



## City of Norfolk Commercial Plan Review Checklist.

The following is a checklist of items that must be indicated on commercial plans. The list is not an all-exhaustive list and does not take the place of the International Building Code 2006. This is simply a guideline indicating information typically absent from plans submitted for plan review. It is not a substitute for, nor does it include everything indicated on a complete set of building plans. Checking your set of plans against this list of commonly omitted items will help expedite the plan review process.

### IF CORRECTIONS TO PLANS ARE NECESSARY, 2 SETS OF PLANS REFLECTING THOSE CORRECTIONS ARE REQUIRED

\*If the property falls within the Chesapeake Bay Preservation Area, a review from the Division of Environmental Services will be required.

\*If the new building or additions exceeds 2500 square feet, Site Plan Review is required.

\*For all new buildings, site plan review is required.

Occupancy Classification(s)_____	(Section 302.1)
Type(s) of Construction_____	(Section 602.1)
Single Occupancy?_____	(Section 302.1)
Mixed uses? _____	(Section 508)
Incidental use areas_____	(Section 508.2)
Accessory use areas_____	(Section 508.3.1)
Allowable area_____	(Table 503)
Increases in Allowable area:	
1. Frontage_____	(Section 506.2)
2. Sprinklers?_____	(Section 506.3)
3. Unlimited area?_____	(Section 507)
Allowable height _____	(Table 503 and Section 504)
Multiple buildings on a single property?_____	(Section 503.1.2)

## General Requirements

- \* Indicate on cover sheet the code(s) and their edition that are being used to design this project.
- \* Provide code summary showing occupancy classification, type construction, allowable area, required exterior wall and opening protection, required yards, occupancy separation(s), areas separation wall(s), etc so as to establish the requirements for the buildings. Verify that various elements of building are built as required by the type of construction and Table 601 IBC.
- \* For separated uses, a fire barrier wall per Table 508.3.3. must be provided between:  
\_\_\_\_\_ and \_\_\_\_\_ \_\_\_\_\_hour  
\_\_\_\_\_ and \_\_\_\_\_ \_\_\_\_\_hour
- \* Horizontal occupancy separation(s) shall be supported with structural members which have equivalent fire resistive protection per Section 508.3.3.4.1 IBC.
- \* Enclosures for floor openings, including shafts, shall comply with Section 707 IBC.
- \* Verify that any heating equipment rooms are separated from other areas as required by Table 508.2 IBC as incidental use areas.
- \* Show that atria (if provided) comply with Section 404 IBC for smoke control, enclosure, travel distance, enclosure, automatic fire detection, standby power and interior finish.
- \* Show that covered malls and tenant spaces inside covered malls comply with the provisions of Section 402 IBC for required yards, type construction, automatic sprinklers, stand pipes, smoke control system, tenant separation, public address system, plastic signs, foam plastics, standby power, exiting, openings between anchor building and mall, mixed occupancy and security doors.
- \* Show that any stages or platforms comply with section 410 IBC for construction, stage ventilation, smoke control, roof vents, proscenium walls, gridirons, fly galleries, stage separation, standpipes, sprinkler systems, and flame retardant requirements.
- \* Show that motion picture projection rooms comply with Section 409 IBC for enclosure, construction, openings, lighting control, ventilation, exhaust air, and supply air.
- \* Show that amusement buildings comply with Section 411 IBC for exits, automatic fire detection, sprinklers, alarm systems, emergency voice alarm communication system, and interior finish.
- \* Show that pedestrian walkways comply with Section 3104 IBC for fire barriers, construction, openings, width, length and egress.
- \* Show that High Rise buildings comply with Section 403 IBC
- \* Show that motor vehicle related occupancies comply with Section 406 and 509, IBC

