

# Additions



This publication provides guidelines for building an addition to a detached single family home. The requirements herein are the most common and are not representative of all the conditions you may encounter when designing and constructing an addition.

In this publication:  
**PERMITS REQUIRED**  
**BEFORE OBTAINING A PERMIT**  
**OBTAINING A PERMIT**  
**AFTER OBTAINING A PERMIT**  
**INSPECTION TIMING CHECKLIST**

## **PERMITS REQUIRED**

You must obtain permits for the construction of a residential addition. Listed below are the types of permits required, depending on the complexity of the project. Except as noted below, apply for your permits at the Building Inspector's Office.

- ✓ **Building Permit** for architectural and structural elements
- ✓ **Electrical Permit** for all electrical installations
- ✓ **Mechanical Permit** for installation of heating and air conditioning systems
- ✓ **Plumbing Permit** for installations of plumbing and gas piping systems
- ✓ **Virginia Department of Transportation Permit** when a **GRADING PLAN** is required and your property is located on a state road.
- ✓ **Well/Septic Permit** for altering or relocating private water or sewage systems. Apply at the **HEALTH DEPARTMENT**.

**HELPFUL HINT:** You may obtain permits in your own name; however, if a contractor is to perform the work, it is strongly recommended that the contractor secure the permit and be listed as the responsible party. In this way, the county will be in a better position to assist you in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.

## **BEFORE OBTAINING A PERMIT**

### **COVENANTS AND DEED RESTRICTIONS**

Covenants and Deed Restrictions are regulations set forth by many homeowners or civic associations. While not enforced by Grayson County, some regulations may restrict construction. For more information, contact your association or the Circuit Court.

### **BUILDING CODE**

Your project is required to comply with the 2003 *Virginia Uniform Statewide Building Code* (USBC) which incorporates the 2003 *International Residential Code* (IRC) for residential construction.

### **MINIMUM SUBMISSION REQUIREMENTS**

All submissions for an addition must include the following:

- ✓ Two sets of building plans (see below for requirements)
- ✓ Two copies of the energy calculations

### **BUILDING PLANS**

Building Plans must meet the following requirements:

- ↳ Minimum scale of ¼ inch = 1 foot; all dimensions must be shown
- ↳ Code year used for the design (see above)
- ↳ Name, address, and occupation of the building designer
- ↳ If plans are prepared by a Virginia registered design professional, at least one set of plans must bear the original seal, signature, and date. This set will be retained by the county
- ↳ List of material specifications including, but not limited to: grade and species of lumber, concrete strength, and steel strength
- ↳ List of design load criteria: live load, dead load, snow load, wind load, bearing capacity, and lateral earth pressure (for Grayson County: ground snow load = 30 PSF and wind speed = 90mph) under 4000 ft.; over 4000 ft. wind speed = 110mph
- ↳ Foundation plan
- ↳ Footing details (minimum footing depth is 18)
- ↳ Floor plans of all levels with all rooms labeled
- ↳ Location of smoke detectors

- ↳ Structural framing plans for each level accurately detailing all members, sizes, span lengths, and spacing
- ↳ Structural details of connections
- ↳ Evaluation report from the International Code Council (ICC) Evaluation Service and load calculations for all adjustable columns
- ↳ Typical wall section with sheathing thickness and type
- ↳ Wall bracing including method, location of braced wall panels and any special requirements. Proprietary products require an evaluation report.
- ↳ Insulation R-Values
- ↳ Structural framing plan for roof

**Helpful Hint:** *Truss shop drawings for pre-engineered floor or roof trusses may be submitted directly to Building Plan Review after the building permit has been issued, but prior to any truss erection. Attach the Truss Plan Cover Sheet to a minimum of two sets of shop drawings; at least one set must have an original seal and signature of the truss designer. Approval can be obtained while you wait.*

- ↳ Elevations (front, side, and rear) indicating window and door dimensions
- ↳ Whirlpool/Jacuzzi/oversized tub manufacturer's information showing structural loading requirements
- ↳ Location of safety glazing
- ↳ Manufacturer's design specifications for pre-fabricated fireplaces

## **ENERGY CALCULATIONS**

Energy calculations, which ensure the addition complies with energy conservation regulations, must be attached to each set of building drawings

## **OBTAINING A PERMIT**

### **PERMIT PROCESS**

Bring the construction documents described herein to the Building Inspector's Office on the 2<sup>nd</sup> floor of the Grayson County Courthouse where your permit process will begin. Here you will complete a building permit application. Permit technicians will direct you to the appropriate agencies necessary for permit approval. The applicable departments for an addition are:

- ◆ **Zoning** ensures setback requirements, as set forth by the County Zoning Ordinance, are maintained. To inquire about a Zoning Permit call: **(276) 773-2322**
- ◆ **Sanitation** will review additions with new connections to the public sewer system

The building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued, you must post a copy on the job site until the project has received final approval.

### **TRADE PERMIT PROCESS**

Code compliance will be determined at the time of the inspection. Please note: you may be exempt from a mechanical permit if you are only extending ductwork on an existing HVAC system.

