



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
Court and Office Building
16 Courthouse Square, Suite 100
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 permits for a new commercial building or an addition to an existing building. Listed below are the types of permits required depending on the complexity of your project.

- ▶ Building permit.
- ▶ Electrical permit (including fire alarms systems).
- ▶ Plumbing permit (including fuel gas installations).
- ▶ Mechanical permit.
- ▶ VDOT permit (for construction on or access from a state-maintained road or right-of-way).
- ▶ Health Department permit (for food service, private school and day care facilities).

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



www.fauquiercounty.gov

COMMUNITY DEVELOPMENT // BUILDING, PERMITTING & INSPECTIONS

DOCUMENTS REQUIRED

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

- ▶ [Permit Application](#)
- ▶ Building plans (see Page 2).
- ▶ Soils Policy/Form
- ▶ Contractor Identification Sheet
- ▶ Site plan or plat (see Page 5).
- ▶ [Commercial Worksheet](#)
- ▶ [Well & Septic / Public Sewer & Water Permits](#)

Virginia Construction Code

The Virginia Construction Code, see our [website](#) for the current edition, references the codes listed below and are available to view online or for purchase at [iccsafe.org](#) (the NEC is available on [nfpfa.org](#)).

- ▶ International Building Code
- ▶ International Energy Conservation Code
- ▶ International Plumbing Code
- ▶ International Mechanical Code
- ▶ International Fuel Gas Code
- ▶ National Electrical Code (NEC)

BUILDING PLANS CHECKLIST

When applying for a permit, you must submit two copies (three copies if a Health Department permit is required) of plans during the permit process. Plans must clearly illustrate the nature of the work to be performed and must show the information or meet the requirements listed below.

General

- Minimum scale of 1/4 inch = 1 foot.
- Minimum sheet size: 21 x 30 inches; no pencil.
- Code year used for the design (see Regulations).
- Name, address and occupation of the building designer.
- If prepared by a Virginia registered architect or professional engineer, the plans must bear the original signature, seal and date.
- Project name, address of the building and tax-map reference number.
- Building height, number of stories and floor areas
- Building elevations (all sides).
- All fire resistance design number when fire-rated assemblies are required.
- R-values of building insulation components.
- U-factor of fenestration.
- Dimensions of all corridors and aisles.
- All exits.
- Means of egress analysis.
- Door and hardware schedule, including special locking devices.
- Partition schedule.
- Floor to ceiling height and height from floor to underside of lowest structural member.
- Fire sprinkler and system monitoring information.
- Show location of fire extinguishers
- Any additional details or sections necessary to accurately depict intended construction.
- Roof snow load and applicable factors:
 - ✓ Snow exposure factor.
 - ✓ Snow importance factor.
 - ✓ Thermal factor.
- Wind load and all applicable factors:
 - ✓ Wind importance factor.
 - ✓ Building category.
 - ✓ Wind exposure.
 - ✓ Internal pressure coefficient
 - ✓ Wind design pressure.
 - ✓ Components and cladding wind pressure.
- Earthquake design data:
 - ✓ Seismic design group.
 - ✓ Spectral response coefficient
 - ✓ Site class.
 - ✓ Identify basic seismic-force-resisting system.
 - ✓ Base shear.
 - ✓ Analysis procedure used.

Need Assistance?

You can schedule a pre-submission conference with 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.

- Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings, etc.).
- Certification by designer of compliance with applicable building-related proffers

Architectural

- Completed [Commercial Building Worksheet](#); attach one copy to each set of drawings.
- Group(s) and type of construction.
- Architectural plan(s) showing the dimensions and use of all rooms.
- Occupant load analysis.

Structural

- Soils report.
- Foundation plan.
- Footing schedule.
- Framing plan, cross sections and details showing all structural elements for each level and roof.
- Connection details.
- Material specifications.
- Occupancy category.
- Live load and live load reduction.
- Roof live load.

Fire Protection

- Fire sprinkler information.
- Standpipes, fire hose valve location
- Fire alarm locations and candle ratings.
- Card reader for card reader doors.
- Push button and control sensor for access control doors.
- Elevator recall.
- For smoke removal/control systems include:
 - ✓ A sequence of operation
 - ✓ A description of the system's function under various fire conditions.

