

CODE ADMINISTRATION REQUIREMENTS 703-746-4200 For current codes <http://alexandriava.gov/Code>

ARCHITECTURAL REQUIREMENTS (per the Virginia Construction Code)

- Door and window schedules
- Wall type and horizontal assembly details (floor, floor/ceiling and roof assemblies)
- Fire-resistance-rated assembly penetration details
- Is the space fully accessible, compliant with the current code? If not, provide a completed Alteration Cost of Accessibility Certificate
- Means of egress plan, as applicable

STRUCTURAL REQUIREMENTS

- Proposed design criteria & loads
- Floor/Roof framing plans & sections
- ES reports & UL details for engineered products
- Foundation plans & sections, including drainage

TRADE REQUIREMENTS

If the following work shown below is included in the scope of work of this project, trade plans are required for review under this building permit and a separate permit is required for each applicable trade.

PLUMBING REQUIREMENTS (per the Virginia Plumbing Code)

- Plumbing work is proposed
- Supply water riser diagram
- Plumbing floor plans
- Grease trap/floor drains
- Drainage/Vent diagram
- Plumbing fixtures/equipment schedule

ELECTRICAL REQUIREMENTS (per the National Electrical Code)

- Electrical work is proposed
- Panel location
- Single-line riser diagram
- Electrical layout (switching/lighting/outlets)
- Indicate GFCI / AFI protection when required
- Electrical schedule & load calculations

MECHANICAL REQUIREMENTS (per the Virginia Mechanical Code)

- Mechanical work is proposed
- Interior equipment layout (duct layout, size and ventilation rate)
- Exterior equipment layout on building plat (condensers, generators, etc.)
- Mechanical equipment schedule
- Outside/Fresh-Air calculation
- Engineered system (i.e. ground-source heat pump), signed & sealed by a VA RDP
- Screening details for rooftop equipment

FUEL-GAS REQUIREMENTS (per the Virginia Fuel-Gas Code)

- Fuel-gas work is proposed
- Gas riser diagram (with gas pipe size & length)
- Gas appliance layout
- Gas appliance manufacturer's specifications
- City Fuel-Gas Policy (dated July 8, 2013)

FIRE PROTECTION SYSTEMS (FPS) PERMIT REQ'S (per the Virginia Fire Code)

- FPS work is proposed
- Altered/Added sprinklers
- Altered/Added strobes for exit lights
- Altered/Added fire alarm system

SIGN PERMIT REQUIREMENTS (per the Virginia Construction Code and National Electrical Code, as applicable)

- Sign work is proposed
- Altered/Added sign(s)
- If illuminated sign, an electrical permit is also required

ELEVATOR & CONVEYANCE PERMIT REQ'S (per the Virginia Construction Code)

- Elevator work is proposed
- Shaft enclosure fire-rating, as applicable
- Equipment layout (elevator, lift, dumbwaiter)

PLEASE CONTACT THE PERMIT CENTER by email: permit.center@alexandriava.gov or by phone: 703.746.4200 to inform about permit application submittal and to start the review process

HEALTH DEPARTMENT REQUIREMENTS 703-746-4996

Health Department review is required if the proposed work involves at least one of the following:

- | | |
|--|--|
| <input type="checkbox"/> Aquatic and/or sports facility | <input type="checkbox"/> Transient lodging facility |
| <input type="checkbox"/> Food establishment | <input type="checkbox"/> Drinking water well, geothermal heat pump well and/or irrigation well |
| <input type="checkbox"/> Wells, including geothermal wells | <input type="checkbox"/> Interactive water features |
| <input type="checkbox"/> Sewer facility | |

If Health Department review is required, the following may be needed for this review:

- | | |
|---|--|
| <input type="checkbox"/> 1 plan set, size no larger than 24"x36" | <input type="checkbox"/> Certified food manager card |
| <input type="checkbox"/> Proposed menu (food establishments) | <input type="checkbox"/> Equipment specifications |
| <input type="checkbox"/> Hot water heater capacity/information (food) | |

FINANCE REQUIREMENTS 703-746-3898

The following parties involved in the proposed project should apply for a City business license as soon as possible or verify their existing City business license is current, as they renew annually:

- Business Owner
- Contractor(s) – general contractor and/or trade contractor(s)

Visit the Permit Center or the City's Finance Department website for more information:

<http://alexandriava.gov/finance> for Business License Tax.

ISSUANCE REQUIREMENTS 703-746-4200

- | | |
|--|--|
| <input type="checkbox"/> Asbestos affidavit | <input type="checkbox"/> Noise ordinance affidavit |
| <input type="checkbox"/> Contractor business license and state license or property owner's affidavit | <input type="checkbox"/> Access System Quick Reference Guide |

INSPECTION REQUIREMENTS 703-838-4900

To schedule an inspection call 703-838-4900; for a list of inspections refer to: **Access System Quick Reference Guide** or the City website: <http://alexandriava.gov/code>

CERTIFICATE OF OCCUPANCY REQUIREMENTS* 703-746-4200

*as applicable (i.e. change of occupancy, increased occupant load, etc.)

- | | |
|---|--|
| <input type="checkbox"/> Approved final inspection of all issued trade and building permits | <input type="checkbox"/> Schedule CO inspection with all applicable agencies. |
| <input type="checkbox"/> Certificate of Occupancy inspection | <input type="checkbox"/> P&Z – 703-746-4666 |
| <input type="checkbox"/> Certificate of Occupancy Procedures (City handout/policy) | <input type="checkbox"/> T&ES – 703-746-4035 |
| | <input type="checkbox"/> Code Admin. – 703-838-4360 |
| | <input type="checkbox"/> Health Dept. – 703-838-4400 |
| | <input type="checkbox"/> Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399 |

I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.

Applicant Signature: _____ Date: _____

For City Staff Use Only

- | | |
|---|---|
| <input type="checkbox"/> Complete and acceptable for review | <input type="checkbox"/> Not complete, as noted |
| Screening Reviewer (please initial) _____ | Date: _____ |