

City of Norfolk
Development Services Center
Digital Plan Submittal Checklist

For new buildings, an **address** must be assigned as a **prerequisite**. Please email the building permit application and Survey/Site Plan to David.Vachet@Norfolk.gov to get the officially assigned address and then re-bundle for digital plan submittal.

Address where work is to take place: _____

Project type/nature of work: _____

Building Permit Tracking Number _____ **(Tracking number will not be assigned if the application bundle is incomplete)**

Provided

Not Provided

N/A Not Applicable

Survey to scale with proposed work indicated

Elevation Certificate provided for Structures in Flood Zone other than X and X-shaded

Floodplain development Application form (located on website)

Footing & Foundation Plan

Footing & Foundation Details

Floor Framing Plans (1st, 2nd, 3rd, Attic)

First Floor Plan (1st, 2nd, 3rd, Attic)

Typical Exterior Wall Section Detail (Footing to Roof)

Typical 1 HR Fire Rated from both sides Exterior Wall Section Detail within 5' of Property Line

Roof Framing Plan

Supporting Typical Section Details

Specifications for any Engineered Lumber and Layout Plans and Specifications

(Roof Trusses, Floor Trusses, TJL's, LVL's / Micro-Lam Beams)

Deck Framing Plan & Details (when applicable)

Completed Building Permit Application Form

Application Complete (All of the Above Required Listed Items have been provided)

Applicant's name, printed _____

Applicant's Signature _____ Date _____

Telephone Number _____

Email address (applicant) _____

Email address (owner if other than applicant) _____

**** Plans will not be accepted for submission without all required items for a completed application.**

Residential Plan Reviewers: planreviewpermits@norfolk.gov

Digital Plan Submittal - Commercial

Digital building permit plans and documents may be submitted digitally. Please submit the proposed plans and documents with the Completed Building Permit Application as the front page followed by other addenda items and plans, combined into one pdf.

Mail disc to attention: Development Services Center
810 Union St – 1st Floor
Norfolk, VA 23510

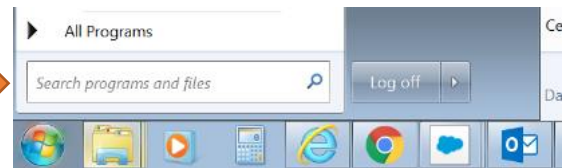
OR,

Upload onto our City of Norfolk FTP Site as follows:

1. Click on "START" →



2. Click in the bar "Search programs and files" and type the following address: <ftp://remote.norfolk.gov/Eplans> When finished press "Enter"



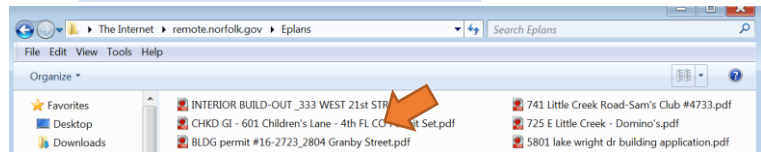
3. A Log On window will pop, fill out "User Name" and Password" as follows:

User name: ftpuser
Password: getFILE\$416



Then click "Log On"

4. Copy and paste your file onto the folder "Eplans"



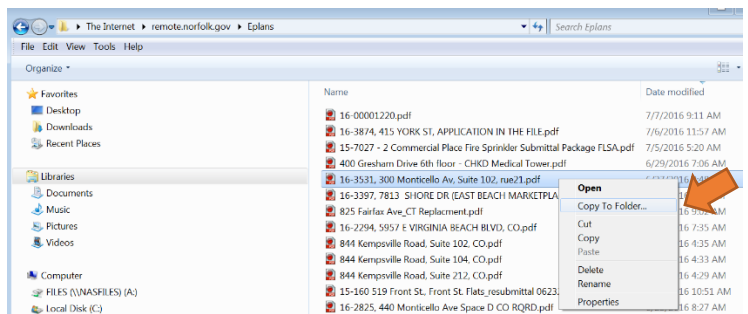
5. After copying your file send an ALERT e-mail to:

planreviewpermits@norfolk.gov

RETRIEVE OR DOWNLOAD APPROVED PLANS

****FILES WILL NOT OPEN IN OUR FTP FOLDER, THEY MUST BE SAVED INTO A COMPUTER****

1. Follow steps 1, 2 and 3 above
2. When in the folder "Eplans",
3. Locate your file by address or permit number
4. You may "drag" the file into your computer Or
Right click on your file and select "Copy to Folder..." and select a folder of your convenience





