

Special Event Application Process (APEX)

Step 1: After you have created an account, you are now ready to apply for your Special Event Permit.

The screenshot shows the APEX website interface. At the top, the City of Alexandria logo is on the left, and the user is logged in as "Guest". A navigation bar includes "Home", "Apply" (highlighted with a red box), "Map", "Help", "Document Library", and a search icon. A blue banner below the navigation bar states: "The cut off time to schedule next day inspections is 11 p.m. the day prior." The main content area features the "APEX" logo and the subtitle "ALEXANDRIA PERMITTING & LAND USE SYSTEM". Below this are six service tiles:

- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**: This tool can be used to apply for a permit, plan or license.
- Today's Inspections**: View scheduled inspections by date.
- Pay Invoice**: Use this tool to pay for individual invoices.
- Map**: Explore the map to see the activity occurring in your neighborhood.

Step 2: Once in the Apply Screen, you will select the “All Permits” option.

The screenshot shows the City of Alexandria's APEX self-service portal. The browser address bar displays `apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/home`. The page header includes the City of Alexandria logo and a greeting: "Good Morning, Guest". The navigation menu is active on the "Apply" option. Below the navigation, there are two columns of menu items: "PERMITS" and "PLANS". The "PERMITS" column lists various permit types, with "All (70)" highlighted by a red rectangular box. The "PLANS" column lists other permit categories. At the bottom of the page, there are three main service tiles: "Today's Inspections" (with a calendar icon), "Pay Invoice" (with a dollar sign icon), and "Map" (with a location pin icon). The footer of the browser shows the URL `https://apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX`.

PERMITS

- > Block Party
- > Hauling Permit
- > Horse and Carriage
- > Noise Variance Permit - Construction
- > Noise Permit - Music and Sound Amplification
- > All (70)

PLANS

- > Replacement of a Noncomplying Structure Request
- > Shed or Fence Application
- > Mechanical Equipment Placement Waiver Request
- > Board of Architectural Review (BAR) Administrative Application
- > Board of Architectural Review (BAR) Certificate of Appropriateness Application
- > All (36)

Today's Inspections
View scheduled inspections by date.

Pay Invoice
Use this tool to pay for individual invoices.

Map
Explore the map to see the activity occurring in your neighborhood.

Step 3: After you have selected All Permits, scroll down until you see the multiple Special Event options. Please select the Special Event option that relates to your event.

The screenshot shows a web browser window with the URL `apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/applicationAssistant?sectionName=All&moduleId=2&categoryName=All`. The page displays a list of special event permit categories, each with a description and an 'Apply' button. The categories are: Concert, Festival, Movie, Parade/Processions, and Private Event/Wedding. Each category's description mentions that approval must be done at least five (5) business days before the event and that a petition signed by all residents/businesses within the block must be submitted. For the 'Movie' category, it specifically mentions that requests for filming must be approved by the Alexandria Convention & Visitor's Association (ACVA).

Special Event Category	Description
Special Events - Concert	The event must be approved by the Special Events Committee. This approval process must be done at least five (5) business days before the event. If the street is to be closed during the event, a petition, signed by all residents/businesses within the block must also be submitted. If NO PARKING signs are required, you must make this request separately at the time you apply for the permit.
Special Events - Festival	The event must be approved by the Special Events Committee. This approval process must be done at least five (5) business days before the event. If the street is to be closed during the event, a petition, signed by all residents/businesses within the block must also be submitted. If NO PARKING signs are required, you must make this request separately at the time you apply for the permit.
Special Events - Movie	All requests for filming in the City of Alexandria must be submitted to and approved by the Alexandria Convention & Visitor's Association (ACVA). Begin the permitting process by filling out the Film Application on the ACVA website.
Special Events - Parade/Processions	The event must be approved by the Special Events Committee. This approval process must be done at least five (5) business days before the event. If the street is to be closed during the event, a petition, signed by all residents/businesses within the block must also be submitted. If NO PARKING signs are required, you must make this request separately at the time you apply for the permit.
Special Events - Private Event/Wedding	Temporary reserved parking may be issued by T&ES for the following reasons: weddings, wedding receptions, funerals, wakes, parades, moving, loading and unloading, construction equipment, repairs and maintenance, city

Step 4: Once you have selected the Special Event Permit application that pertains to your event, you will be asked to provide the location of the event.

