



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division



# Residential Plan Review Requirements

## Minimum Requirements for Residential Construction Drawings for New Structures, Alterations, Detached Accessory Structures and Additions

Version 2021-07-09

### Where to Submit Your Plans and Obtain Your Permit

- The Building Development Division, Plan Intake Counter is open 8 a.m. to 4 p.m., Monday through Friday. They are located at the Prince William County Development Services Building, [5 County Complex Court, Prince William, VA 22192](#), Phone: 703-792-4040 or [PlanIntake@pwcgov.org](mailto:PlanIntake@pwcgov.org).
- All building plans are required to be submitted via Prince William County's [ePortal](#) system. Consult the [customer electronic plan review \(ePlans\) guide](#) for information on how to prepare and submit documents for electronic plan review and the [electronic plan review guide](#) for building ePlan submission guidelines.

### What to Submit

- **Zoning Approval** for the addition, detached accessory structure, or second kitchen should be obtained *before* preparing construction plans. Applicant shall submit three (3) copies of a house location survey plat to scale, showing the proposed structure on the plat with all the dimensions and setbacks to the property lines. For more information regarding zoning approval see [Zoning](#). Provide a copy of the Zoning Approval with the building plan submission.
- **Plans:** Copy of building plans (see next page for more information).
- The [Building Permit Application](#) form and other trade permit application forms are available at [www.pwcva.gov/BDForms](http://www.pwcva.gov/BDForms) or at the Building Development Division. The application(s) should be filled out completely. Please remember to indicate whether the property is on public or private water and sewer.
- **Filing fee** as per the approved [Building Developments Fee Schedule](#) will be collected at the time of application.
- **Contractor Licenses, Business Licenses, Affidavits**  
The homeowner may obtain the permits and perform the work, or the homeowner may hire a contractor to obtain the permits and perform the work.
  - If the homeowner will be performing the work themselves, a completed [Statement Of Exemption](#) will be required.
  - If a Contractor will be performing the work, current copies of their VA State Contractor's License and Prince William County Business License are required.
  - If the homeowner is hiring a contractor and obtaining the permits on behalf of the contractor, the homeowner may present copies of the contractor's state and county licenses and obtain the permits as the agent for the contractor without the contractor required to be present.
  - Please see further information on ["Hiring a Contractor"](#).
  - Please see further information on ["Who Should Apply for a Permit?"](#).

### Building Development Fees

- The Building Permit fee is based on the square footage of the area to be finished, as per the approved [Building Developments Fee Schedule](#).

## Code Compliance

- All construction shall comply with International Residential Building Code (IRC) and the Virginia Uniform Statewide Building Code (VUSBC). Please refer to the [Virginia Uniform Statewide Building Code](#) page for more information on the codes and code year which are applicable to your project.
- The IRC Code book is available for purchase at various booksellers, from the International Code Council by calling 888-422-7233 or through the Web site at [www.iccsafe.org](http://www.iccsafe.org). It is also available for reference at the Building Plan Review Section and at the following Prince William County Libraries: Bull Run, Central, Chinn, and Potomac.
- The VUSBC is available [online](#) or at the Virginia Department of Housing and Community Development: 600 East Main Street Suite 300, Richmond, Virginia 23219, Phone 804-371-7000.

## Secondary Food Preparation Area or “Second Unit”

- Secondary Food Preparation Areas are regulated by the Zoning Ordinance and are permitted by the Zoning Administrator only when specific conditions are met. Please refer to the “[Secondary Food Preparation Area](#)” webpage for more information. **Please note:** The basement in which a second kitchen is located may not be represented in any way as having a "second unit" or any other quarters that can be rented or otherwise used as a private, separate, or independent living area. For complete details and further information contact the Zoning Division at 703-792-6830 or [ZoningCounters@pwcgov.org](mailto:ZoningCounters@pwcgov.org).

