

TOWN OF Herndon

DEPARTMENT OF PUBLIC WORKS

TENANT LAYOUT REQUIREMENTS

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone (703) 435-6850 Fax (703) 318-8492

E-Mail: buildinginspections@herndon-va.gov

PERMITS REQUIRED

You must obtain permits for a new tenant layout to an existing commercial building. Listed below are the types of permits required depending on the complexity of your project.

- Building permit for architectural and structural elements and for a change in occupancy.
- When dividing an existing space into multiple spaces, a separate building permit is required for each.
- Electrical permit for all electrical installations and fire alarm systems.
- Mechanical permit for heating and air conditioning systems (HVAC), chemical exhaust systems, range hoods, etc.
- Plumbing permit for plumbing, fire sprinkler and gas installations.
- Health Department permit for food service establishments, private schools and daycare facilities.

DOCUMENTS REQUIRED

When applying for permits, you must submit the following documents. To obtain the applicable forms, visit our website at www.herndon-va.gov.

- Commercial addition or alteration application
- Construction Plans (see page 2)
- Asbestos Form
- Owner Affidavit or Current Virginia State Contractors License
- ADA Form

PLANS CHECKLIST

When applying for a permit, you must submit three copies (four copies if Health Department review is required) of plans. Plans must clearly illustrate the nature of the work to be performed and must show the information and meet the requirements listed below.

GENERAL

- Minimum scale of 1/8 inch = 1 foot.
- Minimum sheet size: 21 x 30 inches; no pencil
- Code year used for the design (see regulations)
- Name, address, and occupation of the building designer
- If prepared by a Virginia registered architect or professional engineer, the plans must bear the original signature, seal and date
- Tenant name, address of the building, floor, and suite number
- Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings etc)

Shop Drawings

Shop drawings and manufacturer's data for fire alarm systems, flammable/combustible liquid tanks, sprinkler systems, range hoods or other fire protection systems require a review from the Fire Department after permit issuance. Submit your drawings at the Burkholder Building, 10700 Page Avenue in Fairfax. Call 703-246-4800 for more information

ARCHITECTURAL

- Use Group(s) and type of construction
- Architectural plan(s) showing the dimensions and use of all rooms, including design occupant loads.
- All fire resistance design numbers when fire-rated assemblies are required
- Dimensions of all corridors and aisles
- All Exits
- Door and hardware scheduled, including special locking devices
- Partition Schedule
- Floor to ceiling height and height from floor to underside of lowest structural member
- Fire sprinkler system monitoring information
- Any additional details or sections necessary to accurately depict intended construction

FIRE PROTECTION

- Fire Sprinkler Information
- Standpipes, fire hose valve location
- Fire alarm locations and candela ratings
- Card reader for card reader doors
- Push button and control sensors for access control doors
- Emergency generator information, to include
 - ✓ Tank Capacity
 - ✓ Type of fuel
 - ✓ Associated underwriters laboratory design number
- Range hood fire protection information to include location of manual Pull (10 to 20 feet from hood along path of egress)
- Other specialized detection and suppression system(s)
- Medical gas
- Petroleum and liquefied petroleum gas storage tank and distribution systems
- Schedule of hazardous chemicals used or handled in the space to include:
 - ✓ Quantity
 - ✓ Storage method
- Fixture details, e.g., shelving, racks, stock/storage

Regulations...

Virginia Construction Code

- 2009 International Building Code
- 2009 International Energy Conservation Code
- 2009 International Plumbing Code
- 2009 International Mechanical Code
- 2009 International Fuel Gas Code
- 2008 National Electrical Code

Virginia Rehabilitation Code

- 2009 International Existing Building Code

International codes are available for view (NEC excluded) online purchase at iccsafe.org. The electrical code is available for purchase at nfpa.org.

ELECTRICAL

- Floor plan showing luminaries, receptacles, branch circuits (and home-runs) panels, equipment and battery packs
- Symbol legend
- Panel and equipment schedules
- Riser diagrams when new panels are installed or existing panels are upgraded. Ensure size of feeder conductors, insulation types, conduit sizes and main over-current protection are indicated.
- Load calculations if load is being added to panels
- If a new sub-panel received added power from an existing panel, provide:
 - ✓ Panel rating indicating if panel is MCB (main circuit breaker) or MLO (main lug only)
 - ✓ If MLO, indicate the size of the overcurrent protection
 - ✓ If MCB, indicate the sizes. Feeder conductor sizes and Insulation types.
 - ✓ Clear, evident and specific circuit identification directory
 - ✓ Load calculations of existing panel
 - ✓ Fuse or circuit breaker sizes
 - ✓ Indicate if there are taps. If achieved by drilling or altering The lugs, note field testing is required.
 - ✓ Provide the transformers rating, corresponding feeder Conductor sizes, voltage levels, overcurrent protection ratings and ground conductor sizes
- Provide the following when adding loads to existing panels:
 - ✓ Panel schedule
 - ✓ Size of feeder conductor, MCB
 - ✓ Size of the feeders MLO overcurrent protection
 - ✓ Load calculations
- Attach a completed electrical energy certification form

Is a seal required?

Some drawings, based on specific thresholds are required to be signed and sealed by a registered design professional in the Commonwealth of Virginia.

Electrical Tip

If the existing load is unavailable and cannot be calculated, use the exact connected load of the existing panel from the utility company. You may also use the actual amperes connected to the highest loaded phase of the feeder or service over a minimum 30-day period.

