

Southampton County Department of Community Development Residential Building Application Guidelines

Owner Name: _____

Contractors Name: _____

Permit # _____ Date: _____

___ Building Permit Application / Plan Review Fee

___ Site Plan

___ **Zoning Permit by Town

___ E&S /SWM Screening Form

___ Shrink Swell Soil Test for Site

___ Well & Septic Permit or County Tap Fee Receipt

___ 1 & 2 Family Residential Plan Submittal Guidelines

___ Two Sets of Building Plans

___ RESCheck

___ Virginia Contractors License

___ **Manual J from HVAC Contractor

___ **Manual D from HVAC Contractor

___ **Signed Owners Affidavit

The Southampton County Department of Community Development (DCD) accepts construction applications Monday through Friday from 8:30 am until 4:30 pm. When submitted, the application and accompanying documents will receive a concise review to assure the required information is included in the Application Package before it is date stamped as received.

A comprehensive review of the Application Package, plans and supportive documentation will be made on a first come, first served basis. In most cases, applications in by noon of Tuesday will be reviewed by noon on Thursday. Application Packages that are returned for additional information or corrections will be re-assigned with a new submission date and placed back into the rotation from that date.

With the introduction of new requirements in energy and wind bracing, residential construction must be planned much further ahead than in the past. A builder should allot additional time to collect information from his Registered Design Professional or plans designer, or exchange information with his construction material supplier and HVAC contractor. The builder must complete a RESCheck from the Department of Energy to assure building envelope is code compliant and to

assist the HVAC contractor in calculating a Manual S from a Manual J and Manual D.

A building site plan / survey must accompany the construction plans. The survey must have a compass rose or North indicator. Show the location of the proposed structure in a likeness of the structure's footprint so the front of the building is clearly indicated. The distance in feet to any wooded area 25 feet thick and 30 feet high or any structures 30 feet high within 600 feet of the proposed dwelling must be designated on the site plan, even if the trees/structures are on another property. The site plan must include the distance from all four sides of the dwelling to the respective property lines. The name, address, and occupation of the Site Plan/Survey preparer must be included on the document.

Two complete, legible, and identical sets of building plans drawn to ¼ inch per foot scale must be submitted All supporting documentation, shop drawings, code furnished drawings, truss or engineered layout, site plan, RESCheck, Manual J, Manual D and Manual D layout, etc., must be securely attached to the left margin of the construction plans. The sequencing of the plans assembly must follow the same order as the black headings on the 1 & 2 Family Residential Plan Submittal Guidelines. The plans must be secured along the left margin strongly enough to withstand the rigors of the field construction environment.

All (repeat ALL) of the items on the 1&2 Family Residential Plan Submittal Guidelines must be answered on the Guidelines. Check the "CK" column for relevant items found on your plans. Check the "N/A" column for items not included on the plans. The "REJ", "REC" and "REMARKS" columns are for the plans examiner's use.

When the Application Package is reviewed and accepted, you will be contacted to come pick up your permit. Should the Application be returned for additional information or corrections, the 1&2 Family Residential Plan Submittal Guidelines with the plans examiners **remarks** will be returned to you. This 1&2 Family Residential Plan Submittal Guideline with its accompanying **remarks** must be returned with the Application re-submittal. Failure to return the Residential Plan Submittal Guidelines and accompanying **remarks** will result in another complete plan review and subsequent second plan review fee.

The Manual J and Manual D do not have to be submitted with the initial Application Package. They may be submitted with the HVAC Application. However, a HVAC plan review will be conducted in the normal plan review rotation. A full plan review fee will be levied for this HVAC review. If the Manual J and Manual D are submitted with the initial Application Package one review is made and one fee is levied. The RESCheck must accompany the initial (building) Application Package.

Application Packages *RE-SUBMITTED* more than once will result in additional plan reviews fees.

**** designates optional or additional requirements**

**Should you have any questions please contact the
Southampton County Department of Community
Development at 757-653-3011.**