- ✓ Details of the interrelationship with fire alarm systems, suppression systems and emergency power.
- Show fill and vent pipes, valves and provide buoyancy calculations for underground tanks of 1,000 gallon (use 1.5 safety factor). Stairwell and elevator shaft pressurization.
- Emergency generator information, to include:
 - ✓ Tank capacity.
 - ✓ Type of fuel.
 - ✓ Associated Underwriters Laboratory design number.

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.

- Schedule of hazardous chemicals used or handled in the space to include:
 - ✓ Quantity.
 - ✓ Storage method.
- Electrical**
- Floor plans showing luminaires, receptacles, branch circuits (and home-runs), panels, equipment and battery packs.
- Symbol legend.
- Panel schedule to include:
 - ✓ Panel size, phases and voltage.
 - ✓ Breaker/fuse and conductor sizes.
 - ✓ Indicating if MCB (main circuit breaker) or MLO (main lug only).
 - ✓ If MLO, indicate the size of the overcurrent protection.
 - ✓ If MCB, indicate sizes. Feeder conductor sizes and insulation types.
 - ✓ Clear, evident and specific circuit identification director.
 - ✓ If rated at 100 amps or less, verify the temperature rating of the termination, conductor or device.
- Load calculations broken into total connected and demand loads, and continuous and non-continuous load.
- Equipment schedules.
- Riser diagrams to include:
 - ✓ Size of feeder conductors and insulation types, conduits and overcurrent protection.
 - ✓ Connections and sizes of emergency/stand-by generator.
 - ✓ Fire and jockey pumps.
 - ✓ Ratings of transformers, conductor sizes, voltage levels, grounding conductor sizes and overcurrent protection sizes.

- ✓ Size of motors.
- ✓ Main service grounding detail to include the available electrodes used, the size of the grounding electrode conductor, equipment ground conductor and method of connection.
- If the modification to the service will affect the maximum available fault current (MAFC), verify or re-calculate, on the plans, the new value of MAFC and include instructions for the corresponding field marking
- For transformer installations, include the size of the grounding electrode conductor and the rating and location of the in-sight disconnecting means for the primary.
- Exit, emergency and battery pack luminaire locations and branch circuits.

Mechanical

- Duct, piping layout for the HVAC system to include:
 - ✓ Main trunk and branch sizes.
 - ✓ Size and CFM of all registers.
 - ✓ Location of all equipment and outside air intake and exhaust air opening locations.
- Symbol and abbreviation list.
- Calculations demonstrating compliance with the Virginia Energy Conservation Code.
- Details demonstrating compliance with the UL design numbers of the required fire-rated floor, roof assemblies.

- Details for boilers and safety devices.
- Fire and smoke dampers and fire smoke detection devices.
- Fuel oil piping in building.
- Equipment data schedule for the HVAC system to include:
 - ✓ Make and model number, BTU rating for heating and cooling.
 - ✓ Total supply and outdoor air capacities of each air handling unit.
- Identify economizer cycle when required by code. Provide sequence of operation.
- Heat loss and heat gain on a room-by-room basis for apartment buildings of three stories or less and townhouses.
- Combustion air calculations where fuel-fire appliances are installed
- Air balance calculations for kitchens.
- Ventilation calculations per the International Mechanical Code.
- Detailed shop drawings for commercial hoods which 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 International Mechanical Code or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.

Plumbing

- Minimum required plumbing facilities.
- Floor plans and riser diagrams showing the location of all plumbing fixtures, sanitary, water, storm and gas piping.
- Identify size, slope and type of piping material and location of all required valves.
- Fixture connection schedule including waste, vent, gas, hot and cold water connection sizes.
- Identify all fixture symbols use on the plans and risers. Include backflow preventers and other water control equipment.
- Water pipe calculations.
- Drainage fixture units calculation
- Water heater details including temperatures for hot water and tempering devices.

Food Service

- Food service menu.
 - Layout of 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.
 - Details of equipment, i.e., water heater, to include:
 - ✓ Manufacturer, model number.
 - ✓ Output and recovery rate for producing 140 degrees F water.
- Note: all equipment must be commercial standard and NSF or UL listed.

- Finish schedule of floors, walls and ceilings, including type of material and color. In some cases, a sample finish may be required

Hotels

- Plan for a typical guest room.
- Room equipment schedule.
- Baths/washroom toilets.
- Food service plans (continental breakfast), submitted separately.
- Pool plans, submitted separately.
- Laundry room and equipment schedule.
- Water heating equipment: manufacturer, model number and recovery rate.

