



Guidelines for Phased Approval of Construction Documents

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This guideline provides clarification and procedures for the Virginia Construction Code, Section 109 Construction Documents – Phased Approval. The Phased Approval process includes Deferred Submittals, Delegated Designs, and Shop Drawings.

Definitions:

Phased Approval – A permit issued for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of the Virginia Construction Code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

Deferred Submittal – The deferral of any portion of the design/construction documents that are not submitted to the County at the time of permit/plan application. The Registered Design Professional (RDP) in responsible charge shall list the *deferred submittals* on the construction documents for review by the Building Official.

Delegated Design – A design that the Structural Engineer of Record (SER) did not provide to the County for review/approval, which has been delegated to another individual. All *delegated designs* will require an RDP's seal and signature.

Shop Drawing - Drawings or cut sheets produced by a fabricator that are reviewed and stamped approved by the project's RDP to confirm that the fabricator's production design is consistent with the RDP's County-approved, Code-compliant design.

Permit/Plan Submission Requirements:

Phased Approval - The RDP will need to submit a phasing plan indicating the project scope, including a project schedule indicating a projected plan submission and construction timeline, at the time of permit/plan submission. The phasing plan is subject to approval by the Building Official.

Deferred Submittal – At the time of the initial permit/plan application submission, the RDP will need to provide a list of design items on the submitted construction documents indicating



which design items will be deferred, to include a projected schedule for when the deferred design items are to be submitted to the County for review and approval. The deferred submittal must be submitted as a plan revision to the original submission.

Delegated Design – All design items designated as *delegated* by the SER must be submitted as a plan revision to the original plan submission for review and approval.

Shop drawings - Per the County's [Special Inspection Manual](#), the project's RDP must submit a list of pre-determined shop drawings to Special Inspections before permit issuance. All drawings and cut sheets produced by the fabricator that the project's RDP has stamped approved must also be submitted to Special Inspections for review and approval.

Examples:

Below is a list of examples for illustration purposes only to help clarify the different types of phased approvals.

Phased Approval: Shell Buildings, New Data Center Policy Buildings, Public Schools

Deferred Submittal: Pre-engineered metal building, Gravity load-bearing cold-formed steel, Accessory structures

Delegated Design: Vibrator stone columns, Pre-cast concrete connections, Roof-top solar

Shop Drawings: Concrete mix designs, Structural steel, Concrete reinforcement

[Attachments/Hyperlinks](#)

[Shell Building Process \(Commercial Partial Permitting\)](#)

[New Structure – Data Center Buildings](#)

[Special Inspection Manual](#)