

Residential - New Construction
Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone (703) 435-6850

[E-Mail: buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



All items on this checklist must be included with this application. If not, the application will be returned and the applicant will be required to reapply.

Completed building permit application

State Contractors License OR Owners Affidavit

Complete set of plans, to include all trades

Copy of Contractors Town of Herndon Business License if contract value is over \$25,000

Proof of Engineering Approval

\$135 Plan Review Fee

Review Process

- STEP 1.** Contact Engineering and Zoning to see what approvals are needed prior to applying for a building permit. planreview@herndon-va.gov and community.development@herndon-va.gov
- STEP 2.** Submit all required documents (check list above) by emailing: buildinginspections@herndon-va.gov
- * Town of Herndon review time is approximately 4-6 Weeks for new construction
- STEP 3.** You will be notified by email once the application has been approved and is ready for payment.
- STEP 4.** Once you have made payment, and responded to the email with the confirmation number, your permit and approved plans will be emailed to you.
- STEP 5.** Begin Work
- STEP 6.** Schedule inspections one business day in advance by emailing: buildinginspections@herndon-va.gov. Be sure to include the information below in your request:
- Permit Number
 - Contractor Name
 - Type of Inspection
 - Type of Permit (building, mechanical, electrical, plumbing)
 - Job Address
 - AM or PM
 - Telephone Number of person on site
 - Virtual inspection: FaceTime or Google

NEW SINGLE FAMILY DWELLING

Town of Herndon - Building Inspections

777 Lynn Street 2nd Floor Herndon, VA 20170

(703) 435-6850 buildinginspections@herndon-va.gov



PROJECT INFORMATION

Project/Subdivision Name: _____

Property Address: _____ Lot #: _____

House Type: _____ Elevation: _____

Added Options: _____

PRE-APPLICATION REQUIREMENTS

Site plan and Zoning approval must be obtained PRIOR to applying for a building permit. Contact information for both site plans and Zoning are below.

Engineering Planning (Site Plan)

planreview@herndon-va.gov

703-435-6853

Community Development (Zoning)

community.development@herndon-va.gov

703-787-7380

REQUIRED DOCUMENTS

- Completed Building Permit Application
- Virginia State Contractors License OR Owners Affidavit
- Geotechnical Report
- Digital plan to include architectural, mechanical, electrical, and plumbing
- Energy calculations showing compliance of the building envelope
- Proof of Site Plan Approval
- Proof of Zoning Approval

REQUIRED COMPONENTS

- Signature, name, occupation, address, and seal of architect/engineer
- Minimum sheet size 18" x 24"
- Detailed scope of work on cover sheet to include:
 - Code year
 - Construction Type
 - Gross Square feet of project
 - Height of project
 - Project Name
 - Job Address
 - House Type
- Floor plan of each level to include dimensions and purpose of each room or space

- Cross-Sections & Details, with dimensions showing floor to ceiling height and height from floor to the underside of the lowest structural member
- Minimum 1/2 inch gypsum board applied to the garage side of the wall and living space separation and 5/8 inch applied to the garage ceiling separating living space above.
- Openings separating the garage and living space must be either solid wood 1 3/8-inch in thickness or be labeled as a 20-minute fire resistance rated door
- Sleeping rooms and habitable basements are required to be provided with a compliant emergency escape window or door to the exterior
- Interconnected smoke detectors wired to primary building power and battery back-up are required to be located: In each sleeping room; Immediately outside the sleeping rooms; On each story
- Minimum clear width of hallways, stairs and landings is 36-inches
- Complete stairway section showing the dimensions of the tread, riser, headroom, guard and handrail
- Guardrails required on porches, balconies or raised floor surfaces located more than 30-inches above the grade or floor below
- Door & Window Schedule to include hardware and locking devices
- Glazing in hazardous locations (i.e. walkways, doors, showers, bathtubs etc.) is required to be labeled safety-glazing
- Exterior Elevations including material types and construction
- Show required placement of ties between the masonry veneer to the structure
- Roof Plan: Showing slope, type of decking, type of covering and ventilation means
- Minimum insulation values are R-16 exterior walls, R-38 roof, R-19 crawl-space, R-30 between garage and living space above, R-10 for basement walls
- Identify all plumbing fixtures and location on the floor plans
- Indicate required 22 x 30-inch Attic access location
- Exhaust fans vented to the exterior or open-able window is required for bathrooms
- Structural Design Loads: Specify Dead & Live loads, Snow, Wind & Seismic loads
- Specify the minimum soil bearing pressure as designed
- Specify the compressive strength of all concrete
- Specify the Species and Grade of lumber to be used in construction
- Specify size and span for all headers
- Specify the type, grade and thickness of all structural wood panels used for wall, sub-floor and roof sheathing,
- Submit Structural Calculations for Support Beams, Girders, Headers, Columns & Footings roof trusses, open-web trusses or Truss-Joists®, Micro-Lam®, Para-Lam®, Glue-Lam® etc.)
- Foundation Plan showing dimensions, lay-out and column footings
- Show a Cross-section view of the footing indicating the depth below grade, width and thickness
- Specify the Lateral Soil Bearing Pressure assumed for the basement wall
- Show a Cross-section view of the foundation wall indicating the depth of backfill, type of wall, reinforcement, water-proofing and drainage method
- Indicate thickened slab areas for placement of load bearing walls – equivalent to that required for footings
- Cross-section view of the all concrete slabs - indicate the slab thickness, reinforcement, under-fill material and type of vapor barrier
- Show the location and size of the required foundation vents
- Show the location of the required minimum 18 x 24-inch crawlspace access door
- Show a cross-section view of the crawlspace showing the clearance from grade to the