## Health District Approval of Additional Bedrooms

- Adding a bedroom(s) to a dwelling on a private well and septic system requires written approval of the Prince William Health District prior to the issuance of a building permit. For complete details and further information contact the Health District at 703-792-6310.

## Applicant Must Provide Building Plans.

- The name and occupation of the designer must appear on the plans.

### **Pre-Manufactured/Pre-Engineered Roof Trusses and Floor Joist Systems**

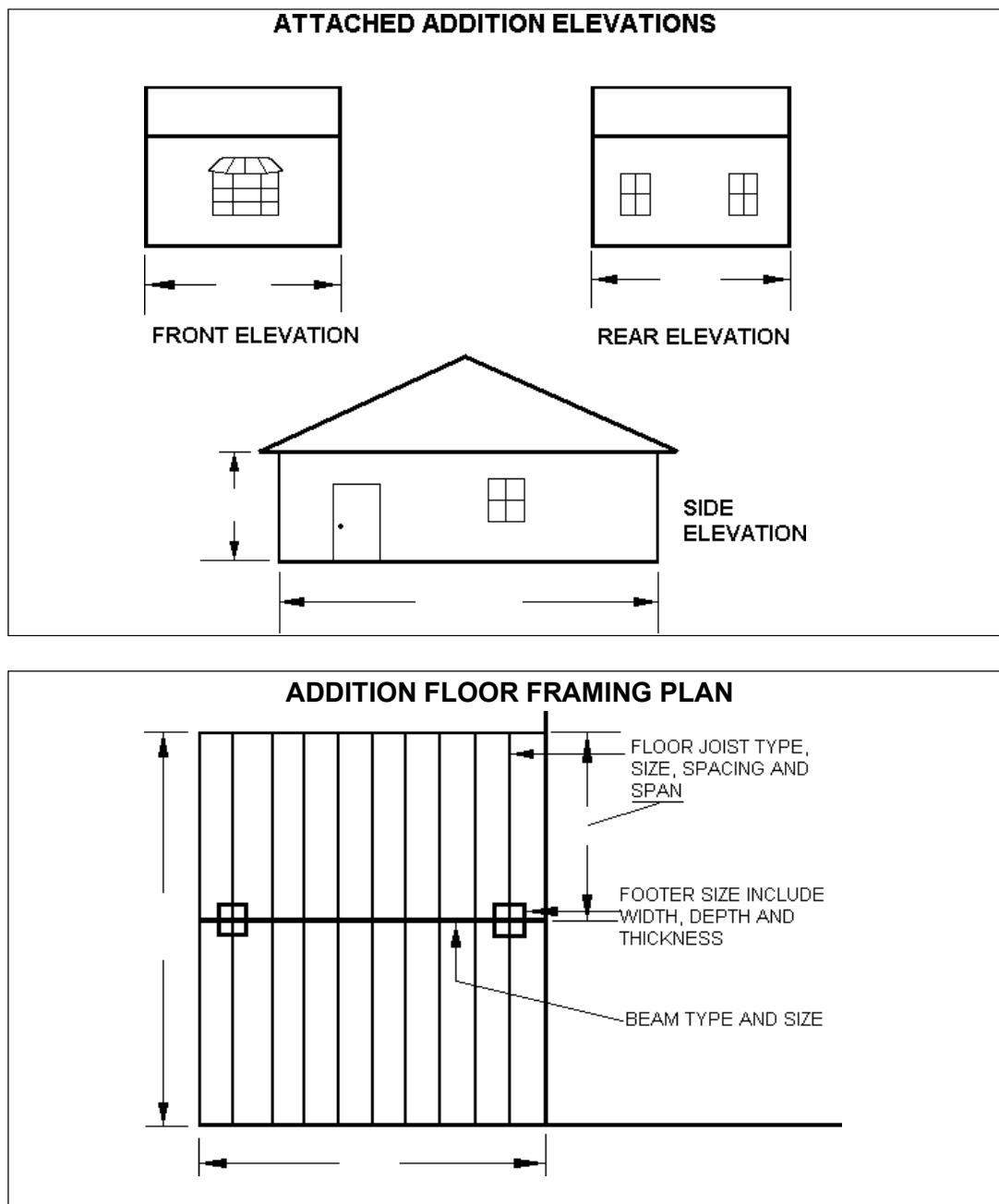
Shop Drawings with calculations and original seal by a Virginia Registered Design Professional are required to be submitted for review and approval prior to close-in inspection for all Pre-Manufactured/Pre-Engineered Roof Trusses and Floor Joist systems. Shop drawings with professional seals may not be photocopied and are not acceptable.

