



## Single-Family Home Required Documents

---

- Construction drawings** [See section A below]
- Site development plan** [See section B below]
- Geotechnical report** [See section C below]
- FEMA Elevation Certificate** [See section D below]
- Health Department Construction Permit(s)** (only required if the home will be served by a well and/or septic system).
- Permit Agreement in Lieu of An Erosion and Sediment Control Plan**  
<https://www.jamescitycountyva.gov/pdf/buildingsafetyandpermits/Forms-all/PermAgrESPlan4SF.pdf>
- Permit Agreement in Lieu of a Stormwater Management Plan**  
<https://www.jamescitycountyva.gov/pdf/resourceprotection/Forms-all/SWAgrInLieuPlan4.pdf>
- Contractor Exemption Affidavit** (only required if the property owner or tenant is applying for the building permit) <https://jamescitycountyva.gov/DocumentCenter/View/1941/Affidavit---Contractor-Exemption-PDF>

All of the documents listed above in bold must be attached to your Permit Link application. Please be sure to name your files to match the file type names listed above (i.e. “Construction drawings.pdf,” “Site development plan.pdf,” “Geotechnical report.pdf,” etc.) prior to attaching them to your Permit Link application. The permit application status will change to “requires resubmit” if any documents are missing and the plan review will not begin.

---

A. Construction drawings shall include (note: must be in .pdf format):

- Name, address, and occupation of the plan preparer, if other than a Registered Design Professional (RDP), shall be noted in the title block on each sheet.
- All sheets shall be numbered.
- Full house cross-sections showing load paths. For buildings located in flood zones, the base flood elevation shall be indicated.
- Elevation drawings. Details such as roof pitch, floor elevations above grade, and finish materials shall be clearly noted.
- A foundation plan drawn to scale. Show all dimensions. Details or notes shall reflect requirements of the submitted soil report as well as code requirements. Engineered foundations are required when it has been determined that moderate or high shrink swell soils exist.
- Floor plans drawn to 1/4” to 1” scale preferred. Show all dimensions and label all rooms. Specify and label all specialty connectors such as joist hangers, truss bearing enhancers, and roof tie-down connectors.
- Detailed wall or building sections showing all structural elements, conformity to the USBC/IRC code (including Chapter 11 energy code requirements) or evidence supplied to verify proposed alternate construction. Typical exterior wall sections shall clearly show crawl, attic, and vaulted ceiling insulation values and type.

- Provide Roof plans. Specify and show all members such as rafters, hips, valleys, post supports, braces, purlins, knee walls and structural ridge beams at cathedral ceilings and hurricane uplift connectors.
- Provide floor, LVL, and roof truss plans from the manufacturers/supplier if applicable. Cut sheets for each truss and engineered beam must be included - copies engineer calculations sheets for all LVLs and steel beams.
- Provide venting calculations for crawl space and attic spaces.
- Ceiling heights shall be noted on the wall section or the elevations.
- All framing members including deck members, such as joists, double joists, beams, headers, girders, posts, and columns, shall be labeled as to material, grade, location, direction, size and span on floor, and foundation plans.
- All load paths shall be clearly shown from the roof to the foundation. Structural elements such as bearing walls, concentrated loads. Structural elements exceeding the limits of the Code R301 or otherwise not conforming to R301 will require a structural analysis from a Professional Engineer or Registered Architect. Alternate materials and systems from those prescribed in the USBC/IRC shall be shown to be equivalent in accordance with Section R301.1.3 and USBC/IRC 112.2.
- Wall bracing shall be clearly indicated as to method, length of panels, and location. Provide copy of wall bracing analysis worksheet.
- Show stem wall, portal frame, and stair details on plans.
- Roof tie down design in accordance with R802.11.1 and connector chart with nail count if needed.
- Window and door sizes shall be labeled on plan or schedule provided.
- Type of fireplace, dimensions, and non-combustible hearth extension materials shall be clearly noted.
- Masonry veneers and chimneys supported by wood frame construction require a design sealed by a Professional Engineer or Registered Architect.
- All elevation and plan options, and details not pertaining to actual proposed construction shall be clearly marked out or deleted.
- (For homes where the glazed area to gross wall ratio is greater than 15%) Energy analysis based on Chapter 11 of the *Virginia Residential Code*.
- All sewer lift, ejector, and grinder pumps require previously approved documentation for all components. This documentation must be on site at time of underslab, sewer, RI, and final plumbing inspections.
- Specify if building deck to: "James City County Deck Guide" on plans or DCA-6.
- Provide Manufacturer requirements for window and door flashing at the time of inspection.
- Provide Manufacturer specifications for wind rating for garage doors and jamb attachment.
- Specify approved material for fireblocking at vents, pipes, ducts, cables, and wires on plans on-site for inspection.
- A "building under construction" FEMA Elevation Certificate prepared by a Land Surveyor, Professional Engineer or Registered Architect (only required for lots with flood zone encroachments).

