



County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

RESIDENTIAL PERMIT APPLICATION CHECKLIST

Minimum Information for Application Submittal

All documents must be submitted with your application.

Modified 6-4-25 Construction drawings in minimum $\frac{1}{4}$ " scale digital format (PDF) to include the following:

- Foundation Plan: Show
 - ✦ Dimensions of foundation
 - ✦ Wall thickness and type
 - ✦ Footing width and thickness
 - ✦ Pier locations and sizes
 - ✦ Reinforcing size and spacing if required for walls, footings, and piers
 - ✦ Backfill height
 - ✦ Foundation drain type and size
 - ✦ Sizes and location of foundation vents for unconditioned crawlspace, if applicable
- Floor Plan(s):
 - ✦ Show basement, first floor, second floor, etc., as applies
 - ✦ Label rooms and include dimensions, including door and window sizes
 - ✦ Provide a kitchen and bathroom layout to show appliances and fixtures
 - ✦ Identify all tempered glazing locations
- Floor Framing Plan including decks:
 - ✦ Show size and spacing of floor joists
 - ✦ Include beam sizes and post locations
 - ✦ List the species and grades of lumber. (Engineered products need manufacturer's information submitted, including proposed series.)
 - ✦ If using manufactured trusses, the shop drawings must be on the job site at the time of the inspection. Depending on the complexity of the project, the County Plans Reviewer may require truss calculations and point loads to be reviewed prior to permit issuance
 - ✦ Show all stair details including rise/run, guardrail/handrail details

- Roof Framing Plan:
 - ✦ Show size, span and spacing of rafters
 - ✦ Show rise and run of the roof and sheathing size and material
 - ✦ Identify roofing material
 - ✦ Include beam sizes and post locations
 - ✦ List the species and grades of lumber. (Engineered products need manufacturer's information submitted, including proposed series.)
 - ✦ If using manufactured trusses, the shop drawings must be on the job site at the time of the inspection. Depending on the complexity of the project, the County Plans Reviewer may require truss calculations and point loads to be reviewed prior to permit issuance
- Typical Wall Section:
 - ✦ Indicate the size, spacing and length of studs
 - ✦ For any wall openings greater than 4 feet please show header sizes. Proposed engineered headers and beams must provide load calculation used to size.
 - ✦ Provide all insulation and building finish information, interior and exterior
 - ✦ Identify all material information from footer to roof covering
- Elevations (Building Height):
 - ✦ Show front, rear, and 2 side elevations or dimensions to demonstrate building height
- Energy Compliance:
 - ✦ Provide insulation information
 - ✦ Provide HVAC residential certification form
- Masonry Fireplace and Chimney
 - ✦ Provide detailed information from foundation thickness to the termination of the chimney, including design of flue and option of sizing per VRC
- Fire Separation:
 - ✦ Any required fire separation requirements shall be identified and location shown on floor plans