



# CITY OF WILLIAMSBURG

Planning Department – Codes Compliance Division  
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## Non-Residential Permit Application Checklist

### All Construction

- Complete permit application making sure that all areas are filled out completely, signed and dated. Include accurate (not estimates) square footages for new construction or areas being renovated.
- Provide appropriate state and local licenses or exemption from state licensing affidavit. Provide contact name of person responsible to receive plan review comments.
- Two sets of plans with adequate details to include architectural, structural, plumbing, mechanical, electrical, and gas drawings. (**Note:** One set of plans is required to have original seals if prepared by a licensed design professional. All other sets can be copied seals.)
- If plans are not prepared by a licensed design professional and are exempted from the same by state law, they must have the name, address, occupation, and phone number of the designer or tradesman. Include tradesmen's card number where applicable on plumbing, electrical, gas, and mechanical drawings.
- Plans must show construction type, use group, height and area limitations, occupant loads unless work is an interior alteration that does not include a change of building use.
- Plans must indicate if a fire alarm, fire sprinkler, and/or a fire detection system are required or provided. Plans for these can be submitted at a later time. (May be waved if work is of a minor nature or reconfiguring of an existing use of the building.)
- Plans must show partition material and construction types, fire rated assemblies and through penetration systems (with applicable design numbers, continuity details and descriptions, and locations).
- Provide a complete statement of special inspection signed by all parties when required by ICC Chapter 17 and in accordance with the *Hampton Roads Regional Special Inspections Guidelines and Procedures*.
- Provide structural, wind and floor design loads on the plans. Calculations shall be provided to support structural design, HVAC ventilation requirements, model energy code envelope compliance, and electrical demands. Provide soils report for new construction and additions. (May be waved if work is of a minor nature and does not require Special Inspections or when reconfiguring of an existing use of the building with no structural changes.)
- Provide one copy of the City of Williamsburg approved site plan and when required, a copy of the Health Department plan approval letter.

### Renovation, Alterations, and Change of Use

- Complete an asbestos affidavit for all commercial and residential with four or more units undergoing alteration, renovation, and addition projects.
- Provide a completed accessibility compliance worksheet for commercial renovations. (May be waved if work performed will bring area under full compliance with accessibility provisions.)
- For change of building use, provide documentation of how the new use will meet the Virginia Uniform Statewide Building Code prepared and sealed by a Virginia licensed design professional when required by state law, or the International Existing Building Code. Change of use application should be supported with documentation indicating floor load compliance for the new use.

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Applicants Signature

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Date