



Security Plan Requirements

Department of Planning & Development Review Bureau of Permits and Inspections

Policy

for public distribution

November

City of Richmond **SECURITY PLAN CHECKLIST**

All security projects require plans except for single family or duplexes. Two sets of bound plans shall be submitted. Where permitted by this handout a master electrician may prepare the plans provided the plans are of the same quality and detail as normally provided by an engineer. This checklist is to be used by the design professional to ensure his/her plans will meet the minimum standards required.

General

- Drawings and copies shall be neat and legible and all of the same size.
- Drawing shall be either 22" x 34" (D size) or 34" x 44" (E size)
- Drawings shall be at least 1/8" scale or larger. Standard architectural scales are required and all lettering shall be at least 1/8" in height. All electrical/mechanical rooms etc. shall be a minimum of 1/2" scale or larger.
- Each sheet shall be numbered
- Each plan shall have a complete title block. (see example below).
- Site work requires plans
- Show all the engineering details required in this checklist on the plans; providing this information in the specifications only is not sufficient.
- A legend shall be provided for all symbols.
- All spaces and rooms shall be labeled as to their use.
- Indicate occupancy load, use group, (if a change of use so indicate) and building construction type on plans.
- Where typical plans are utilized, provide additional copies as necessary to have an individual plan for each individual unit on each floor.
- New work shall be differentiated from that which exists
- Engineer shall **seal, sign** and **date** each sheet **OR**
- Master tradesman shall **sign** and **date** each sheet, where permitted—see electrical handout
- For small projects with less than 6 devices, the qualified individual may sign the plans provided the plans are of the same quality that an engineer would provide

Title Block

Show title block on each plan.

Sample Title Block

Project Name:	Project Address:	
Designer's Name:	Designer's License No. or Master No.:	
Telephone No:	Fax No:	
Email:	Scale:	
Title:		Sheet No:

Project Information- Must appear on front sheet of plans

Building Code Year:	Electrical Code Year:	Construction Type:
Use Group	Change of Use? Yes No	Occupancy Load:
Is project in flood plain?	BFE per NGVD1929:	DFE:

Codes

The design shall comply fully with the following codes. Specify on plans which edition the plans have been designed under.

Virginia Uniform Statewide Building Code- 2009

International Building Code IBC- IBC-2009

International Mechanical Code – 2009

International Plumbing Code – 2009

International Fuel Gas Code – 2009

ICC/ANSI A117.1 accessibility standards – 2009

International Energy Conservation Code - 2009

National Electrical Code 2008

ASME A17.1-2007 Elevator Code.

Floor Plans / Fire Assemblies

Label all fire rated assemblies, firewalls, fire separation walls as to their rating in hours on all electrical plans. No exceptions!

Provide UL listed fire-stopping detail as found in the latest edition of the UL Fire Resistance Directory for the type of through penetration used – see www.ul.com if help is needed.

If no rated assemblies are on the project put a note on the plans to that effect

If no rated assemblies will be penetrated state that on the plans

Make the indications of rated assemblies easy to pick out from the rest of the plans using darkened lines or hatched lines that show up well

Flood Plain

Show Design Flood Elevation on title sheet **OR** state “ **Not in flood plain**” on plans

Design Flood Elevation is the NGVD29 Base Flood Elevation plus 12 inches

Show floor elevations and flood elevations on each floor plan

Revised Plans

Revised plans are required to be the same size as original plans

Provide clouds around new areas of change with numbered revision triangles and remove clouds from previously issued revision(s).

Provide revision triangles with number, description and date

Provide a complete list of all electrical drawings include all revisions and dates

Do not skip revisions, submit all revisions for review that affect the permit when they are issued; do not wait until 2 or 3 revisions have been made to submit for review.

Plan Review Procedure

Plans will be reviewed in the order they are received.

Plans that require additional information or that have code deficiencies will have a plan review comments sheet emailed if an email address is available or the comment will be faxed to the applicant and designer.

It is the applicant's responsibility to get the revised plans submitted within 30 days.

Failure to get revised plans back within 30 days will result in the permit being denied.

Approved plans and permit will be at the front counter for pickup by the applicant

Floor Plans

Show location of all devices

Provide riser diagram showing each panel and device along with wiring type, conduit sizes, number of wires in each conduit

