

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 28, 2004
TO: PERMIT APPLICANTS
FROM: *Art Dahlberg*
ART DAHLBERG, DIRECTOR, CODE ENFORCEMENT
SUBJECT: PLAN REVIEW TIME FRAMES

Starting Monday, May 3, 2004, our plan review times will return to the original time-frames with some new exceptions as noted below. Your patience and understanding this past year was appreciated when the plan review time-frames were extended due to staffing concerns.

Type of Review	Previous Extended Time-Frames	New Time Frames starting 5/3/04
• Residential alterations, renovations, additions, repairs meeting criteria for "walk-thru" review	5 business days	same day
• Commercial alterations, additions, repairs meeting walk-thru criteria	5 business days	same day
• New Commercial Construction (ie: shell buildings)	30 business days	20 business days
• Commercial Alterations, renovations, additions, repairs, tenant build-outs and New Residential Single-Family Dwellings	30 business days	20 business days
• Residential alterations, renovations, additions, repairs not meeting "walk-thru" criteria	20 business days	10 business days
• New Sprinkler Systems	10 business days	7 business days
• Residential Revisions	25 business days	10 business days
• Commercial Revisions	25 business days	15 business days
• Stand-Alone trade reviews (plumbing, electrical or mechanical)	New Category	5 business days

In returning to our regular time-frames, our goal remains the same - to provide quality plan reviews as quickly as possible so as not to unnecessarily delay any construction projects. Your assistance in providing five sets (six sets when a Health Department review is required) of clear, complete, well dimensioned plans will assist us in performing a more thorough review. Projects not substantially in the design process prior to October 1, 2003 must be submitted under the 2000 International Building Code (IBC) or the 2000 International

Residential Code (IRC). Once plan review comments are provided to the applicant, the review goes on hold until responses are received. The quicker the responses, the quicker the review can be completed and permits issued! Plan review status may be tracked on-line using **Permit Tracker** found on <http://ci.alexandria.va.us/city/codeenforcement/permittracker>.

Staff welcomes the opportunity to discuss projects prior to the submission of plans. To schedule an appointment for a “pre-construction” meeting, please contact Gregg Fields, Supervisory Engineer, or Michelle Christopher, Secretary, on 703 838-4360. Our staff of engineering aides can also be reached on 703 838-4360 and will be glad to assist you by checking your submission in the automated permit tracking system or by answering questions about permit requirements or the plan review process. Permit applications and information about permit requirements, the plan review and construction process, new policies and procedures affecting construction, and other items of interest can be found in the Code Enforcement section of the City web site <http://ci.alexandria.va.us/city/codeenforcement>.

If you have any questions about this memo, please call 703 838-4360 to speak with:

- Virginia Clarke, Supervisory Administrative Officer
- Gregg Fields, Supervisory Engineer for Plan Review
- Maurice Jones, Supervisor, Fire Protection Systems
- Jannine Pennell, Deputy Director
- Art Dahlberg, Director

cc: Gary A. Mesaris, Fire Chief
All Code Enforcement Staff