- underside of structural members (i.e. girders, joists etc.)
- Show details of the front entry concrete stoop
- Show Details of anchoring the framing to the foundation; minimum 1/2-inch diameter bolts embedded minimum of 7-inches into concrete or masonry, spaced at 6' O.C.
- Framing plans to indicate the size, spacing, direction of span and length of span of all structural elements (i.e. girders, floor joists, ceiling joists and rafters etc.)
- Show Details of Connections of Framing members (i.e. posts and beam, ledger- boards, ledger board bolts and spacing, fitch-beams, joist hangers etc.)
- Show Cross-sections of Posts and Columns that accommodate loads imposed and transmit the resulting load to the supporting elements down to the foundation
- Specify the size and type of existing headers, beams, columns and footings required to support the floor load from the new and existing construction
- Identify locations of concentrated loads (i.e. mechanical equipment, oversized tubs etc.)
- Open-web roof (and floor) truss shop drawings may be submitted after plan review but prior to installation. Two sets are required with one set possessing the original seal and signature of the truss designer
- Clearly identify the location of all braced wall panels. Details are to include the size of panels, exterior and interior sheathing type, nailing schedule, all bracing, strapping, fastening and anchoring
- Specify if continuous sheathing, braced wall panels or alternate panels are designed as the exterior wall bracing method
- Incorporate APA braced wall panel details as applicable if designed for the alternate braced wall panel; minimum required aspect ratio for APA panels is 6:1
- Specify the material, sizes and spacing of the wall framing members (studs)
- Specify the material and sizes for masonry lintels
- Show construction of the exterior wall for the two-story open foyer
- Plans to indicate the size, spacing, direction of span and length of span of all ceiling joists and rafters
- Ceiling joists or collar ties located above the rafter bearing points require increased rafter sizes in accordance with Section R802.5
- Plans to indicate the size, type and support to the foundation of ridge beams for roof structures without ceiling joists (vaulted)
- Specify the size and type of existing headers, beams, columns and footings required to support the roof load from the new and existing construction
- Show the location of the electric service panel and metering equipment

HOW TO APPLY

Email all required documents to:
buildinginspections@herndon-va.gov

WHAT'S NEXT

- Your application will be reviewed by our Engineering Department, Community Development Department, and Building Inspections.
- Allow for approximately ten to fourteen business days PER department for approval.
- You will receive an email notification once your plan has been approved.

Building Permit Application

777 Lynn Street, 2nd Floor

Herndon, VA 20170

703-435-6850

buildinginspections@herndon-va.gov



Building Permit Number: _____

JOB LOCATION

Street Address: _____ Lot #: _____

Floor #: _____ Suite #: _____ Phase #: _____ *Tenant Name: _____

* All new tenants within the Town of Herndon are required to obtain a Town of Herndon Business License. If you have not done so, contact the Department of Community Development to begin the licensing process. Community Development can be reached at community.development@herndon-va.gov or 703-787-7380.

OWNER INFORMATION

Name: _____ Owner _____ Tenant _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER

Name: _____ Architect: _____ Engineer: _____

Address: _____ Phone#: _____

City: _____ State: _____ Zip: _____

License #: _____ Expiration Date: _____

** CONTRACTOR

Name: _____ Phone #: _____

State: _____ Zip: _____ License Classification: _____

License#: _____ Expiration Date: _____ Designation: _____

**Contractors who do over \$25k dollars worth of work a year within the Town of Herndon are required to obtain a Town of Herndon Business License. If you meet this criteria please contact our Finance Department at 703-435-6813 to begin the licensing process. Please be aware that your permit application will not be reviewed until a license is obtained.

APPLICANT

Name: _____ Phone#: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

TYPE OF WORK

Residential	Addition	Demo Interior	Describe Work: _____
Commercial	Alteration	Demo Structure	
Demo Accessory Structure			

ADDITIONAL INFORMATION

Est. Construction Cost: \$ _____ # Bedrooms _____ # Non-Sleeping Rooms: _____ # Stories: _____

Square Footage of Job: _____ # Bathrooms _____ Height of New Structure: _____ Roof Type: _____

USBC Code Year: _____ # Kitchens _____ Construction Type: _____ Garage: _____

Basement Finished: _____ Meter Size: _____ Footprint Sq. Ft. _____ Model: _____

Lien Agent: _____ Phone #: _____

Address: _____ State: _____ Zip Code: _____

Sign Dimensions: _____ Wall Mounted: _____ Free Standing: _____

COMMERCIAL WORK ONLY

If the base building permit was issued before January 1, 1985 you will need to submit an asbestos statement

Existing Bldg Compliance Method: _____ Prescriptive (IBC) _____ Performance _____ Work Area (Level 1-Level 2-Level 3) _____

SIGNATURE

I hereby certify that I have authority to make this application, the information is complete and correct, and the construction and use will conform to the building code, zoning ordinance and other applicable laws and regulations which relate to the property.

Signature of Owner or Agent: _____ Date: _____

Printed Name: _____ Title: _____