### **FEES**

For information on the related fees for an addition contact the following:

- ☎ **Building Inspector's Office** for building, electrical, mechanical, and plumbing permits at (276) 236-2322
- ☎ **Health Department** for fees related to septic systems and wells at (276) 773-2961
- ☎ **VDOT** area headquarters at (276) 228-2311
- ☎ **Erosion and Sediment Control** fees at (276) 773-2322

### **AFTER OBTAINING A PERMIT**

#### **REQUIREMENTS FOR PUBLIC UTILITIES**

You must call Appalachian Power Underground Line Location (800-552-7001) before excavating to ensure that the construction does not interfere with the underground utility lines. If you fail to contact Appalachian Power and damage occurs, you will be liable for all costs of repair.

### **INSPECTION REQUIREMENTS**

- ✓ A copy of the approved permit, plat, building plans, and **Residential Heat Loss and Heat Gain Certification Form** (if applicable) must be on the job site and must be available to the inspector during each inspection.
- ✓ All close-in inspections and final inspections for building, mechanical, electrical, and plumbing are preferred to be conducted simultaneously
- ✓ Please review the attached **Inspection Timing Checklist** to determine the time and number of inspections required

### **SCHEDULING AN INSPECTION**

It is the responsibility of the permit holder or the permit holder's representative to notify the county when the stages of construction are reached that require an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be using the method listed below; please have your permit number available when scheduling an inspection.

- ☎ Building Inspector's Office: (276) 773-2322

## Inspection Timing Checklist

Inspection Type	Applicable Permit				Requirements Prior to Inspection  Notes: 1. Approval must be obtained prior to proceeding with the next applicable element 2. All inspections are conducted by residential inspectors
	Building	Mechanical	Plumbing	Electrical	
Footing	■				<ul style="list-style-type: none"> <li>✓ The footing trench/formwork must be prepared and inspected prior to placement of concrete</li> <li>✓ The bottom of the footing must bear on solid ground</li> <li>✓ If problem soil, inspection must be made by geotechnical engineer</li> </ul>
Basement Wall	■				<ul style="list-style-type: none"> <li>✓ Forms must be installed and prepared for concrete; reinforcing steel must be in place</li> <li>✓ If problem soil, inspection must be made by geotechnical engineer</li> </ul>
Plumbing Ground Work			■		<ul style="list-style-type: none"> <li>✓ All sewer and water pipe placed beneath concrete slab must be installed</li> <li>✓ Safe access must be provided to location of all pipe</li> </ul>
Slab	■				<ul style="list-style-type: none"> <li>✓ The area must be prepared for concrete; reinforcing steel must be in place</li> <li>✓ The gravel and vapor barrier must be in place</li> <li>✓ If drain tile is specified, it must be in place, properly sloped and tied to the proper outfall</li> </ul>
Waterproofing	■				<ul style="list-style-type: none"> <li>✓ All parging and waterproofing must be installed</li> <li>✓ If problem soils, backfill material and its placement must be certified by a geotechnical engineer</li> </ul>
Masonry Chimney Hearth	■				<ul style="list-style-type: none"> <li>✓ All forms, reinforcing steel, and flashing must be in place</li> </ul>
Fireplace Throat	■				<ul style="list-style-type: none"> <li>✓ Firebox construction must be complete and flue liner must be set</li> </ul>
Close in and 1 <sup>st</sup> Gas			■		<ul style="list-style-type: none"> <li>✓ All vents, gas piping, sewer pipe and/or water pipe to be enclosed must be installed and pressure tested</li> </ul>
				■	<ul style="list-style-type: none"> <li>✓ All electrical wiring must be in stalled and electrical boxes set</li> </ul>
Framing	■				<ul style="list-style-type: none"> <li>✓ Concrete or masonry walls and slabs must be inspected and approved</li> <li>✓ Sill plates must be installed &amp; secured to the foundation walls</li> <li>✓ Stairways must be in place and secured</li> <li>✓ All sub-flooring must be installed</li> <li>✓ Structure must be weather tight</li> <li>✓ Wall &amp; roof sheathing must be installed</li> <li>✓ Windows &amp; doors must be installed with the required flashing</li> <li>✓ <b>Electrical &amp; plumbing close-in inspections must be approved or completed at the same time as the framing inspection</b></li> </ul>
Mechanical Close-in		■			<ul style="list-style-type: none"> <li>✓ Duct work must be installed</li> <li>✓ Insulation must be in place</li> <li>✓ Close-in and framing inspections must be approved</li> <li>✓ HVAC equipment does not have to be in place at the time of the close-in inspection. However, if an attic furnace is to be installed, its platform must be in place and installed.</li> </ul>
Final				■	<ul style="list-style-type: none"> <li>✓ Electrical wiring must be complete</li> <li>✓ Appliances, fixtures, outlets, panels, switches, etc. must be installed</li> <li>✓ A panel box index must be complete</li> </ul>
			■		<ul style="list-style-type: none"> <li>✓ Plumbing fixtures &amp; piping must be installed</li> <li>✓ Roughed-in plumbing fixtures must be permanently capped</li> <li>✓ Approvals must be secured for well &amp; septic systems from the Health Department</li> <li>✓ The meter(s) must be set by Fairview Oldtown Water</li> </ul>
		■			<ul style="list-style-type: none"> <li>✓ HVAC equipment must be installed and operating properly</li> <li>✓ Attic, basement and/or crawl space insulation must be installed</li> </ul>
	■				<ul style="list-style-type: none"> <li>✓ Street addresses must be attached to structure and readable from the street</li> <li>✓ The structure must be ready for use and occupancy</li> </ul>