The screenshot shows a web browser window with the URL `apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/154/0`. The page title is "Apply for Permit" and the header includes the Alexandria, Virginia logo and navigation links: Dashboard, Home, Apply, View, Map, Help, Document Library, and Search. The main heading is "Apply for Permit - Special Events - Concert" with a "REQUIRED" indicator. A progress bar shows six steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar is a "LOCATIONS" section with a text input field and the instruction: "Please enter the property address here. Search by street number and street name only." A blue button with a white plus sign and the text "Add Location" and "REQUIRED" is highlighted with a red border. At the bottom right, there are "Save Draft" and "Next" buttons. The footer features the City of Alexandria seal.

Step 5: Once you have entered the “Add Location” Screen, you will need to type the address into the search engine. Please keep in mind that the system is extremely sensitive so you will need to use only the street abbreviation for the location. Please see the example below: “1 Prince St” will give you options to select, while “1 Prince Street” will not populate any options.

The screenshot shows a web browser window with the URL `apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/address`. The page has two tabs: "Address" (selected) and "Parcel". Below the tabs, there is a section "Add Address As" with a dropdown menu set to "Location". A "Search" button is located below this section. Under the heading "Address Information", there is a search input field containing the text "1 prince st" and a magnifying glass icon. This search field is highlighted with a red rectangular box. Below the search field is a table with two columns: "Address" and "Action". The table contains ten rows of search results, each with a blue "Add" button in the "Action" column. The results are as follows:

Address	Action
1 PRINCE ST, ALEXANDRIA,VA 22314	Add
1 PRINCE ST, ALEXANDRIA,VA 22314	Add
1 PRINCE ST, 330 ALEXANDRIA,VA 22314	Add
10 PRINCE ST, ALEXANDRIA,VA 22314	Add
100 PRINCE ST, ALEXANDRIA,VA 22314	Add
100 PRINCESS ST, ALEXANDRIA,VA 22314	Add
1000 PRINCE ST, ALEXANDRIA,VA 22314	Add
1000 PRINCE ST, 1 ALEXANDRIA,VA 22314	Add
1000 PRINCE ST, 2 ALEXANDRIA,VA 22314	Add
1000 PRINCE ST, 3 ALEXANDRIA,VA 22314	Add

At the bottom of the table, there is a pagination control showing "Results per page" set to 10, and "1 - 10 of 855" results. The page number "1" is highlighted in blue, with other page numbers "2", "3", "4", "5" visible.

Step 6: Once you have selected your location, you will need to provide an in-depth description of your event.

Apply for Permit

apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/154/0

Alexandria VIRGINIA

Good Morning, [REDACTED]

Dashboard Home Apply View Map Help Document Library Search

Apply for Permit - Special Events - Concert *REQUIRED

Progress: 1. Locations (✓) 2. Type (●) 3. Contacts (●) 4. More Info (●) 5. Attachments (●) 6. Review and Submit (●)

PERMIT DETAILS

* Permit Type: Special Events - Concert

Description: [Empty text area]

Back Save Draft Next

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Step 7: After the description of your event, you will now have the opportunity to provide your contact information. If there are multiple organizers involved with the event, please provide the contact information as well. Please note that the person who is applying for the Special Event Permit will be considered the primary contact for the permitting process. It is also recommended that the primary contact file all additional required permits for the event.