- \* Show that aircraft related occupancies are built according to the provisions of Section 412 IBC.
- \* Show that any combustibile storage complies with Section 413 and the International Fire Code.
- \* Show that any building with hazardous materials complies with Section 414 and the International Fire Code.
- \* Show that I-2 and I-3 Occupancies are built according to the provisions of Sections 407 and 408 IBC.
- \* Show that H-1, H-2, H-3, H-4 and H-5 Occupancies are built according to the provisions of Sections 415 IBC and the International Fire Code.
- \* Show that mezzanines comply with the limitations of Section 505 IBC.
- \* Demonstrate that exterior walls meet the requirements of Section 704 IBC.
  - A) Required fire ratings per Section 705
  - B) Buildings on the same lot 704.3
  - C) Vertical separations of openings are per Section 704.9
  - D) Exterior walls with required parapets are provided per Section 704.11 IBC.
- \* Show that any required fire wall complies with Section 704 and 705 IBC as follows:
  - A) Horizontal continuity per Section 705.5
  - B) Exterior Walls per Section 705.5.1
  - C) Vertical continuity per Section 705.6.
  - D) Openings per Section 705.8
- \* Show that Fire Walls required are installed per Section 705 IBC.
- \* Show that Fire barriers required are installed per Section 706 IBC.
- \* Show that Fire Partitions required are installed per Section 708 IBC.
- \* Show that Smoke Barriers required by Sections 407.4 and 408.6 are installed per Section 709 IBC.
- \* Show that Horizontal Assemblies required are installed per Section 711.
- \* Show that Fire resistant rating of structural members which are required are provided per Section 714 IBC.
- \* Show that opening protectives, which are required, are installed per Section 715 IBC.
- \* Show that Fire and draft stops are installed in concealed spaces per Section 717 IBC.
- \* Show that prescriptive fire resistance is provided as required per Section 720 IBC or;

- \* Show that calculated fire resistance is provided as required per Section 721 IBC.
- \* Eave overhangs shall comply with Section 704.2 and 1406 IBC.
- \* Fire resistive construction for structural frame elements in the exterior wall shall comply with Table 601 according to the required type of construction. Show details of construction.
- \* Show that Fire resistance assemblies will be marked as specified in Section 701.2 USBC.
- \* Non-absorbent finish and backing for toilet rooms and floor is required per Section 1210.2 IBC.
- \* Shower stall walls to be finished with a hard, non-absorbent surface to a minimum height of 70 inches above the drain inlet per Section 1210.3 IBC.
- \* Show that floors have a smooth, hard, non-absorbent finish that extends upward 6 inches onto the walls in toilet rooms and bathing room floors per Section 1210.1
- \* Interior wall and ceiling finish must be according to Table 803.5 IBC.
- \* Toilet rooms shall not open directly into a room for food preparation service to the public section 1210.5
- \* Required fire protective systems required by Section 903, based on occupancy classification shall be installed. Fire alarms shall be installed per Section 907 based on occupancy requirements.
- \* Standpipes, shall be installed as required by Section 905 based on occupancy and other factors.
- \* Smoke Control systems and Smoke and heat venting shall be installed as required by Section 909 and 910 IBC according to occupancy classification, size and other considerations.
- \* Show that required dimensions of habitable rooms are not less than 7 feet in any plan dimension per Section 1208.
- \* Show that weather protection is provided as required by Section 1405.2 IBC. Show that Building paper is applied to exterior walls as specified in Section 1404.2 IBC.
- \* Show that any veneer is installed per Section 1405 IBC.
- \* Roof coverings shall meet the required fire classification according to Table 1505.1.
- \* Safety glazing is required in hazardous locations according to Section 2406 IBC.
- \* Show that gypsum board installations comply with Chapter 25 IBC for support, backing, methods, hangers and application. Show that hangers for suspended ceilings are supported as outlined by Section 2506.2.1 and 1621.2.5 IBC.
- \* Show that exterior plaster is installed as required by Section 2512 or manufacturer specifications. Show that weep screed is specified as required by Section 2512.1.2 IBC.

