



# Commercial Electrical Plan Checklist

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1. Indicate “Use” of structure. ie: Business, Mercantile, Assembly, Factory, etc. per Chapter 3 of *VA Construction Code*.  
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2. Indicate “Construction Type” ie: I, II, III, IV, V per Chapter 6 of *VA Construction Code*.  
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3. Indicate “Occupant Load” per Chapter 10 of the *VCC and NEC 518* if applicable.  
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4. Indicate Number of stories and whether sprinklered or not.  
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5. All rooms and spaces shall be labeled indicating their use.  
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6. Indicate location of new and existing “Exit/Emergency” (where alteration affects path of egress illumination) per Chapter 10 *VCC*.  
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7. Indicate wiring methods and sizes on plans.  
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8. Indicate size and location of existing as well as new service/feeder panels.  
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9. Upload load calculations where applicable per NEC 220.  
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10. Provide “Fault Current” letter where applicable.  
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11. Upload Service and/or Feeder Riser diagram including voltages and transformer sizes and locations where applicable.  
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12. Show “Grounding Details” for any new service or transformers.  
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13. Upload Panel Schedule. Differentiate between existing and new ckts.  
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14. Upload both “Power” and “Lighting” plans.  
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15. Upload Fixture Schedule including “ComCheck” or indicate why job is exempt per *Virginia Energy Code*.

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16. Provide a Legend for all symbols.

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17. Indicate all Fire Walls, Fire Barriers etc. with “hatch marks” on plans and provide UL penetration details matching the type of penetration used.

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18. If A/E seal is not required per the VUSBC, then the individual “Master Electrician” that designed the electrical system shall sign, date and provide address on each page. Note that the Building Official MAY require an A/E seal on a case-by-case basis even when not required by the VUSBC.

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19. Indicate new and/or existing fire alarm devices where included in your scope of work. (Separate Fire Alarm permit required if altered or added)

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