Private School and Daycare Facility (excluding religious facility)

- Child-size toilets.
- Area of playground.
- Water supply system.
- Sewage disposal system.
- Staff restroom

SITE PLAN REQUIREMENTS

Before a building or zoning permit can be approved, site plan approval is typically required. A site plan is a detailed plan which depicts the location of improvements on a parcel of land and also provides information demonstrating compliance with zoning and other technical requirements of County and State codes and ordinances. A Site Plan is required to be approved for any use for which an “X” appears in the “Site Plan” column in Part 3 of Article 3 of the Zoning Ordinance, and is required to be approved before any Zoning or Building Permit may be approved for the use and before the use may commence.



Do I need a site plan before getting a building permit to repair or do interior modifications to an existing structure?

A site plan is not required to repair an existing structure unless the repair relates to a change in use or an intensification of an existing use. If there is a change or intensification of use, a site plan is required, but with no exterior construction proposed, it is likely that the site plan requirement can be met through a site plan waiver, a simple administrative process. See Zoning staff for details.

My building footprint is different from what was shown on my approved site plan, and I need to add a storage shed to the property; does this require new site plan approval before I can get my building permit?

You likely do not need a new site plan; however, you may need a site plan amendment or site plan revision, before a building permit is issued. The scope and nature of the proposed changes will determine what type of additional site plan approval would be required. Zoning staff reviews building and zoning permit applications for compliance with approved site plans, so if your building has changes, it is always a good idea to consult Zoning staff in advance of submitting a building permit, in order to avoid unnecessary delays.

REQUIREMENTS FOR SEALS

Some drawings, based on specific thresholds are required to be signed and sealed by a registered design professional licensed in the commonwealth of Virginia.

- ▶ Use the following tables to determine if your plans are required to be sealed. Where indicated with a “✓” requires an RDP seal.
- ▶ The Building Official is permitted require sealed drawings regardless of the requirements herein.
- ▶ The term “registered design professional” or “RDP” is defined as Virginia licensed architects or professional engineers.
- ▶ If you are a Virginia RDP, you must sign and seal your drawings.
- ▶ Standard design drawings certified by out of state RDPs are permitted provided a Virginia licensed RDP certifies the design has been altered to meet local criteria.
- ▶ Unique designs of structural members require an RDP seal.
- ▶ When no RDP seal is required, the drawings must list the name, occupation and address of the designer.
- ▶ To determine if an RDP has a current license, go to dpor.virginia.gov.
- ▶ When certifying a set of drawings, each page must be sealed, signed and dated. However, if the coversheet containing a full table of contents is certified, the remaining pages may contain a copy of the seal, signature and date.

Building, Structural, Fire Protection

Group	Description	Area, sf			Stories	
		≤5,000	>5,000 - 15,000	>15,000	≤3	>3
A ¹	assembly	✓	✓	✓	✓	✓
B	business		✓	✓		✓
E	schools, daycare center	✓	✓	✓	✓	✓
F	factory, industrial			✓		✓
H	high hazard	✓	✓	✓	✓	✓
I	institutional	✓	✓	✓	✓	✓
M	mercantile		✓	✓		✓
R-1	hotel, motel, dormitory	✓	✓	✓	✓	✓
R-2	multi-family residential					✓
R-3	one-family dwelling attached					✓
R-4	residential assisted living			✓		✓
R-5	one- & two-family dwelling					✓
S	storage (nonfarm)			✓		✓
U	utility, miscellaneous			✓		✓

¹ Places of Worship are exempt if area ≤ 5,000 sf or stories ≤ 3, and occupant load ≤ 100.

Electrical

Group	Description	Stories		Occupant Load		Volts		Amps	
		≤3	>3	≤100	>100	≤600	>600	≤800	>800
A-1, A-4	theatre, arena		✓		✓		✓		✓
A-2	restaurant, nightclub		✓				✓		✓
A-3	health club, museum		✓ ¹				✓ ¹		✓ ¹
A-5	grandstand, etc.		✓				✓		✓
B	business		✓				✓		✓
E	school, daycare	✓	✓	✓	✓	✓	✓	✓	✓
F	factory, industrial		✓				✓	✓	✓
H	high hazard	✓	✓	✓	✓	✓	✓	✓	✓
I-1, I-2, I-3	institutional	✓	✓	✓	✓	✓	✓	✓	✓
I-4	daycare/nursery		✓		✓		✓		✓
M	mercantile		✓				✓		✓
R	residential		✓		✓		✓		✓
S	storage		✓				✓		✓
U	utility, miscellaneous		✓				✓		✓

¹ Places of Worship are exempt.

