

Department of Codes Compliance



Single-Family Residential Building Permit Check List New Construction / Additions

Single-Family Residential Construction:

Dwellings & additions	Detached garages & carports	Decks & porches
Swimming pools & hot tubs	Bulkheads/piers/retaining walls	Manufactured & modular homes

Applicants must submit the following information to the Codes Compliance department when applying for a building permit. This information must be approved before a building permit may be issued.

- Building Permit application: Required information provided and application signed.
- Affidavit: Required only if no licensed contractor is responsible for the work.
- Contractor Registration form: See form for Contractor registration requirements.
- Construction Plans: Three (3) identical sets of plans (plus 1 electronic in PDF format, if available). See Residential Plan Submission Check List for additional information.
- Site Plan: Three (3) identical sets of site plan. Drawn to scale and showing all parts of construction (i.e., house, decks, porches, exterior stairs, driveway, sheds, garage, pool, & pool decks). For new construction a survey/site plan drawn by a licensed engineer or surveyor is required. For additions and new-detached accessory structures, an existing site plan showing proposed structures drawn to scale is acceptable. Site plans must include:
 1. Zoning classification of subject property.
 2. Building footprint for existing and proposed structures, setbacks from property lines and from existing structures, easements.
 3. Flood Zone information (zone, base flood elevation, existing & proposed floor elevations).
 4. Driveway location, dimensions and surface material type.
 5. Front yard setback of adjacent properties when new construction and/or additions to a building's front are proposed for developments where 50% of the block is built.
- Ownership history: required for new construction on non-conforming lots of record as of December 13, 1994. See Code Section 45-507, Nonconforming Lot Of Record For Details.

The following fees must be paid and additional applicable permits issued prior to final approval of building permit.

- Plans Exam Fee (based on square-footage). See reverse for detail.
- Hampton Roads Sanitation District (HRSD) service fee receipt # or waiver.
- Sewer Tap Fee Receipt # or waiver. (Engineering Department)
- Right of Way Permit/Driveway or Curb Cut Permit #. (Engineering Department)
- Land Disturbance Permit #. (Engineering Department)
- Chesapeake Bay RPA/RMA Designations (Planning Department)
- Variance/Special Exception/Conditional Use Permit #. (Codes Compliance Zoning Division)

Plan Review Fees

Square Footage of Structure	Fee
0-2499	\$30.00
2500-4999	\$55.00
5000-Above	\$110.00

Code Section 13-26

Department/Agency Contacts:

Codes Compliance 3 rd Floor, City Hall (757) 933-2311 www.nngov.com/codes-compliance	Engineering 8 th Floor, City Hall (757) 926-8611 www.nngov.com/engineering
Planning 2 nd Floor, City Hall (757) 926-8761 www.nngov.com/planning	Waterworks 2600 Washington Avenue 700 Town Center Drive (757) 926-1000 www.nngov.com/waterworks

If you require clarification on any of the above items, contact the City of Newport News Department of Codes Compliance at (757) 933-2311.



City of Newport News

RESIDENTIAL PLAN SUBMISSION CHECK LIST

Codes Compliance Department
2400 Washington Avenue Newport News, VA 23607
Phone (757) 926-8861 Fax (757) 926-8311

The following items must be included with all residential permit applications at the time of submittal.

- Completed permit application
- Job street address (include the number, street name and subdivision)
- Three (3) identical sets of plans (plus 1 electronic in PDF format, if available). Three (3) identical sets of site plan or plat of property showing the improvements, drainage and dimensions from property lines and any structures. *See Single-Family Residential Building Permit Check List for additional information.*
- Name, address, phone number and occupation of the plan preparer on all sheets of the plans.
- Two copies of the soils report if the proposed construction occurs within an area of expansive soils.

Construction Documents:

- The construction documents shall be prepared using architectural graphic standards to represent materials and assemblies.
- Elevation drawings shall include roof pitch, floor elevation(s) above grade, finish materials and scale, all clearly noted.
- A foundation plan to a scale of $\frac{1}{4}'' = 1'-0''$, fully dimensioned. Details and notes shall reflect the requirements of the soils report, if applicable, as well as code requirements. Engineered foundation systems are required when it is determined the project contains expansive soils or is in a flood zone (A or V). Load paths and point loads shall be identified.
- Floor plan drawn to a scale of $\frac{1}{4}'' = 1'-0''$ with all spaces labeled as to use and fully dimensioned. Window and door sizes shall be labeled or a separate window and door schedule shall be provided. Where applicable, include manufacturer's technical data for STC rating or wind borne debris compliance (wind load data for overhead garage doors).
- Detailed wall and building sections showing conformity to the IRC, the soils report, if applicable, and the Energy Conservation code requirements. Typical exterior wall sections shall clearly show attic and vaulted ceiling ventilation and roof uplift restraints as required by the IRC. The location, method and amount of wall bracing shall also be addressed on the construction documents. The method of garage fire separation shall be identified.
- Provide two copies of truss and/or engineered wood products (floor, roof, beams, LVL, etc) plans by the supplier or design professional for each area where they are used. The design data shall bear the seal and signature of the registered design professional licensed in this Commonwealth responsible for the design and a layout plan, indicating the location and designation of the element, shall be included.
- All framing members, joists, beams, girders, columns are to be labeled as to location, direction, size, type lumber, grade/species, and span on the floor plans.
- Complete drawings for all decks and porches to include method of attachment to the primary structure, if not freestanding, as well as flashing method.
- Roof plan shall include sizes and direction of all ridge, valley, hip and roof rafters. All load paths shall be clearly shown from roof to foundation bearing, or include analysis from a RDP.
- Types of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- Electrical service size, panel location, fixture, smoke alarms, switch and receptacle outlet locations. HVAC equipment and water heater size & location, plumbing fixture location. Gas piping size and location.
- Engineering for special construction features not covered by the prescriptive provisions of the IRC.
- All of the information on the construction documents shall be for the named project. Sections and details that do not pertain to the project shall be removed.