Building Permit Application
 Development Services Center
 810 Union Street, 1st Floor, Norfolk, Virginia 23510
 (757) 664-6565

BLDG Permit # _____

Location of Work _____ Unit/Lot _____ Application Date _____

Applicant: Owner Contractor Agent Design Professional

OR

<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant Name _____ Address _____ City/State/Zip _____ Phone # _____ Fax# _____ E-Mail Address _____	Contractor State License # _____ Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Building Co. Name _____ Contact's Name _____ Address _____ City/State/Zip _____ Phone # _____ Fax # _____ Cell Phone # _____ E-Mail Address _____
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Type of Property: Residential Multi-Family Commercial CO Requested _____ Proposed Occupant Load Green Building
Type of Work: New Structure Repair/Alteration Addition Demolition Fire Alarm Sprinkler Hood Supp.
 Other _____

Scope of work: _____

Project Cost \$ _____ Use Group _____ Construction Type _____ Square Foot _____

I agree to work in conformity to the ordinances & regulations of the City of Norfolk & Virginia Uniform Statewide Building Code. **VUSBC 20** _____

Print Name: _____ **MECHANICS LIEN AGENT** **NOT DESIGNATED**
Signature: _____ **Date** _____ **Name:** _____
 I ELECT to participate in the tax abatement program (Initials) _____ **Address:** _____
 I DECLINE participation in the tax abatement program (Initials) _____ **Phone #:** _____

Office Use Only

Address (7th Floor City Hall) _____
 Driveways (2nd Floor City Hall) _____
 Water _____ Sewer _____
 Environmental _____ CBPA

Total Approved Occupant Load _____ CO REQUIRED
 Zone _____ # of DU's _____ # of Stories _____ Flood Zone _____
 Zoning Approval _____
 Approved by _____ Date _____
 CBPA Fee \$ _____ RLD fee \$ _____
 Admin Fee \$ _____ Tax Abatement fee \$ _____
 Plan Review \$ _____ Permit Fee \$ _____
 Tech Fee \$ _____ State Surcharge \$ _____
 Total Fee \$ _____
 Cash _____ Check # _____ Credit _____



Asbestos Inspection Exemption

I certify that the above building is exempt from the Asbestos Inspection, as required by the Commonwealth of Virginia for the following reason (check one):

- 1. Single family dwelling or residential housing with four (4) or fewer units not being renovated / demolished for commercial or public development.
- 2. The combined amount of regulated asbestos containing material involved is:
 - a) less than 260 linear feet of material on pipes, or
 - b) less than 160 square feet on other facility components, or
 - c) less than 35 cubic feet of facility components where the length or area cannot be measured.
- 3. Buildings for which an initial building permit was issued after January 1, 1985.

Signature of Owner or Authorized Agent

Date

*****STOP HERE IF ANY EXEMPTION IS APPLICABLE*****

Asbestos Certification

I, _____, certify that the affected portions of the building
(Building Owner or Agent)

located at _____ has been inspected for the presence of asbestos and
(Building Address, Floor / Suite Number)

complies with the Code of Virginia, S 36.99.7 and the Virginia Uniform Statewide Building Code, Section 110.3, and Section 108.1, Asbestos Survey Standards for Building to be renovated or demolished, as promulgated by the Virginia General Services Department, 'Clean Air Act' (NESHAP) and OSHA, 'Standards for Construction Workers'.

Signature

Date