Plumbing and Mechanical

Group	Description	Stories		Occupant Load		Threshold Level ¹	
		≤3	>3	≤100	>100	Below	Above
A-1, A-4	theatre, arena		✓		✓		✓
A-2	restaurant, nightclub		✓				✓
A-3	health club, museum		✓ ²				✓ ²
A-5	grandstand, etc.		✓				✓
B	business		✓				✓
E	school, daycare	✓	✓	✓	✓	✓	✓
F	factory, industrial		✓				✓
H	high hazard	✓	✓	✓	✓	✓	✓
I-1, I-2, I-3	institutional	✓	✓	✓	✓	✓	✓
I-4	daycare/nursery		✓		✓		✓
M	mercantile		✓				✓
R	residential		✓		✓		✓
S	storage		✓				✓
U	utility, miscellaneous		✓				✓

¹ Threshold level is plumbing and mechanical systems using packaged mechanical equipment not exceeding gauge pressures of 125 pounds per square inch, other than refrigeration, or temperatures other than flue gas of 300 degrees .

² Places of Worship are exempt.

Miss Utility

Before you begin excavating for your project, you must first call Miss Utility at 811, TTY 711. Miss Utility is a free service that marks underground utilities.



The information herein, based on Section 54.1 402 of the Code of Virginia, determines if the construction drawings for your new building, addition or remodeling project are required to be sealed by a registered design professional licensed in the commonwealth of Virginia.

Other documents produced by Zoning, Permitting & Inspections which you may find useful:

Special Inspection Requirements Information and Forms

Third Party Inspections Policy and Forms

Site Plan Process Brochure

Sign Application

All publications and forms can be found on the Community Development pages of the County 's web site:

www.fauquiercounty.gov

SCHEDULING AN INSPECTION

Every building permit requires a Final Inspection, and most permits require multiple inspections at specific intervals prior to the Final Inspection. Information will be provided about required inspections upon permit issuance and is also available in our Required Inspections publication. Inspections performed at specific intervals during a construction help assure the project conforms to the scope of work, is built according to approved plans and complies with the Uniform Statewide Building Code.

The permit-holder is responsible for calling the Permitting staff to schedule inspections. Typically, an inspection can be scheduled for the next business day, but during peak building permits scheduling will sometimes be 2 to 3 days out. Key points:

- 1. When scheduling an inspection, a request may be made for morning versus afternoon inspection; the staff is usually able to accommodate the preference.*
- 2. If, after an inspection is scheduled, it is discovered that the project is not actually ready for the inspection, please call in advance to cancel the inspection. If the inspection is not canceled in advance you may be charged for the re-inspection when it is scheduled.*
- 3. Provide all information necessary to access the property and identify any special circumstances. For example, if there is a locked gate to access the property, provide the access code. Or, if the gate must remain closed to contain livestock, please provide this information when scheduling the inspection.*

INSPECTION DAY

Click the link below to check your time frame for inspection or you call the Permitting staff after 8 a.m. the morning of the scheduled inspection, staff will typically be able to provide a two-hour window for the inspection.



Our inspectors will not enter an occupied structure unless an adult is present. For new construction of buildings where access is open, the inspection may be done without someone present.

The approved plans must be at the site in a prominent location for the inspector to access.

Inspection results will be verbally conveyed at the time of inspection, and an email of results will be sent to the individual identified as the point of contact in the initial building permit application. Inspection results may also be viewed on-line. Because of issues with wireless signal strength in certain locations, on-line results are not always immediately available. Please see our Inclement Weather Policy.

Can I use my own inspectors instead of county inspectors?

Yes. Pursuant to the Uniform Statewide Building Code Section 113.7.1, the Fauquier County Building Official has developed a policy allowing outside agencies and individuals to conduct required building inspections in lieu of County Inspectors. Either by our Third Party Inspection Program or the Special Inspection Program. The owner must pick one program and follow that program. Specific buildings and all commercial inspections except Final Inspections may be conducted by 3rd Party Inspectors registered with the County. The owner bears the costs of hiring 3rd Party Inspectors. More information is available from our Third Party Inspections publication. Special inspections are conducted during the construction of buildings which require particular expertise. The owner must retain a Registered Design Professional and bears the associated costs. See our Special Inspections information sheet.