B. Site development plan shall include (note: must be in .pdf format):

- The name and certificate number of the Responsible Land Disturber.
- The limits of clearing, grading, and disturbance must be clearly identified and distinguished from those areas of Trees and Understory which are to be preserved.
- Erosion Control measures are required to be shown on the plan. Indicate the proposed locations for the installation of Silt Fence and a stone Construction Entrance.

- Provide the existing Topographic Contours of the lot and any proposed grade changes. Show any existing drainage ways. All slopes 25% or greater MUST be identified on the site plan with hash marks AND a signed exception request (Sensitive Area Activity Application) must be submitted. Provide the proposed Finished Floor elevations, along with the proposed Final Grade elevations at the building corners.
- Indicate if the proposed dwelling is located within the 100-year Floodplain.
- Provide spot elevations or invert elevations of the nearest drainage structure or ditch which will handle the stormwater runoff from the lot and from proposed structures. Provide directional arrows indicating the proposed drainage patterns and flow directions for stormwater runoff.
- Show the location of any streams, ponds, surface waters, or wetlands on the lot or within 100 linear feet of the lots boundary lines. Show any platted or County identified RPA boundaries and corresponding 100-foot buffers.
- Submit a Perennial Flow Determination (PFD) evaluation for any water body within 100 linear feet of the lot's boundary lines that has not been identified as an RPA feature, but may be a perennial stream or wetland connected by surface flow to a RPA feature. When submitting the evaluation, please follow the evaluation guidelines set forth in the Virginia DCR guidance documents for determining perennial flow which include the James City County protocol (2010). If a water body is determined to be perennial, RPA boundaries and corresponding 100-foot buffers must be identified and platted.
- Identify the locations of any proposed or existing drainfields or wells.

C. Geotechnical report (note: must be in .pdf format):

Soils testing reports shall be site specific and submitted with the building permit application. As an acceptable alternative, tests which were completed at the subdivision stage of development that have sufficient detail to show that no additional testing should be required for building construction, will be accepted. The following minimum requirements will apply to all tests and reports submitted:

- A minimum of two borings shall be provided in the vicinity of the planned construction, at a depth of at least 6 feet, and one foot below the bottom of the recommended footing depth, or to refusal.
- Additional boring may be required based upon construction or soils encountered, or recommendation for the geotechnical engineer.
- The report shall contain a description of the project site including all areas of prior disturbance, water courses, ditches, general site condition, and surrounding area. Special care should be given to issues pertaining to slope conditions or slide areas.
- Hydrologic features should be described including any evidence of groundwater, seepage areas, or seasonal variations in hydrologic conditions.
- A drawing to scale must be included that shows surface contours, locations of soil borings, and accurate detail to locate the property and proposed construction.
- Boring logs must be provided to show the stratification of soil deposits, including the thickness of soil profiles, relative surface elevation of test borings and character of the soil encountered. This log should show any evidence of groundwater, if encountered, and any evidence of expansive activity. Soils should be classified based upon ASTM Specification D2487 or D2488, and include any other textural or geologic names as appropriate.
- Information should be provided concerning the relative compactness of non-cohesive soils, or relative consistency or cohesive soils and include approximate bearing capacity at the recommended footing depth.

- The report shall contain recommendations concerning foundation placement and should contain recommendations for footing design if appropriate.
- Results of laboratory testing done consistent with ASTM Standards shall be provided of all tests conducted. The geotechnical engineer shall determine the appropriate tests based on soil characteristics and any anticipated problems. In granular soils, natural moisture content and gradation may suffice. In cohesive soils, Atterberg limits, moisture content, or other tests may be required as appropriate.
- The report shall contain sufficient information to allow adequate review of the logic and assumptions underlying any conclusions reached or recommendations made. Sufficient supporting documentation should be provided as necessary.
- The stamp or seal of the design professional or certified soil scientist providing the soils test information, including full address, must be placed on any report. (NOTE: soils data will be accepted from a certified soils scientist, but as a matter of law recommendations for footing, foundation, or other building related work is design and must be provided by a qualified architect or engineer.)
- PROFESSIONAL DESIGN REQUIRED based upon the recommendations and results of the soils testing, professional design of the footing and foundation systems shall be provided, with the designs based upon the soils testing and geotechnical recommendations. No professional design of the footing and foundation will be required if supported by the recommendation of the geotechnical engineer.

D. FEMA Elevation Certificate (note: must be in .pdf format):

- This document is only required when there is a flood risk on the property in close proximity to the building or structure. The Elevation Certificate form and instructions are available at: [https://www.fema.gov/sites/default/files/2020-07/fema\\_nfip\\_elevation-certificate-form-instructions\\_feb-2020.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nfip_elevation-certificate-form-instructions_feb-2020.pdf). The form must be completed by a licensed land surveyor, a professional engineer or a registered architect. On Line C1 the “Construction Drawings” box must be checked. The proposed elevation data must be specified in Section C2. The elevation of the top of the bottom floor (Line C2a), top of the next highest floor (C2b), the Base Flood Elevation (Box B9) and the Freeboard elevation (this is equal to the base flood elevation plus 2-feet) must all be shown on the building elevation drawings and on the building section drawings.