

Permit Check List

Project Name: _____ Permit # _____
(Issued by MWWA)
Submitted By: _____ Date _____

- 1. Completed permit application.
- 2. Sealed list of drawings on 8-1/2 x 11 sheets attached with the application.
- 3. A copy of the prime contractor's statewide contractor's license and business license.
- 4. A copy of all subcontractors' statewide contractor's licenses.
- 5. Two sets of PE sealed drawings for structural framing, foundations, mechanical, electrical, plumbing and sprinkler work.* All drawings must be numbered, dated and bound.
- 6. Two sets of PE sealed specifications. Specifications shall be properly bound.
- 7. Name, address and occupation of person preparing drawings if no seal is required.
- 8. Title block with appropriate signatures.
- 9. Special Inspections letter stating which are required by IBC 1704.
- 10. The Special Inspector shall be submitted with permit application using Appendix 14.
- 11. Accessibility Compliance form.
- 12. A drawing indicating the location of the mop sink and the employee toilet facilities including the accessible facilities.
- 13. PE sealed calculations for structural, plumbing, mechanical & Electrical.
- 14. Third Party Structural peer review for projects involving structural design.
- 15. Temporary bracing letter stating the requirements for bracing during construction.
- 16. A sealed letter stating that the installation complies with the International Energy Conservation Code.
- 17. An Asbestos report or letter for all buildings regardless of the age of the building.
- 18. A list of Hazardous Materials and quantities.
- 19. An egress plan showing occupant loads, travel distances, existing use vs proposed use, number of exits required, etc.
- 20. Date plans submitted to Health Department (when required).
- 21. Outside Agency approvals**

* The cover sheet of the documents and/or the sheet containing the list of drawings shall have an original seal, signature and date of all regulated disciplines.

** Outside Agency approval may include but is not limited to: VDEQ, VDH, Fairfax County water and sewer, DC WASA, VA-DCR, Fairfax County Fire, NOVEC, Dominion Power, Columbia Gas, Verizon, VDOT, DGS, WAMATA, US Army Corp of Engineers, FAA.

*** All required letters shall be addressed to the Building Code Official.