnace and hot water heater
 2. show where vented to
 3. size of vents
 4. location of make-up air vents
 5. clearance around unit if in an enclosed room
 6. location of gas shut off
- Electric unit
 1. identify BTU
 2. show location of unit
 3. location of disconnect switch

ELECTRICAL:

- Show runs
- Indicate branch circuits- small appliances, hvac, dryer receptacle, etc
- Show location of panel box
- Specify amp service
- Identify wire sizes
- Mark GFCI locations
- Show smoke detectors carbon monoxide detectors and how they will be wired in

PLUMBING:

- Identify drain line size and domestic water line size and there locations

- Specify vent size and location
- Show where the sewer line goes
- Show hot water tank location and list specifications

DRIVEWAYS and PARKING:

- Dimensions (length & width) of parking area and/or driveway
- Locate where driveway and/or parking area will be
- Type of covering-note PSI of concrete if being used
- Parking lot layout plan

RETAINING WALLS

- Locate where retaining wall will be using site plan
- Detail thickness of wall, batter of wall
- Length and width of wall
- Material to be used
- Elevation of wall showing footer elevations and height of wall
- Elevation of existing and proposed grades

** If a surcharge load is present, a professional WV engineered drawing will be required*

DECKS/PORCHES:

- Show all dimensions of deck
- Show height of structure from ground up
- Provide lumber sizes for posts, joists, beams as well as spacing for each
- Show footing detail- location, size, depth, circumference and material/fill
- Give handrail height(min of 34"for residential) and spindle spacing(must be under 4")
- Show stair detail- include rise(max 8 ¼") and tread(min 9") of stairs
- Detail attachments- to house, joist to beams, rails to post
- Include its location on site plan with distances to property lines

RAMPS:

- Indicate location of ramp
- Length and width
- Give sizes of material
- Note any spacing and/or footing detail
- Show and detail attachments
- Detail rise/run/slope

SITE PLAN:

- Land use description
- Indicate property lines
- List actual dimensions, size, square footage, and shape of the lot
- Name adjacent streets
- Show the location, square footage, and dimensions of the proposed and existing structures
- Indicate the location of the lot with respect to adjacent right-of-ways and easements
- Note setbacks around structure to property lines
- Show dimensions of structures
- Illustrate the height of the structure

- Record the location and dimensions of off-street parking and means of ingress and egress for such space
- Note the existing and proposed use of the structure and land
- Detail storm water discharge plan and erosion/sediment control plan
- Scaled drawings, except for one & two family dwellings, unless required by planning and/or engineering

GRADING:

a) Minor Grading (less than 1,000 square feet)

- Give purpose for grading work
- Note property lines and adjacent property information (including streets)
- Show existing contours and proposed finished grade
- Specify any slopes and nature of existing soils
- Detail existing and proposed structures
- Designate type/source of fill to be used if needed
- Storm water & erosion management plan
- Give plan for re-vegetation

b) Major Grading (more than 1,000 Square feet)

- Give purpose for grading work
- Note property lines and adjacent property information (including streets)
- Show existing contours and proposed finished grade
- Show existing grade on adjoining properties
- Specify any slopes and nature of existing soils
- Detail existing and proposed structures, including dimensions of all
- Designate type/source of fill to be used if needed
- Storm water & erosion management plan
- Give plan for re-vegetation
- Must have Evidence of the application and approval from the West Virginia Department of Environmental Protection as follows:
 - i. For development(s) between 1 acre and less than 3 acres a Notice of Intent (NOI) Construction Storm water WV/NPDES General Permit is required
 - ii. For development(s) 3 acres or more a WV/NPDES Permit is required

**Floodplain application may be required* May require elevation certificates

** Geotechnical report may be required

** Registered Design Professional may be required

**Performance Bond may be required