



REVISION APPLICATION

CITY OF ALEXANDRIA, VIRGINIA
DEPARTMENT OF CODE ADMINISTRATION
4850 MARK CENTER DRIVE, SUITE 2015
ALEXANDRIA, VIRGINIA 23211
www.alexandriava.gov/code



This application must be submitted to an existing permit using the Alexandria Permitting and Land Use system ([APEX](#)). **The entire set of previously approved drawings must be uploaded with the revisions clearly indicated to be accepted.** The existing sheets affected by the revision must be marked “**Void**”, and the new sheets labeled as “**Revision**”. When applicable, revised sheets must be signed and sealed by a registered design professional. Please note that a revision to a permit is only allowed after the permit is issued and before the Final Inspection.

GENERAL INFORMATION

APPLICATION DATE: _____

PERMIT NUMBER: _____

PROJECT ADDRESS: _____

FLOOR OR SUITE: _____

ESTIMATED REVISION COST (INCLUDES OVERHEAD AND PROFIT): \$ _____

TRADES INCLUDED: MECHANICAL ELECTRICAL PLUMBING FUEL GAS FIRE PROTECTION

REVISION DESCRIPTION (INCLUDE NARRATIVE IDENTIFYING CHANGES AND ASSOCIATED PAGES; ATTACH ADDENDUMS AS NECESSARY): _____

CONTACT INFORMATION

OWNER OWNER-BUILDER OWNER’S AGENT CONTRACTOR ARCHITECT ENGINEER TENANT

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

For assistance, please visit the permit center or contact permit center staff at permit.center@alexandriava.gov or by phone at **703.746.4200**.