



TENANT LAYOUTS

This information is the most common for how to obtain the necessary permits for your project and is not representative of all the conditions you may encounter.

Fauquier County
Department of Community
Development

Zoning & Development Services

Third Floor-
Court and Office Building
29 Ashby Street, Suite 310
Warrenton, Va. 20186

Zoning & Development Plans:

540-422-8220

Permitting & Building:

540-422-8230

Hours of Operation

Monday–Friday:
8 a.m.–4:30 p.m.

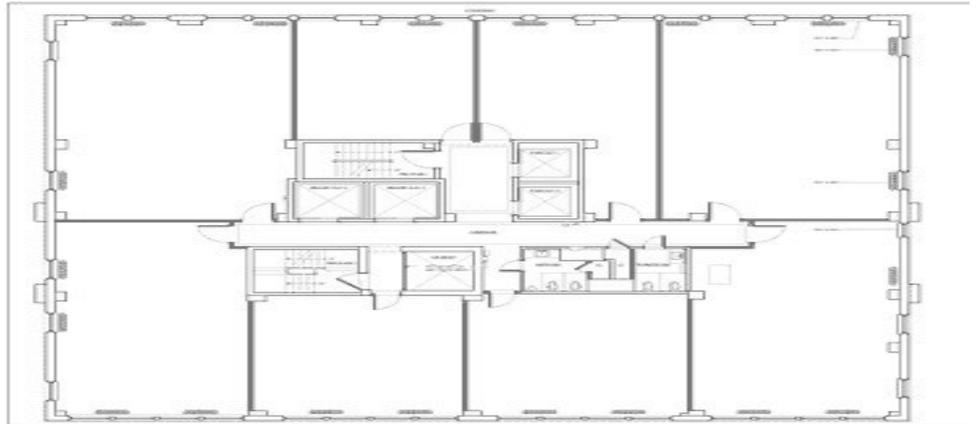
Health Department

98 Alexandria Pike
Suite 42
Warrenton, Va. 20186
540-347-6363

Website

Publications, forms and other useful
information can be found at
www.Fauquiercounty.gov

A Fauquier County, Virginia Publication



PERMITS

You must obtain permit for a new tenant layout to an existing commercial building. Listed below are the types of permits required depending on the complexity of your project.

- ▶ Zoning permit.
- ▶ Building permit. (when dividing a space, separate building permits for each space are required).
- ▶ Health Department permit (septic/well, food services, private schools and daycare facilities).
- ▶ Mechanical permit.
- ▶ Electrical permit.
- ▶ Plumbing permit

Publications, Forms and other useful information can be found online at:



www.fauquiercounty.gov

COMMUNITY DEVELOPMENT // BUILDING, PERMITTING & INSPECTIONS

FEES

Permit fees vary depending on scope of your project; use the information below and our Fee Schedule to help determine your cost.

- ▶ Tenant Layout min. feet \$76.50
- ▶ Plan review fee min. fee \$102.00
- ▶ Alteration fees \$102.00
- ▶ Trade permits \$102.00 each
- ▶ Zoning \$75.00
- ▶ Health department carries separate fees.

DOCUMENTS REQUIRED

When applying for a permit, you must submit the following documents.

- ▶ [Permit application](#) form.
- ▶ [Contractor Identification](#) Form.
- ▶ Construction Plans (see Page 2).
- ▶ [Accessibility Compliance](#) Form.
- ▶ [Commercial Worksheet](#) Form.
- ▶ [Asbestos Inspection Certification](#).

BUILDING PLANS CHECKLIST

When applying for a permit, you must submit two copies of your building plans. Plans must clearly illustrate the nature of the work to be performed and must show the information or meet the requirements listed below.

- Minimum scale of 1/8 inch = 1 foot; fully dimensioned.
- Minimum sheet size: 11 x 17 inches; no pencil.
- Code year used for the design.
- Name, address and occupation of the building designer.
- Tenant name, address of building, floor, suite number and pin number.
- Key plans indicating location of work when multiple spaces are involved. Give Use and Occupancy of all other spaces.
- Fire sprinkler and system monitoring information.
- Any additional details or sections necessary to accurately depict intended construction.

Fire Protection

- Fire sprinkler information.
- Standpipes, fire hose valve location.
- Fire alarm locations and candela ratings.
- Card reader for card reader doors.
- Push button and control sensor for access control doors.
- Emergency generator information, to include tank capacity, fuel type and associated Underwriters Laboratory design number.
- Range hood fire protection information to include location of manual pull (10 to 20 feet from hood along path of egress).
- Other specialized detection and suppression system(s).
- Medical gas.
- Petroleum and liquefied petroleum gas storage tank and distribution systems.
- Schedule of hazardous chemicals used or handled in the space to include:
 - ✓ Quantity.
 - ✓ Storage method.
- Fixture details, e.g., shelving, racks, stock/storage.

Electrical

- Floor plan showing luminaires, receptacles, branch circuits (and home-runs), panels, equipment and battery packs.
- Symbol legend.