## Preparing Your Own Plans?

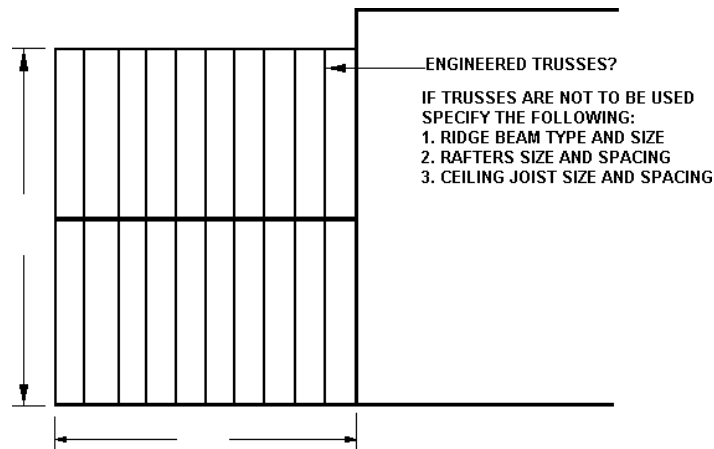
- Label all components (Footings, posts, beams, joists, headers, rafters, trusses, etc.).
- Provide all dimensions in feet and inches.
- Provide lumber sizes and spacing.
- Provide lumber species and grade number (example: SYP #2).
- Please read the “[Typical Construction Specifications](#)” handout or call the Building Plan Intake Section at 703-792-4040 or [PlanIntake@pwcgov.org](mailto:PlanIntake@pwcgov.org).

### Checklist for Plan Preparation:

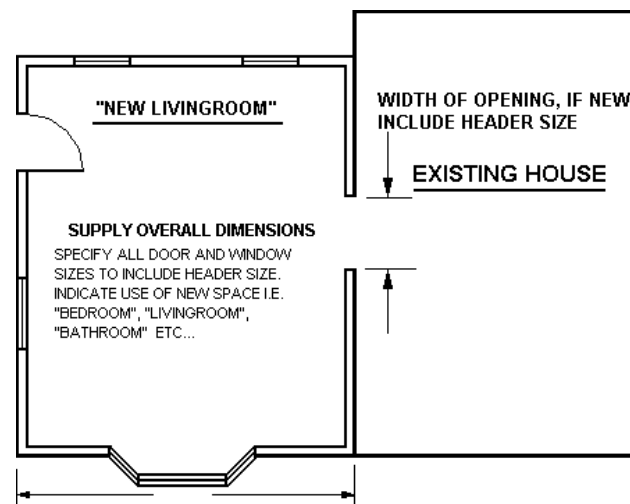
- ☐ Elevations: Front, back, and sides.
- ☐ Identify new construction and existing construction.
- ☐ Foundation plan.
- ☐ Footing size and depth.
- ☐ Overall dimensions.
- ☐ If pier system, identify post size and spacing.
- ☐ Floor plan: Identify each area's use.
- ☐ Floor framing plan.
- ☐ Floor joist size and spacing.
- ☐ If I-Joist system: Identify manufacturer and series.
- ☐ Roof framing plan or identify as pre-engineered trusses.
- ☐ Section view from foundation to roof.



## ROOF FRAMING PLAN



## FLOOR PLAN



## ATTACHED ADDITION SECTIONAL DETAIL