Use Group	Description	1 To 3 Stories	Over Three Stories	0 to 800 Amp Service	Over 800 Amp Service	0 to 600 Volts	Over 600 Volts
A1A	Theater With Stage	Seal	Seal	Seal	Seal	Seal	Seal
A1B	Theater - No Stage	Seal	Seal	Seal	Seal	Seal	Seal
A2A	Night Club	Seal	Seal	Seal	Seal	Seal	Seal
A2B	Restaurant	Seal	Seal	Seal	Seal	Seal	Seal
A3B	Museum/Art Gallery	Seal	Seal	Seal	Seal	Seal	Seal
A3C	Library, Exhibits	Seal	Seal	Seal	Seal	Seal	Seal
A3D	Passenger Terminal	Seal	Seal	Seal	Seal	Seal	Seal
A3E	Recreation Center	Seal	Seal	Seal	Seal	Seal	Seal
A3F	Lecture Hall	Seal	Seal	Seal	Seal	Seal	Seal
A3G	Restaurant Fast Food	Seal	Seal	Seal	Seal	Seal	Seal
A3H	Church	Seal	Seal	Seal	Seal	Seal	Seal
A3M	Misc Assembly	Seal	Seal	Seal	Seal	Seal	Seal
A4A	Recreation Center	Seal	Seal	Seal	Seal	Seal	Seal
B1	Business: Auto Dealership	(1)	(2)	(1)	Seal	(1)	Seal
B2	Business: Doctor's Office	(1)	(2)	(1)	Seal	(1)	Seal
B3	Business: Bank	(1)	(2)	(1)	Seal	(1)	Seal
B4	Business: Car Wash	(1)	(2)	(1)	Seal	(1)	Seal
B5	Business: Fire Station	(1)	(2)	(1)	Seal	(1)	Seal
B6	Business: Funeral home	(1)	(2)	(1)	Seal	(1)	Seal
B7	Business: Laundry	(1)	(2)	(1)	Seal	(1)	Seal
B8	Business: Medical offices	(1)	(2)	(1)	Seal	(1)	Seal
B9	Business: Offices	(1)	(2)	(1)	Seal	(1)	Seal
B10	Business: Miscellaneous	(1)	(2)	(1)	Seal	(1)	Seal
E1	Education: School 1 to 12	Seal	Seal	Seal	Seal	Seal	Seal
EE2	Daycare over 2 ½ years	Seal	Seal	Seal	Seal	Seal	Seal
F1	Factory Moderate Hazard	Seal	Seal	Seal	Seal	Seal	Seal
F2	Factory Low Hazard	Seal	Seal	Seal	Seal	Seal	Seal
H1-5	High hazard	Seal	Seal	Seal	Seal	Seal	Seal
I1	Group Home 6 or More	Seal	Seal	Seal	Seal	Seal	Seal
I2A	Institutional Incapacitated	Seal	Seal	Seal	Seal	Seal	Seal
I2B	Day Nursery	Seal	Seal	Seal	Seal	Seal	Seal
I3	Institutional Restrained	Seal	Seal	Seal	Seal	Seal	Seal
I4B	Child care 5 or more under 2.5 years	Seal	Seal	Seal	Seal	Seal	Seal
M1	Retail: Convenience Store	(1)	(2)	(1)	Seal	(1)	Seal
M2	Retail: Department Store	(1)	(2)	(1)	Seal	(1)	Seal
M3	Retail: Supermarket	(1)	(2)	(1)	Seal	(1)	Seal
M4	Retail: Store	(1)	(2)	(1)	Seal	(1)	Seal
M5	Retail: Service Station	(1)	(2)	(1)	Seal	(1)	Seal
R1H	Hotel	(1)	(2)	(1)	Seal	(1)	Seal
R1M	Motel	(1)	(2)	(1)	Seal	(1)	Seal
R2A	Dormitories	(1)	(2)	(1)	Seal	(1)	Seal
R2B	Multifamily - 3 or more units	(1)	(2)	(1)	Seal	(1)	Seal
R3	1&2 Family over 3 stories	(4)	(4)	(4)	Seal	(4)	(3)
R4	Assisted Living	(4)	(4)	(4)	Seal	(4)	(3)
R5A	1 Family attached 1-3 Stories	(4)	(4)	(4)	Seal	(4)	(3)
R5B	2 Family attached 1-3 Stories	(4)	(4)	(4)	Seal	(4)	(3)
R5C	1 family detached 1-3 Stories	(4)	(4)	(4)	Seal	(4)	(3)
R5D	2 Family Detached 1-3 Stories	(4)	(4)	(4)	Seal	(4)	(3)
S1	Storage Moderate Hazard	(1)	(2)	(1)	Seal	(1)	Seal
S2	Storage - Low Hazard	(1)	(2)	(1)	Seal	(1)	Seal
U	Temporary, Miscellaneous	(1)	(2)	(1)	Seal	(1)	Seal
ANY	Hazardous Location	Seal	Seal	Seal	Seal	Seal	Seal

Seal- Engineer's Seal Required

- (1) Master Electrician or Contractor's qualified individual on state license can do drawings if of same quality as a professional engineer would normally submit
- (2) Master Electrician or Contractor's qualified individual on state license can do drawings if of same quality as a professional engineer would normally submit,
- (3) if work involves only branch circuits 30 amps and under, no panels or feeders included
- (3) Voltages over 600 volts not permitted in this use
- (4) No plans are required



Department of Planning & Development Review

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2011

Bureau of Permits & Inspections
900 E. Broad Street, Room 110
Richmond, Virginia 23219

Phone: 804-646-4169
Fax: 804-646-6948



“Committed to Building a Better Richmond Together”

Reference Documents for this Policy:

- 2009 International Building Code
- 2008 National Electrical Code
- 2009 International Model Energy Code

Important Phone Numbers:	Electrical Plans	Permits for:	Zoning: 646-6340
Main Number: 646-4169	Review: 646-3611	Sewer Connection, On-site	Fax Number: 646-6948
Single Family Plan Review:	Mechanical Plans	Storm Sewer , Driveways,	Permit Fax: 646-1569
646-6975	Review: 646-6982	Work in Streets & Alleys,	
Structural Plans Review:		Land Disturbing;	
646-6978		Flood Plain Information;	<i>For Inspection Requests,</i>
Plumbing Plans Review:		Chesapeake Bay Preserva-	<i>please use our automated</i>
646-6979		tion Program:	system, SPANLINK:
		646-6956	646-0770