Shop Drawings

Shop drawings and manufacturer's data for fire alarm systems, flammable/combustible liquid tanks, sprinkler systems, range hoods or other fire protection systems require a review. Submit your drawings at 29 Ashby Street, Ste. 310 Warrenton, VA, 20186. Call 540-422-8230 for more information.

- Panel and equipment schedules.
- Riser diagrams when new panels are installed or existing panels are upgraded showing size of feeder conductors, insulation types, conduit sizes and main over-current protection.

Need Assistance?

You can schedule a pre-submission conferences with the building plan review staff to discuss code related compliance issues, special design considerations or code interpretations. Contact Building Plan Review to set up an appointment.

Architectural

- Complete [Commercial Work sheet](#) form; attach one copy to each set of drawings.
- Completed [Accessibility Compliance](#) form; attach one copy to each set of drawings.
- Group(s) and type of construction.
- Architectural plan(s) showing the dimensions and use of rooms, design occupant loads and exits.
- Fire-resistance design numbers when fire-rated assemblies are required.
- Door and hardware schedule, including special locking devices.
- Partition schedule.
- Floor to ceiling height and height from floor to underside of lowest structural member.

~ Electrical Tip ~

If the existing load is unavailable and cannot be calculated, use the exact connected load of the existing panel from the utility company. You may also use the actual amperes connected to the highest loaded phase of the feeder or service over a minimum 30-day period.

Regulations...

[Virginia Construction Code](#)

[2012 International Plumbing Code](#)

[2012 International Mechanical Code](#)

[2012 International Fuel Gas Code](#)

2011 National Electrical Code

[Virginia Rehabilitation Code](#)

International codes are available for view (NEC excluded) [online](#) purchase at [iccsafe.org](#). The electrical code is available for purchase at [nfp.org](#).

- Load calculation if load is being added to panels.
- If a new sub-panel receives added power from an existing panel, provide:
 - ✓ Panel rating indicating if panel is MCB (main circuit breaker) or MLO (main lug only).
 - ✓ If MLO, indicate the size of the overcurrent protections.
 - ✓ If MCB, indicate feeder conductor sizes and insulation types.
 - ✓ Circuit identification directory.
 - ✓ Load calculations of the existing panel.
 - ✓ Fuse or circuit breaker sizes.
 - ✓ Taps; drilled or altered lugs, require field testing.
 - ✓ Transformer ratings including feeder and grounding conductor sizes, voltage levels and overcurrent protection ratings.
- Provide the following when adding loads to existing panels:
 - ✓ Panel schedule.
 - ✓ Size of feeder conductor, MCB.
 - ✓ Size of feeders MLO overcurrent protection.
 - ✓ Load calculations.
- Boiler details and all safety devices.
- Detailed shop drawings for commercial hoods to include:
 - ✓ Hood dimensions.
 - ✓ Construction material.
 - ✓ Size, number and type of filters.
 - ✓ Output of exhaust.
 - ✓ Size and number of ducts.
 - ✓ Method of providing make-up air and amount.
 - ✓ Evidence of compliance with Chapter 5 of the Virginia Mechanical Code or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.
- Location of fire and smoke dampers and smoke detection devices.
- Mechanical smoke control system details.
- Details of appliances / equipment to include:
 - ✓ Manufacturer and model number.
 - ✓ For water heaters, output and recovery rate for producing 104 degrees F water.

Note: all equipment must be commercial standard and NSF or Underwriters Laboratory listed.

- Layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar areas.
- Seating capacity and type of food service, i.e., carry-out, delivery or sit-down.
- For food service include: finish schedule of floors, walls and ceiling, including type of material .
- For private school and daycare facility (excluding religious facilities) include:
 - ✓ Child-size toilets.
 - ✓ Area of playground.
 - ✓ Staff restroom.

Plumbing

- Demolition plan indicating fixtures to be relocated or removed and location of the capped piping.
- Floor plans indicating new and existing plumbing fixtures and connections between new and existing piping.
- Complete riser diagrams.
- Fixture schedule to include fixture information, waste, vent, gas, water connection sizes, backflow preventers, other water control equipment.
- Gas piping riser diagram to include new existing equipment and pipe sizes.
- Gas piping size information to include inlet pressure, pressure drop, specific gravity, fully developed length and BTU rating for all equipment.

Mechanical

- Location of new and existing equipment.
- Equipment data for the HVAC system to include:
 - ✓ Make, model number, BTU rating.
 - ✓ Total supply and outdoor air capacities of each air handling unit.
- Duct, piping layout for the HVAC system to include:
 - ✓ Main truck and branch sizes.
 - ✓ Size and CFM of all registers.
 - ✓ Locations of equipment, exhaust air openings and outside air intake.

Is a seal required?



Some drawings, based on specific thresholds are required to be signed and sealed by a registered design professional in the commonwealth of Virginia. To learn more, go to county's [Sealed Drawings](#) publications.