

STEP 4

Permit Issuance

The final step in the process is permit Issuance. Once staff has reviewed and approved your online permit request, we will contact you regarding payment. Once payment is received, your permit should be ready to issue. Once the Alexandria Permit Center staff confirmed that your permit is ready, we can e-mail, mail, fax or provide you the Permit at the Alexandria Permit center office.



Alexandria Multi-Agency Permit Center Contacts



Code Administration

703.746.4200

Finance- Business License

703.746.4398

Planning & Zoning

703.746.3839

Transportation & Environmental Services

703.746.4267

Health Department

703.746.4866



4850 Mark Center Drive,

Suite 2015

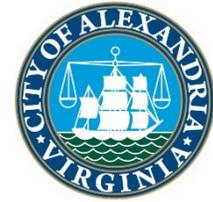
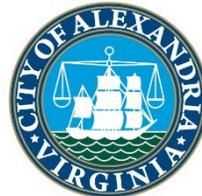
Alexandria, VA 22314

Phone: 703.746.4357

Fax: 703.838.3880

E-mail:

permit.center@alexandriava.gov



CITY OF ALEXANDRIA, VIRGINIA

One Team, One City

Our City

APEX

THE HOW TO GUIDE FOR ALEXANDRIA
ONLINE PERMIT REQUESTS

*A Part of the Alexandria
Multi-Agency Permit Center*



Alexandria Multi-Agency
Permit Center
4850 Mark Center Drive, Suite 2015
Alexandria, VA 22314

<https://www.alexandriava.gov/PermitCenter>

The Alexandria Online Permit Center

FOUR EASY STEPS TO THE PROCESS

STEP 1

Register for the Online Permit Center

- In your web browser, go to:
https://apex.alexandriava.gov/EnerGov_Prod/SelfService#/home
- Register to use the Online Permit Center by clicking on “create an account for alexandriava.gov”
- Please provide a username, Password, and e-mail address for the account
- Click “Create account”
- At the Online Permit Center Registration screen, at minimum, complete all required fields.
- Click “Register me “
- You should now be registered to use the Alexandria Online Permit Center.

STEP 2

Starting a New Online Application

- In your web browser, go to:
https://apex.alexandriava.gov/EnerGov_Prod/SelfService#/home
- Provide username and password to login
- Click login.
- On the next screen click “start a new application”
- Click on the permit application form you need.
- Please complete ALL areas of the application. Make sure to provide a clear and concise description of the work being done. Please utilize the help box at the bottom of the page or call 703.746.4200 during normal business hours for questions.
- When complete click “submit” once you are finished with the application.
- Be advised, the Alexandria Permit Center Staff will be contacting you for questions or once the permit is ready for payment.

STEP 3

Fee Payments for Permits & Services

- In your web browser, go to:
- https://apex.alexandriava.gov/EnerGov_Prod/SelfService#/home
- Login to your Alexandria Online Permit Center account and click login”
- On the Online permit center page, click permit information & payments
- Provide the permit number for the permit. If not, you may provide the address for a list for permits and select the correct permit case
- Click “Search case”
- Click on the tab labeled fees then click on “Pay Fees”
- You will now be directed to another website to provide your credit card information for payment using Visa, MasterCard or Discover.

Note: Payments are non-refundable through the website. If you believe that there has been an error in processing. Please call 703.746.4200 or e-mail us at:

Permit.center@alexandriava.gov