Information Needed for Plans by Project Type

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 under 256 square feet in a flood zone.
  - If in a flood zone, an elevation certificate is not needed for decks and piers.
- All new houses, garages, pools, and additions need stormwater and transit approval. No action required from you. We will handle the submissions.

Pool

- 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 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

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

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-**
  - 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.

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

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

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.
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
- 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

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

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)
    - 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)
      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 (Footings 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)
      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

Additional code related information may be required upon a complete review of the plans/documents submitted. This is just to assist with better information package for the plans examiner and doesn’t address any code related details.