



January 5, 2021

RE: Excerpts from 2019 US V.I. Code – Title 29 – Public Planning & Development; Chapter 5 – Building Code

In order to develop a building site and build a permanent residence the following is required by the Department of Planning & Natural Resources. The following are excerpts from the Code.

Subchapter II - Permits, Appeals, and Fees

§ 294. Permits

Universal Citation: V.I. Code tit. 29, § 294 (2019)

- (d) Application for permits. Applications shall be made by completing and submitting two copies each of application forms as furnished by the Department of Planning and Natural Resources. These forms shall require, and the applicant shall furnish thereon and therewith the following:
 - (1) A general statement of the proposed work;
 - (2) Location of the proposed work by plot number, estate, and quarter or house number, street, and quarter;
 - (3) Use and occupancy of the proposed structure;
 - (4) Names and mailing addresses of owner of structure, owner of plot, and applicant;
 - (5) Names and addresses of all engineers, architects or contractors who will supervise the work, unless the work is exempt under section 298(a) of this title and the names and addresses of all subcontractors who will perform the work;
 - (6) Receipt from the Department of Planning and Natural Resources showing that a nonrefundable deposit of \$2 has been paid on the permit fee;
 - (7) Other information which may reasonably be required by the Commissioner in order to enforce the provisions of this chapter and pertinent rules and regulations;
 - (8) When the estimated value of the proposed construction exceeds \$1,000, the application forms shall be accompanied by two sets of plans and specifications, and a separate set of plans and specifications shall be delivered to the Director of the Virgin Islands Fire Service for inspection for compliance with fire safety regulations pursuant to Title 23, section 603a of this Code.

- (e) Plans. Plans are required to make possible the checking of the proposed work for structural soundness and stability as to accepted engineering practice and to ascertain compliance with other requirements of this chapter, and other applicable laws, rules and regulations. Therefore, for all new construction and additions, the following shall be shown on the plans:
 - (1) Plot plan to scale showing the location of existing structures on the same and on adjoining lots, the proposed structure, adjacent streets or roads, and existing and proposed septic tanks, seepage pits, and cisterns;
 - (2) Dimensioned foundation plan showing size, location, and spacing of reinforcing steel;



- (3) Dimensioned floor plan with columns, plumbing fixtures, window and door openings, and stair wells located thereon. Wall thicknesses shall also be indicated on the floor plans;
- (4) Roof Plan. If roof is frame type; member sizes, species, grade, spacing and method of securing to walls should be shown. Type, thickness and layers of covering shall be specified. If roof is concrete, thickness, and reinforcing steel size, location, and spacing shall be shown;
- (5) Cistern plan (may be part of foundation, floor, and elevation plans): all dimensions; location and size of cistern overflow; size, spacing and location of all reinforcing steel shall be shown;
- (6) Sewage disposal system;
- (7) Plumbing system. Location and sizes of fixtures shall be shown;
- (8) Electrical system. Location and type of outlets shall be shown;
- (9) Identified, dimensioned section views of all typical structural members such as columns, column pads, footings, beams, cantilevers, and slabs showing size, spacing, and location of all reinforcing steel. If house is frame type, the stud size and spacing, thickness of covering materials, and method of securing wood frame to foundation shall be shown;
- (10) Front, rear and side elevations showing openings and sizes, flashing, present and finish grades, depths of footings, finish floor and ceiling heights;
- (11) For additions, the methods of securing the proposed construction to existing construction shall be shown;
- (12) For alterations, the drawings shall show the structural details of all items involved in the work including existing associated structural members. The proposed modification of the existing floor plan shall be shown and the requirements of items (2) through (9) shall apply for the part of the structure involved in or affected by the alteration;
- (13) All sheets of the drawings shall bear the name of the draftsman, engineer, architect or other person who prepared them;
- (14) The Commissioner may require that computations and stress diagrams be submitted by the applicant where such are necessary to demonstrate the structural soundness of the proposed construction.