- \* Foam plastic insulation, if installed, shall be according to Section 2603 and 2604 IBC for thermal barrier requirements.
- \* Show that any plastic skylights comply with Section 2606 IBC.
- \* Show that the number of plumbing fixtures meets the minimum as outlined in Table 2902.1 IBC.
- \* Show that elevators comply with Chapter 30 IBC for enclosures and other special provisions.
- \* Show that chimneys , fireplaces and barbecues comply with all provisions of Section 2111 IBC.
- \* Provide Model Energy Code Analysis to verify compliance according to Chapter 13 and ASHRAE 90.1.

### **Accessibility**

- \* Show a note on plans that design is according to Chapter 11 IBC and ANSI 117.1 - 2006 edition.
- \* Show accessible route of travel throughout building as required by Section 1104 IBC
- \* Show that signs are provided at accessible entrances, parking zones, and other locations as required by Section 1110 IBC.
- \* Show that any special occupancy requirements are provided according to the provisions of Section 1108.
- \* Show that required egress and areas of evacuation assistance (refuge) is provided as required by Section 1007.3 IBC.
- \* Show facility accessibility is provided for all facilities as outlines in Section 1109 including showers, toilets, lavatories, mirrors, towels fixtures, elevators, platform lifts, water fountains, telephones, kitchens, recreation facilities, fixed or built-in seating or tables, storage facilities, customer service facilities, counters and windows, shelving and display, check out aisles, food service lines, controls, operating mechanism and hardware and alarms.
- \* Show wheelchair turning spaces, unobstructed floor space, approach, knee and toe clearance forward reach, side reach, controls and hardware, height, slope, protruding objects, ground and floor surface treatments, curb ramps, required width and landings as required by Chapter 4 ANSI 117.1.
- \* Show compliance with stairway and ramp requirements such as nosing, handrails, open risers, slope and rise, landings, carpeting, grates and outdoor conditions according to Section 405 ANSI 117.1
- \* Show compliance with provisions for doors as outlined in Section 404 ANSI 117.1 such as

required width, adjacent wall space, maneuvering clearance, thresholds, door closures and opening force.

\* Show accessibility to bathrooms as required by Section 1109.2 IBC and Chapter 6 ANSI 117.1 such as clear floor space, wheelchair accessible stall dimensions, toe clearance, door hardware, grab bars, water closet types and heights, flush controls, dispensers and receptacles, urinals, lavatories, sinks and mirrors, bathtubs, showers, faucets, sink depth and seats in showers or tubs.

\* Show compliance with provisions for required accessible parking as outlined by Table 1108.2.2.1 and Chapter 5 ANSI 117.1

### **Means of Egress requirements**

\* Provide occupant load calculation for each room or space according to Section 1004 IBC.

\* Provide an exiting analysis showing each room's occupant load and the path of travel to a required building exit. The exit analysis must show cumulative occupant load and therefore any required exit protection requirements per Section 1003.2 IBC.

\* Occupant load sign is required per Section 1003.2.2.5 USBC.

\* Provide the number of exits according to the provisions of Section 1005.2.1 USBC.

\* Provide egress width as required by Section 1005 IBC.

\* Show that elevation change within a means of egress is within the limits of Section 1003.5 IBC.

\* Exits to be separated as required by Section 1015.2.1 IBC.

\* No point in the building shall have a longer travel distance from an exit access than permitted by Table 1016.1 IBC.

\* Exit doors must swing in the direction of travel if occupant load is greater than 50, per Section 1008.1.2 IBC.

\* Exit doors shall be operable from the inside without the use of a key, special knowledge or effort per Section 1003.3.1.8 IBC and 1003.31.8.2. USBC. Manually operated flush bolt locks or surface bolts are prohibited.

\* Exit doors shall be a minimum of 32 inches in width net clear opening, and 80 inches in height per Section 1008.1.1 IBC.

\* A floor or landing is required as per section 1008.1.5

\* Doors shall not reduce the required corridor width by more than 4 inches when fully opened or by

more than one half in any position per Section 1004.3.2.2 and 1003.2.3.1 IBC.