MECHANICAL

- Location of new and existing equipment
- Equipment data for the HVAC system to include:
 - ✓ Make, model number, BTU rating for heating and cooling
 - ✓ Total supply and outdoor air capacities of each air handling unit
- Duct, piping layout for the HVAC system to include:
 - ✓ Main trunk and branch sizes
 - ✓ Size and CFM of all registers
 - ✓ Location of all equipment and outside air intake and exhaust air opening locations
- Boiler details and all safety devices
- Detailed shop drawings for commercial hoods to include:
 - ✓ Hood dimensions
 - ✓ Construction material
 - ✓ Size, number and type of filters
 - ✓ Output of exhaust
 - ✓ Size and number of ducts
 - ✓ Method of providing make-up air and amount
 - ✓ Evidence of compliance with Chapter 5 of the International Mechanical Code or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.
 - ✓ Location of fire and smoke dampers and smoke detection devices
 - ✓ Mechanical smoke control system details

PLUMBING

- Demolition plan indicating fixtures to be relocated or removed and location of the capped piping.
- Number of plumbing facilities
- Floor plans indicating new and existing plumbing fixtures and connections between new and existing piping
- Complete riser diagram
- Fixture schedule to include fixture information, waste, vent, gas, water connection sizes, backflow preventers, other water control equipment
- Gas piping riser diagram to include new and existing equipment and pipe sizes
- Gas piping size information to include:
 - ✓ Inlet pressure
 - ✓ Pressure drop
 - ✓ Specific gravity
 - ✓ Fully developed length
 - ✓ BTU rating for all equipment

What are Fixture Units?

A drainage fixture unit or DFU is a value assigned to a plumbing fixture that measures its probable discharge into the Town sanitary sewer. For instance, a lavatory is 1 DFU and a water closet is 4 DFU's.

HEALTH – Food Service

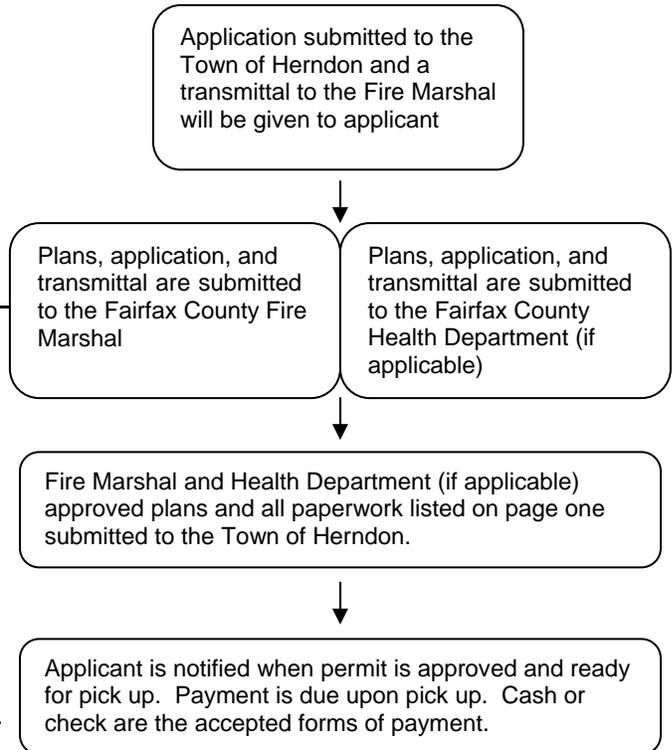
- Food service menu
- Details of equipment, i.e., water heater, to include:
 - ✓ Manufacturer and model number
 - ✓ Output and recovery rate for producing 140 degrees F water
- NOTE: all equipment must be commercial standard and NSF or Underwriters Laboratory listed
- Layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar area
- Plumbing riser(s) and waste water diagrams
- Seating capacity and type of food service, i.e., carry-out, delivery or sit down
- Finish schedule of floors, walls and ceilings, including type of material and color. In some cases, a sample finish may be required

HEALTH – Private School and Daycare Facility
(excluding religious facilities)

- Child-size toilets
- Area of playground
- Water supply system
- Sewer disposal system

PERMIT PROCESS

When applying for the building permit, bring the required documentation listed on page one to the Town of Herndon Building Inspections Office, fax or email. Staff will provide you with a transmittal to take the plans to the Fairfax County Fire Marshal's Office and the Fairfax County Health Dept. (if applicable). Please refer to the chart on the right to help guide you.



BUILDING PLAN REVIEW

Code compliance of the plans is verified by Building Plan review staff. For the status of your review and review comments please call the Town of Herndon at 703-435-6850.

EXTERIOR CHANGES

All exterior changes must be approved by the Department of Community Development before a building permit application can be submitted. Required documents include: Commercial Add/Alteration Building Permit application, current Virginia Contractors License or Owners Affidavit, three sets of detailed plans, and two copies of the approved site plan/plat.

TRADE PERMITS

Mechanical, electrical and plumbing permits can be issued only after the building permit has been issued.

INSPECTIONS

You are required to obtain inspections from the Town for your tenant layout. Please review the following when requesting an inspection.

- The Town must be notified when the stages of construction are reached that require an inspection
- Ladders, scaffolds and other equipment necessary to access construction must be provided to the inspector
- Inspections are scheduled 24 hours in advance. Please call our office the business day before you want the inspection at 703-435-6850 between the hours of 8:00am - 4:30pm
- You will have the option to schedule your inspection for AM (9:00am-12:00pm) or PM (1:00pm-4:00pm)
- To schedule an inspection the following information is required:
 - ✓ Permit Number
 - ✓ Contractor Name
 - ✓ Type of Inspection
 - ✓ Job Address
 - ✓ Contact Telephone Number