If you require clarification on any of the above items, contact the City of Newport News Department of Codes Compliance. This checklist is not comprehensive; refer to the IRC for complete construction requirements.



AFFIDAVIT

I (name) _____

(address) _____

affirm that I am the owner of a certain parcel of land located at:

_____ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1.1111 of the Code of Virginia, that I have read the reverse side of this document and I am not subject to be licensed as a contractor.

Owner signature: _____

County/City/Town of _____
Commonwealth of Virginia

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by

(name of person seeking acknowledgment)

Notary Public

My commission expires: _____

Sect. 54.1.1111. Prerequisites to obtaining building, etc., permit. Any person applying to the building inspector or any other authority of a county, city or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement, shall furnish prior to the issuance of the permit, either satisfactory proof to such inspector or authority that he is duly licensed under the terms of this chapter to carry out or superintend the same, or file a written statement, supported by an affidavit, that he is not subject to be licensed as a contractor, subcontractor, or owner-developer pursuant to this chapter.

NOTE: It is a violation of Title 54.1, Chapter 11 of the Code of Virginia to act as a contractor without a license **or** to accept bids from an unlicensed contractor. If anyone, other than the individual named above, performs work which exceeds a value of \$1,000.00 (any value if work involves trades work), a license is required. If the work involves the practice of a regulated trade a license is required regardless of the value. The individual named above shall be responsible for all work performed under the permit.

Contractor Licensing Exemption Worksheet

Prior to the issuance of a permit to construct, remove or improve any structure Section 108.4 of the Virginia Uniform Statewide Building Code (USBC) requires the applicant to either:

1. be duly licensed or certified under the terms of Chapter 11 of Title 54.1 of the Code of Virginia, **or**,
2. file a written statement, supported by an affidavit, that he is not subject to such licensure or certification.

Exemptions from contractor licensing are listed below. Please indicate the applicable exemption by checking the corresponding box.

The work consists of the repair and/or improvement to an existing dwelling which is my primary residence.

I am the owner of the property and the structure will be used as my primary residence when completed. I have not constructed a primary residence in Virginia during the last 24 months.

I am the owner of the property and the structure will be a gift to a member of my immediate family who will live in it upon completion.

The work consists of the repair of and/or improvement to an existing commercial, retail, industrial or manufacturing facility owned by me and is for my own use.

The structure consists of one or more residential dwelling units owned by me and is subject to the Virginia Residential Landlord and Tenant Act (§ 55-248.2 et seq).

I am an owner-developer and have contracted with a properly licensed entity. The third party purchaser has been made a third party beneficiary to the contract.

Name of Contractor: _____

License Number: _____

I am not being paid nor am I receiving anything of value in association with the work involved in this project including discounts in rent or forgiveness of any present or future debt.

If one of the listed exemptions is claimed, please complete the affidavit on the reverse side.



City of Newport News
 Department of Codes Compliance
 2400 Washington Avenue, 3rd Floor
 Newport News, Virginia 23607
 Phone: (757) 926-8861 Fax: (757)926-8311
 Email: propmt@nngov.com

Building Permit # _____

PLOT Diagram

*****SURVEY PLAT or SITE PLAN is required. INSTRUCTIONS**

- Three (3) identical sets of site plan (2 paper and 1 electronic copy in PDF format). Drawn to scale and showing all parts of construction (i.e., house, decks, porches, exterior stairs, driveway, sheds, garage, pool, & pool decks). For new construction a survey/site plan drawn by a licensed engineer or surveyor is required. For additions and new-detached accessory structures, an existing site plan showing proposed structures drawn to scale is acceptable.

***Note: NO BUILDING OR OTHER STRUCTURE IS PERMITTED TO ENCROACH UPON THE CITY RIGHTS OF WAY. CAUTION MUST BE EXERCISED WHEN ERECTING FENCING AND SIMILAR STRUCTURES.**

ADDRESS: _____	SUBDIVISION: _____	LOT: _____
ZONING DISTRICT: _____	TYPE OF STRUCTURE: _____	
VARIANCE/SPECIAL EXCEPTION# : _____	DATE OF APPROVAL: / /	
MINIMUM SET-BACK REQUIREMENTS:	FRONT- _____	SIDE- _____
		REAR- _____

A D J A C E N T S T R E E T N A M E	A D J A C E N T S T R E E T N A M E
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FRONT PROPERTY LINE

STREET NAME: _____

Applicant Name (PRINT)	Signature	DATE	Telephone Number
Zoning Office Approval	DATE	Zoning Field Approval	DATE