



Information Needed for Plans by Project Type

Additional code-related information may be required upon a complete review of the plans/documents submitted. This is just to assist with a more comprehensive package for the plans examiner to review and doesn't address any code-related details or additional information that may be required.

All Projects

- Must have a completed application and register online through the portal.
- Forms – Contractor licensure affidavit, RLD, and E&S (when needed)
- Check to see if it is in a flood zone
 - If in a flood zone, an Elevation certificate is needed for new houses/structures, solar panels, additions, garages, pools (above or inground), and alterations into habitable space.
 - A permit is required for a shed even if under 256 square feet in a flood zone.
 - If in a flood zone, an elevation certificate is not needed for decks and piers.

Pool or Hot Tub

- Survey with location, size, and setback for the pool must be drawn on the plan
- Spec sheets for pool – this can be the contract/receipt with the installation manual or a spec sheet with options marked
- Pool barrier details-
 - Inground pool- Fence, gates, alarms, or automatic cover marked on the survey.
 - Above ground- Ladder details, deck gate details, or alarms and fence indicated

Additions

- Plans that are to scale and legible
- Survey showing location and setback of addition to the property line to scale
- Existing floor plan and proposed floor plan with rooms labeled and dimensions
- Wall section details – from footing to roof framing
- Foundation plan
- Roof framing plan
- Engineered lumber, if applicable
- **If a pop the top addition and adding habitable space in the attic space-**
 - An engineered letter will be required to verify the existing footing, foundation, wall framing, and the floor/ceiling can support the proposed loads being imposed.

Alterations

- Plans that are to scale and legible.
- Existing floor plan and proposed floor plan with rooms labeled and dimensions.
- Engineered lumber specs, if applicable
- Please include a detailed cost breakdown with a scope of work. Please go room by room to include labor, materials, overhead, etc.
- A survey may be required.



Sheds and Garages (Typically 14' height to mid-point of roof)

- Plans that are to scale and legible
- Survey showing location and setback of accessory structure to the property line to scale
- Footing & Foundation Plan with details
- Floor Framing Plans and Details (may be engineered material)
- Exterior Wall Section Detail (Footing to Roof)
- Roof Framing Plan and Details
- Engineered lumber package
 - Spec sheets
 - Roof or Floor Truss specs (must have engineer's seal)
 - Layouts

Piers

- Plans that are to scale and legible
- Letters from the following:
 - VMRC
 - Seamus McCarthy (City of Norfolk)
 - Army Corp of Engineers
- Plans showing pier and connections

Decks

- Plans that are to scale and legible
- Survey or aerial picture showing the location and setback of the deck to the property line to scale
- Footing details:
 - Sizing, depth, spacing, and concrete
- Floor framing:
 - Lumber size, spacing, species, directions
- Stair details
- Handrail and/or guardrail details
- Connection details
 - Ledger
 - Post to footing
 - Post to girder/header

Solar Panels

- Plans that are to scale and legible
- Cover sheet detailing work location, address
- Engineering documents may apply
- Engineer's letter indicating the roof can support the proposed loads
- Plans with solar panels locations
- Panel specific data sheets
- Installation details – with manual



Pre-Fab/ Metal Carports

- Plans that are to scale and legible
- Survey showing location and setback of accessory structure to the property line to scale
- Engineered sealed plan
- Contract indicating the size and height of carport

Fire Damage Repairs

- Insurance write-up
- If no insurance write up is provided- then we would need plans and possibly an engineer's letter to ensure the foundation was not jeopardized.

Foundation Repair

- Plans that are to scale and legible
- Push Piers (Deep Driven Piers)
 - Engineer's Letter
 - Location of piers
 - Statement of Special Inspections with Inspection Schedule (All signatures required)
 - Specs sheets for the push piers
- Smart Jacks
 - Location of piers
 - Specs sheets for the smart jacks
 - Can have supplemental beams or girders

Vehicle collisions

- Engineer's report concerning the existing construction ensure that it is stable and able to be rebuilt.
- Insurance write-up
- If an insurance write-up is unavailable, plans would be required.

New Houses

- Address stamped application from Dave Vachet david.vachet@norfolk.gov
- Obtain sign offs: driveway, water, and sewer. (To speed up the process) (continued..)
 - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>
Or email Debbie Green at Debbie.green@norfolk.gov when a private alley or no apron work.
 - **Utilities** – Please provide utilities with your address stamped application for sign offs.
UTENGTECH@NORFOLK.GOV
- Survey to scale with proposed work indicated
- RLD and E&S Form
- Footing & Foundation Plan with details
- Floor Framing Plans and Details (may be engineered material)
- Exterior Wall Section Detail (Footing to Roof)
- Roof Framing Plan and Details
- Supporting Typical Section Details
- Deck Framing plan with details (with applicable)



- Engineered lumber package
 - Spec sheets
 - Roof or Floor Truss specs (must have engineer's seal)
 - Layouts

Pre-Approved Models/Narrow & Nonconforming lots already approved by Dean Cooper/Huntersville

- Pre-Approved Models
 - Address stamped application from Dave Vachet david.vachet@norfolk.gov
 - Survey to scale with proposed work and must include the model's name
 - RLD and E&S Form
 - Obtain sign offs: driveway, water, and sewer. (To speed up the process) (continued..)
 - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>
Or email Debbie Green at Debbie.green@norfolk.gov when a private alley or no apron work.
 - **Utilities** – Please provide utilities with your address stamped application for sign offs.
UTENGTECH@NORFOLK.GOV
 - Application must include the Model type
 - *No building plans required. We have the plans on file!!!!*
- Narrow and Nonconforming lots already approved by Dean Cooper
 - Address stamped application from Dave Vachet david.vachet@norfolk.gov
 - Approved Survey to scale with proposed work with zoning certificate
 - RLD and E&S Form
 - Obtain sign offs: driveway, water, and sewer. (To speed up the process)
 - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>
Or email Debbie Green at Debbie.green@norfolk.gov when a private alley or no apron work.
 - **Utilities** – Please provide utilities with your address stamped application for sign offs.
UTENGTECH@NORFOLK.GOV
 - Approved plans for design review stamped by Dean Cooper that are to scale and legible
 - Footing & Foundation Plan with details
 - Floor Framing Plans and Details (may be engineered material)
 - Exterior Wall Section Detail (Footing to Roof)
 - Roof Framing Plan and Details
 - Engineered lumber package
 - Spec sheets
 - Roof or Floor Truss specs (must have engineer's seal)
 - Layouts
- Huntersville
 - Address stamped application from Dave Vachet david.vachet@norfolk.gov
 - Approved Survey to scale with proposed work with zoning certificate and initialed option sheets
 - RLD and E&S Form
 - Obtain sign offs: driveway, water, and sewer. (To speed up the process)
 - **Right-of-Way/Driveway Permits** <https://citizen.norfolk.permitcity.com/auth/login>
Or email Debbie Green at Debbie.green@norfolk.gov when a private alley or no apron work.
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