



CITY OF ALEXANDRIA, VIRGINIA  
DEPARTMENT OF CODE ADMINISTRATION  
4850 MARK CENTER DRIVE, SUITE 2013  
ALEXANDRIA, VIRGINIA 22311  
703.746.4200  
ALEXANDRIAVIRGINIA.GOV/CODE



## PLAN SUBMISSION CHECKLIST- DEMOLITION PERMIT

This Demolition Permit Submission Checklist is a guide to assist applicants in the Code Administration Permit Center permit & plan/ document submission process. **Please include all of the following required information for the proposed project's scope-of-work:**

- Demolition Permit Application**
- Site Plan/ Grading Plan Approval**
- Utility Disconnect Letters** (Gas, Water and Electric) stating that service is terminated
- Sewer Cap** – when needed, a plumbing permit must be issued and a final inspection approved to verify that the sewer has been properly capped off before a demolition permit may be issued.
- Asbestos Affidavit**
  - if asbestos must be removed prior to demolition, a separate construction or building permit is required. A final clearance letter from the abatement company is required stating that the identified asbestos has been removed and properly disposed of. An approved final inspection by the City must be obtained before the demolition permit may be issued. The Asbestos removal may only be done by contractors licensed in Virginia specifically for this purpose. The ASB designation must appear on the contractor's license; no other contractor license designation is acceptable. During the permit review process, the Office of Environmental Quality (OEQ – 703.746.4065) requires a copy of the contractor's license with the ASB designation before approval. For more information on State contractor licensing requirements and responsibilities, please call 804.367.8511 or go to [www.dpor.virginia.gov](http://www.dpor.virginia.gov).
  - if no asbestos is detected prior to demolition, the following needs to be provided to the Office of Environmental Quality (OEQ): 1) name and license number of Virginia licensed contractor who performed the inspection; 2) a copy of the asbestos bulk sampling/survey report that includes the address inspected and the name of the company who performed the sampling/survey. **For more information, please call 703.746.4065.**
  - if asbestos is discovered once demolition work begins, work must stop until a construction permit is obtained to properly encapsulate or remove and dispose of asbestos in accordance with State and Federal regulations.
- Resource Protection Areas (RPA)- as required** – when the building/structure to be demolished is in an identified RPA, review and approval by the Watershed Program Administrator is required to determine if payment into the water quality improvement fund and/or re-vegetation of the property is needed. Designated RPAs **that have been** field verified must be shown on the plans. **For more information, please call 703.746.4068.**
- Rodent Abatement Plan** - rodent abatement measures must be in place 10 days prior to demolition commencing and must remain in place until the project is completed. Proof of rodent abatement measures, usually in the form of a contract with an abatement contractor, must be provided before a demolition permit may be issued. **For more information, please call 703.746.4200.**
- Certified Letters** must be sent to neighbors/adjacent property owners advising them that a demolition permit has been applied for. Copies of the letters and proof of receipt must be provided to Code

Administration before a demolition permit may be issued. **Note:** While not required, it is recommended that the applicant document via photographs or videos the current interior and exterior conditions of structures adjoining/adjacent to the demotion site. These may be useful if claims of damage are alleged once the demolition begins. Permission from the adjoining/adjacent property owners should be obtained before photos or videos are taken.

- Historic Preservation** – when a demolition permit is requested for a protected 100 year old structure or a structure located in either the Old and Historic Alexandria District or Parker-Gray Historic District regulated by a Board of Architectural Review (BAR), a BAR application and public hearing for approval may be required. **For more information, please call 703.746.3833.**
- Alexandria Archaeology** - Review and approval by Archeology may also be required on sites of historic interest. If something that may be of historic interest is discovered during demolition, you are asked to contact Archeology on **703.746.4399.**
- Collateral** in the form of a cashier’s check, certified check or a bond must be submitted before a demolition permit may be issued. The amount of the collateral is listed within the current edition of the Code Administration Fee Schedule. If submitting a bond form, the Code Administration bond form must be completed and approved by the City Attorney before being accepted. Once the demolition is completed and an approved final inspection obtained, the bond will be returned to the owner/applicant or a refund processed.