



Mathews County Building Department

50 Brickbat Rd. Mathews VA 23109

Phone: (804) 725-7171 Website: <https://www.mathewscountyva.gov/>

Scope of Work Guide for Commercial Buildings & Structures

- All work must comply with the Virginia Existing Building Code.
- An Asbestos Certification Form must be completed and submitted.

911 Address	
Tax Map Number	
Flood Zone	

Existing Use Group	
Existing Construction Type	
Proposed Use Group	
Construction Type	

Below is a list of typical areas, features, etc. that should be included in the scope of work; this list is not all inclusive. All plans that are submitted must be drawn to scale, be legible and submitted electronically.

Fire & Smoke Protection Features

Interior Finishes

Fire Protection Systems

Means of Egress

Accessibility

Interior Environment (HVAC)

Energy Efficiency

Exterior Walls

Roof Assemblies & Rooftop Structures

Structural Design/Members

Mechanical

Electrical

Plumbing

Elevators, Lifts, etc.

Special Construction

Please see the attached guide regarding the Virginia Existing Building Code.

Construction documents shall be submitted with the application for a permit. The work proposed to be performed on an existing building or structure, shall be classified on the construction documents as repairs, alterations, change of occupancy, addition, historic building, and/or moved building. All work areas shall be identified on the construction documents. Alterations shall further be identified as Level 1, Level 2, and/or Level 3.



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Guide to the 2021 Virginia Existing Building Code (Part II of the 2021 USBC)

Chapter 1	Administration Chapter 1 of the VCC (Part I of the USBC) shall apply as well
Chapter 2	Definitions
Chapter 3	General Provisions and Special Detailed Requirements (the applicable provisions of this chapter shall apply to all work)
Chapter 4	Accessibility (the applicable provisions of this chapter shall apply to all construction, repairs, alterations, etc)
Chapter 5	Repairs
Chapter 6	Alterations <ul style="list-style-type: none">• Level 1• Level 2• Level 3
Chapter 7	Change of Occupancy
Chapter 8	Additions (must comply with the 2021 VCC or the 2021 VRC)
Chapter 9	Historic Buildings
Chapter 10	Moved Buildings & Structures (new foundations must comply with the 2021 VCC or the 2021 Virginia IRC)
Chapter 11	Retrofit Requirements (certain provisions in this chapter may apply)
Chapter 12	Construction Safeguards (this chapter applies to all proposed work)
Chapter 13	Reference Standards
Chapter 14	Compliance Alternative- Change of Occupancy

All buildings constructed prior to January 1, 1985 must submit an Asbestos Certification Form

Important Note regarding buildings and structures in a flood zone (FEMA designated SFHA):

An elevation certificate is required and a substantial improvement determination will be completed.

If work constitutes substantial improvement, the building or structure must be brought into full compliance with the flood provisions in the Virginia USBC and the Mathews County Floodplain Management Ordinance.

Any new construction (addition) must be in full compliance with the flood provisions in the Virginia USBC and the Mathews County Floodplain Management Ordinance.