



The City of Hopewell, Virginia

300 N. Main Street Suite 321 • Hopewell Virginia 23860 • (804) 541-2227

Plan Submittal Requirements

SOP No. 16.003

Effective June 1, 2016

On the effective date, required construction documents must meet basic quality standards in order to be accepted when submitting an application for any type of permit. The following is a guide to illustrate the basic submittal requirements:

1. Architectural or draftsman style drawings that depict the total scope of work.
 - a. Hand-drawn or CAD drawings are acceptable if they present adequate information.
2. Drawings must be either scaled or dimensioned.
3. Multiple sheets of all drawings must correlate with each other properly through detail call-outs or references.
4. For additions and remodeling, the existing conditions must be depicted in a manner that clearly indicates present state and is contrasted with the proposed alterations. Rooms that are structurally or architecturally affected by the addition must indicate use and layout.
5. The following plan types must be presented:
 - a. Site Plan indicating required setbacks from all property lines and any additional structures.
 - b. Foundation and footing plan showing footing material and size, foundation material and wall thickness; both must illustrate details of any reinforcement.
 - c. Floor Plan showing all rooms, their uses, windows, doors and other features.
 - d. Framing Plan
 - i. Floor Framing
 - ii. Roof-Ceiling Framing
 - e. Elevation Views on all sides
 - f. Full-height cross sections (or more as necessary) to depict structural details.
 - g. Details drawn from any other plan sheet with key reference.
 - h. Manufacturer's job-specific cut sheets for any engineered design materials such as LVLs (Laminated veneer lumber), GLU-Lams (Glue-laminated beams), I-Joists, Trusses, etc.
 - i. Plumbing, Mechanical and Electric Drawings
6. FOR COMMERCIAL:
 - i. Code Analysis on cover sheet with occupancy classification, Type construction, occupant load, etc.

Note: Additional information may be required at the time of submission or after plan review.

Lynn Underwood, MCP, CBO, Building Official

Submit application and all attachments to the applicable Team Leader:

City of Hopewell
Building Inspections
300 N. Main St Suite 321
Hopewell, VA 23860