\* Revolving doors must comply with Section 1008.1.3.1 IBC. Power-operated doors must comply with 1008.1.3.2 IBC.

\* Exiting through intervening spaces must comply with Section 1014.2 IBC.

\* Corridors shall have a minimum width according to Section 1017.2 IBC.

\* Corridors serving areas where bed movement is required shall have a width of 96 inches according to Section 1017.2 exception 6. IBC.

\* Dead end corridors and exit balconies are limited to a maximum of 20 feet in length per Section 1004.3.2.3 IBC.

\* Interior openings into corridors shall be protected as required by Section 714.2.3 IBC.

\* Risers on stairs shall be a maximum of 7" maximum and 4" minimum with a minimum tread of 11" in width. per Section 1009.3 IBC.

\* Landings on stairways must have a width equal to that of the stair and a depth equal to the width per Section 1003.3.3.4 IBC.

\* Landings shall not be reduced in width more than 7 inches by a door when fully opened, nor by half its required width, per Section 1009.4 exception 2 IBC.

\* Vertical distances between landings for stairways shall not exceed 12 feet per Section 1009.6 IBC.

\* Guards for stairs, balconies and landings shall conform to Section 1013 for height, and opening spacing.

\* Openings in exterior walls within 10 feet of exterior stairways shall be protected on the enclosed side as required for one hour fire resistive construction per Section 1020.1.4 IBC.

\* Enclosed usable space under interior stairways shall be protected as required for one hour fire resistive construction per Section 1009.5.3 IBC, unless prohibited.

\* Headroom for stairways shall be at least 80 inches per Section 1009.2 IBC.

\* One stairway shall extend to roof for buildings over 3 stories per Section 1009.11 IBC.

\* No Ramp may have a slope exceeding one foot in eight. For ramps which serve as a means of egress or required to be accessible the slope shall not exceed one foot in twelve per Section 1003.3.4.1 IBC and Section 405 ANSI 117.1. Handrails shall be installed on ramps where the rise exceeds six inches per Section 1013 IBC. Ramps shall maintain a headroom clearance of 80 inches per Section 1010.5.2 IBC. Width and landings for ramps shall be per Sections 1010.5.1 IBC.

\* Surface of ramps shall be slip resistant per Section 1010.7 IBC.

\* Openings into exit courts less than 10 feet in width shall be protected by one hour construction as required by Section 1024.5.2 and 704.3 IBC.

\*The fire resistive construction of exit passageways shall be maintained as required for walls and ceiling of the building served according to Section 1021.3 IBC.

\* Exit illumination and signs shall be provided in conformance with Section 1011.1.

**Structural**

Provide any Special Inspection Certificates required per Section 1704 IBC.



# Norfolk

Department of Planning & Community Development

## Health Department Sign-Offs (Permit Processing Procedure)

According to Virginia State regulations, the Health Department is required to issue operating permits to certain establishments before they begin their operations. The operations are:

- **Food service establishments**
- **Barber Shops**
- **Beauty Shops**
- **Commercial Swimming Pools (not single family residential)**
- **Schools (all)**
- **Homes for the Elderly**
- **Nursing Homes**
- **Hospitals**
- **Health Parlors/Clubs**
- **Massage Therapists and Massage Salons**
- **Infant care**
- **Grocery**
- **Tattoo and piercing parlors**

With the exception of reproofs, exterior siding and signs, all requests for permits for the above uses will adhere to the following plan review policy and submittal:

- ❖ Before any plan is accepted for the above uses, Building and/or Zoning staff will verify that the plans have been stamped as approved for permit by the Norfolk Health Department. This approval must be on each set of plans submitted.
- ❖ If plans do not bear the necessary approval, staff will direct the applicant to the Health Department and advise that their approval is necessary for a submittal. We have been advised that the Health Department will only need a floor plan and not a complete set of plans.

- ❖ Any changes that must be made to achieve code compliance will need to be approved by the Health Department. This is the responsibility of the Codes Administration staff reviewing the plans.