



Specially Adapted Housing (SAH) Program Builder Informational Series

Plans and Specifications: An Overview

Plans and Specifications for SAH Construction Projects



As an approved SAH builder, it is important that you are familiar with the types of construction plans and level of detail required for projects under the Specially Adapted Housing (SAH) grant program.

Plans and specifications are critical to the grant approval process, as they illustrate the proposed adaptations and provide a detailed list of the materials that will be used for construction.

Plan Requirements by Construction Type

Construction plans are usually required for all cases although the exhibits and levels of detail within the required construction plans depend upon the type and scope of the proposed project. The plan requirements for each of the four types of construction are listed below.

Type of Project	VA Plan Requirements
New Construction	Full set of construction plans
Renovation with an Addition	Floor plan, plus other necessary exhibits
Renovation without an Addition	Floor plan
Installation Only	None



*You can learn more about the plan requirements for each project type in these other titles in our Builder Informational Series: **Plans & Specifications: New Construction**, **Plans & Specifications: Renovation with an Addition**, and **Plans & Specifications: Renovation without an Addition & Installation-Only**.*

Plans for the Proposed Adaptations

The Veteran may hire an architect or draftsman at their own initial expense to create a set of plans and specifications that illustrate the proposed adaptations. This allows builders to bid off the same requirements.

If the Veteran does not have initial plans created, as the selected builder, you will be responsible for drafting (either personally or through the use of an architect or draftsman) and submitting the plans to the VA Regional Loan Center (RLC) for approval.

Plans will be reviewed to ensure they demonstrate compliance with the minimum property requirements (MPRs) of the SAH program prior to final grant approval.

Reminder

Drawings must be very **clear** and **specific**.
Architectural drawings are desirable, but not required.

Construction cannot begin until the project is approved and grant funding is in place.



Signing Final Version of Plans



In order to ensure that you and the Veteran are in total agreement regarding the plans, the final version of the plans must be signed and dated by both you and the Veteran.

In most cases, it is not necessary for every page to be signed and dated. For example, if the dated plans are a cohesive set with page numbers, it is acceptable for you both to sign and date one page, preferably the first page or title page.

However, pages revised after the date of the Veteran's signature must be signed and dated by the Veteran and you, the builder.

Plans that are not submitted as a set must be signed and dated by both you and the Veteran on every page.

Referencing Plans and Specifications in the Contract

To ensure that you and the Veteran are in total agreement regarding the proposal as a whole, the contract must incorporate by reference, the final signed and dated version of the plans, specifications, and description of materials approved by VA.

It is sufficient to reference the plans and specifications by date or version number, so long as it is clearly visible on the documents. To ensure the correct plans are being considered, if the plans are updated with new signatures and dates, then the reference to them must also be updated in the contract or contract addendum.

IMPORTANT!

Ensure the date or version listed in the contract is the same date the plans, spec sheets, etc. are signed and dated.

After final grant approval, any changes to the elements specified in the original approved contract will require a written change order signed by all parties to the contract and is subject to VA approval. More information can be found in the following title in our Builder Informational Series: **Change Orders.**

Description of Materials

Along with the plans, you must provide a complete list of materials. The list of materials must include enough detail so that it may be relied upon for compliance inspections and mediating potential construction disputes. Ideally, this document would incorporate the Cost Breakdown.

You may use any format you like to provide the materials list; however, [VA Form 26-1852](https://www.vba.va.gov/pubs/forms/VBA-26-1852-ARE.pdf), Description of Materials (<https://www.vba.va.gov/pubs/forms/VBA-26-1852-ARE.pdf>) is available and can help ensure that all necessary details are included in your submission.

All parties to the contract must sign and date the completed list of materials.

5. EXTERIOR WALLS

Wood frame wood grade, and species _____ Corner bracing Building paper or felt _____

Sheathing thickness _____ width _____ solid spaced o.c. diagonal

Siding grade _____ type _____ size _____ exposure _____ fastening _____

Shingles grade _____ type _____ size _____ exposure _____ fastening _____

Stucco thickness _____ Lath _____ weight _____ lb.

Masonry veneer _____ Sills _____ Lintels _____ Base flashing _____

Masonry solid faced stuccoed total wall thickness _____ facing thickness _____ facing material _____

Backup material _____ thickness _____ bonding _____

Door sills _____ Window sills _____ Lintels _____ Base flashing _____

Interior surfaces (dampproofing) _____ coats of _____ furring _____

Additional information _____

Exterior painting material _____ number of coats _____

Gable wall construction same as main walls other construction _____

6. FLOOR FRAMING

Joists wood, grade, and species _____ other _____ bridging _____ anchors _____

Concrete slab basement floor first floor ground supported self-supporting mix _____ thickness _____

reinforcing _____ insulation _____ membrane _____

Fill under slab material _____ thickness _____

Additional information _____

7. SUBFLOORING (Describe underflooring for special floors under item 21)

Material grade and species _____ size _____ type _____

Laid first floor second floor attic _____ sq. ft. diagonal right angles

Additional information _____

8. FINISH FLOORING (Wood only. Describe other finish flooring under item 21)

Location	Rooms	Grade	Species	Thickness	Width	Blg. Paper	Finish
First floor							
Second floor							

Other Specifications

In addition to the list of materials, you must supply manufacturer's specification sheets for flooring, appliances, and special equipment.

For lighting and plumbing fixtures, it is acceptable to provide a budget allowance rather than specific item descriptions.

All parties to the contract must sign and date each manufacturer's specification sheet.

For multiple page spec sheets, if the pages are numbered, then only the first page must be signed and dated. (This applies to each different specification, such as flooring, furnace, etc.)

Customer preference items, such as colors and finishes for paint and flooring, are not required for grant approval.

However, it should be noted that customer preference items are often the source of construction disputes.

To reduce the likelihood of a construction dispute, it is advised that you obtain and provide proof of customer preference selections.



How to Learn More...

To learn more about the requirements for SAH plans and specifications or to find out more about the SAH program and the builder-specific requirements for participating in this meaningful program, check out the other titles in our Builder Informational Series.