The screenshot shows a web browser window with the URL `apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/154/0`. The page title is "Apply for Permit - Special Events - Concert" and it is marked as "REQUIRED". A progress bar at the top shows six steps: "Locations" (checked), "Type" (checked), "Contacts" (active), "More Info", "Attachments", and "Review and Submit". Below the progress bar is a "CONTACTS" section with a search bar. On the left, an "Applicant" card displays a profile icon and the address "1108 Jefferson, Alexandria, VA., 22314". To the right is a blue "Add Contact" button with a plus sign and a dropdown menu labeled "Agent". At the bottom of the form area are "Back", "Save Draft", and "Next" buttons. The footer contains the City of Alexandria logo, the text "Need Assistance? APEX Help Line: 703.746.4200", and the copyright notice "© City of Alexandria, Virginia | alexandriava.gov".

Step 8: Once you have entered your contact information. You will enter a section requiring more information. Please provide as much information in reference to your event as possible. This will help expedite the process of approval for the Special Events Committee. If you do not require a street closure, please type "N/A" in the Street Names and Intersections Section. If you will be having food trucks or tents at your event, please include the list of food trucks and size of tents in your Event Description.

Apply for Permit

apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/154/0

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

Event Information [Next Section](#) | [Top](#) | [Main Menu](#)

*City Funded Event? City Funded Event? is required.

*Applicant Type Applicant Type is required.

*Name of Proposed Event Name of Proposed Event is required.

*Event Date Start Event Date Start is required.

*Event Date Finish Event Date Finish is required.

Step 9: Once you have provided the additional information in reference to your event. You will need to provide a detailed site plan for you event, indicating where all equipment will be set up for the event. The Site Plan is required for the application. You will not be able to submit your application or have it approved without it.

The screenshot shows a web browser window with the URL apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/154/0. The page title is "Apply for Permit - Special Events - Concert" and it is marked as "REQUIRED". A progress bar at the top shows six steps: "Locations", "Type", "Contacts", "More Info", "Attachments", and "Review and Submit". The "Attachments" step is currently active and highlighted with a blue circle containing the number 5. Below the progress bar, the "Attachments" section contains two "Add Attachment" buttons. The first button is for "Site Plan" and is highlighted with a red border; it includes a plus sign icon and a "REQUIRED" label at the bottom. The second button is for "Brochure/flyer or marke" and includes a plus sign icon and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, dxf, dwf, dwfx. At the bottom of the page, there is a "Back" button on the left and "Save Draft" and "Next" buttons on the right. The footer contains the City of Alexandria logo, the text "Need Assistance? APEX Help Line: 703.746.4200", and "© City of Alexandria, Virginia | alexandriava.gov".

Step 10: After you have provided your Site Plan, please review all the information you have provided previously. Once you have reviewed, click the “Submit” option. Please note that any changes to the event after the application has been submitted and approved will require additional approval from the Special Events Committee and you may have to resubmit the permit application.

The screenshot shows a web browser window with the URL `apex.alexandriava.gov/EnerGov_Prod/SelfService/APEX#/permit/apply/154/0`. At the top, a progress bar consists of six steps: 'Locations', 'Type', 'Contacts', 'More Info', 'Attachments', and 'Review and Submit'. The first five steps are marked with green checkmarks, while the sixth step is marked with a blue circle containing the number '6'. A blue 'Submit' button is highlighted with a red rectangular box.

Below the progress bar, the application details are displayed in several sections:

- Locations:** Location: 1 PRINCE ST, ALEXANDRIA, VA., 22314; Parcel Number: 50613700
- Basic Info:** Type: Special Events - Concert; Description: (blank); Applied Date: 01/22/2020
- Contacts:** Applicant: (redacted); 1108 Jefferson, Alexandria, VA., 22314
- Estimated Fees:** The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Application Fee - Specials Events	\$50.00

Total: \$50.00

Step 11: There is a \$50 application fee that must be paid immediately after you submit your application unless the event is being planned or organized by a Department in the City of Alexandria. **Any Non-City event application will not be reviewed by the Special Event Committee until payment is received. The application fee is non-refundable.**