

Henrico County, Virginia

Residential Master (SRP) Plan Policies & Procedures

The following policies and procedures are established to facilitate the building permit approval process for popular house designs that are repetitively constructed by an individual contractor. The construction documents will be reviewed for compliance with the Virginia Uniform Statewide Building Code (USBC). These policies and procedures are specific to the application of the USBC and do not include the administrative conditions that are used for permit processing (i.e. permit fee schedules, format of permit applications, etc.).

*You may apply for standard plan approval in one of two ways:

1. Apply for a standard plan by submitting two complete sets of construction documents (include all roof truss and manufactured floor joist layouts and beam calculations) independent of a building permit. Please apply with a cover letter indicating your request for approval. Also indicate the edition of the code you wish to have the plan reviewed. This SRP option will be reviewed and approved as time permits, usually within 3 to 4 weeks, with standard building permit applications being given priority.
2. Apply for the standard plan approval as part of the new construction building permit application process. Three complete sets of plans are required for this approval. This SRP option will follow the same time schedule as all other building permit applications.

I. Master Plan Submittal & Review

1. Construction documents submitted shall include all available structural design options (e.g. decks, three season rooms, attached garages, truss diagrams, manufacturer identification for engineered products, etc.) that are offered to prospective buyers. The total number, complexity and format of any options submitted will be reviewed for ease of use by contractors, subcontractors and County inspection staff. Mechanical, electrical, plumbing, cabinetry, trim details and other similar design details shall not be submitted.
2. The applicant shall respond to any plan review comments with new plans incorporating all corrections to the construction documents.
3. Approved Master Plan construction documents shall be assigned a unique identifier (i.e. number and/or letter designation). Each sheet of the construction documents, including truss diagrams and related attachments shall be stamped approved, and includes a notation of the unique identifier.
4. One copy of the approved Master Plan construction documents shall be maintained in the SRP record file of the building inspections department.

II. Master Plan Building Permit Application and Issuance Procedures

1. The completed permit application must be filed with the following attachments:

- a. The permit fee.
- b. Three copies of the site plan.
- c. Two copies of the (stamped approved) construction documents showing those structural options selected for construction. All unused sheets shall be removed. Any remaining unused options/details shall be either crossed-through or removed prior to printing.
- d. Two copies of the soils report for the site and engineered footing designs required by the soils report shall be submitted where available or required per the County G.I.S. mapping system.
- e. Two copies of the *subdivision proffers, where available*, shall be attached to the building permit application.

III. Master Plan Site Inspections

1. For engineered footings, the permit holder shall provide a copy of the approved footing design available for the inspector at the time of the footing inspection and at the final inspection. The footing design provided for the inspector shall only include the engineering detail or summary specific to the site reflected on the building permit.

2. The permit holder shall provide a copy of the site plan and the site approved construction documents (including truss and engineered floor framing layouts and diagrams) for each inspection as required for all other building permits.

IV. Master Plan Revisions

1. If any future revisions are submitted for a Master Plan (SRP), the building plan reviewer will determine whether a separate Master Plan is required for the requested revision or amendment. Amendments or revisions shall not be constructed prior to review and approval.

V. Application of New USBC

1. The master plan will remain subject to the prior version of the USBC only if the plan has been constructed, or the design submitted, within one year prior to the effective adoption date of the new USBC.

2. The master plan must be revised and reviewed for compliance with the new USBC within (1) year after the effective date of the new code. Any master plan that has not been reviewed for compliance with the new USBC as will be purged from the Master Plan file (1) year after the effective date of the new code.