



## City of Alexandria

Permit Center  
4850 Mark Center Dr, St 2013  
Alexandria, Virginia 22311  
Phone: 703.746.4200

### SCREENING & SUBMITTAL CHECKLIST

#### Existing Commercial Tenant Improvements

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project/Site Address: \_\_\_\_\_

#### For City Staff Use Only

☒ For items required and complete  
☐ For items not required

☐ For items required, but not complete

#### General Handouts (as applicable)

☐ Alteration Cost of Accessibility Certificate  
☐ Business License Application Checklist

☐ Restaurant Smoking Area Checklist

#### GENERAL REQUIREMENTS

- ☐ 5 plan sets, scaled or dimensioned, size no larger than 24"x36"; (6 plan sets if Health review required)
- ☐ 5 approved site plan sets, one attached to each plan set
- ☐ Commercial Project Data Sheet
- ☐ Existing and proposed floor plans, including room designations & ceiling heights
- ☐ Exterior building elevations, as applicable
- ☐ Roof plan, including covering materials & roof pitch/slopes, as applicable
- ☐ Plans must be signed and sealed by a registered design professional (RDP) licensed to practice in the Commonwealth of Virginia (1 original plan set):
  - If they are responsible for the construction documents (regardless of if Virginia law requires the plans to be prepared by an RDP); or
  - If it is required by the Code of VA Section 54.1-400, DPOR.

#### PLANNING & ZONING (P&Z) REQUIREMENTS 703-746-4333

- ☐ The property is located in a Historic District and applicant has obtained Board of Architectural Review (BAR) or Historic Preservation staff approval for the work. BAR case number: \_\_\_\_\_  
(Additional supporting documentation, including material specifications, may be required.)
- ☐ The property or use is regulated by a Special Use Permit (SUP) and the applicant has obtained SUP approval for the proposed work. SUP case number: \_\_\_\_\_  
(Additional supporting documentation, including material specifications, may be required)
- ☐ The proposed project combines or divides an existing tenant suites/units and a new address(s) has been assigned.
- ☐ The use of the building is changing, parking calculations are included.

#### TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703-746-4035

- ☐ Provide sump pump, foundation drain and roof drain discharge locations. (Connection to storm sewer required if within 500 ft. of property line)
- ☐ Will there be a change in the attachment point of any overhead utilities? *If yes, you must obtain a variance or waiver of the underground utilities requirement.*
- ☐ If associated with a site plan, a copy of the approved plan must be attached to each permit plan set.

**CODE ADMINISTRATION REQUIREMENTS 703-746-4200**For current codes <http://alexandriava.gov/Code>**ARCHITECTURAL REQUIREMENTS** (per the Virginia Construction Code)

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

**STRUCTURAL REQUIREMENTS**

- |                                                                          |                                                                          |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Proposed design criteria & loads                | <input type="checkbox"/> Foundation plans & sections, including drainage |
| <input type="checkbox"/> Floor/Roof framing plans & sections             |                                                                          |
| <input type="checkbox"/> ES reports & UL details for engineered products |                                                                          |

**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)

- |                                                     |                                                               |
|-----------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Plumbing work is proposed  | <input type="checkbox"/> Grease trap/floor drains             |
| <input type="checkbox"/> Supply water riser diagram | <input type="checkbox"/> Drainage/Vent diagram                |
| <input type="checkbox"/> Plumbing floor plans       | <input type="checkbox"/> Plumbing fixtures/equipment schedule |

**ELECTRICAL REQUIREMENTS** (per the National Electrical Code)

- |                                                      |                                                                         |
|------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Electrical work is proposed | <input type="checkbox"/> Electrical layout (switching/lighting/outlets) |
| <input type="checkbox"/> Panel location              | <input type="checkbox"/> Indicate GFCI / AFI protection when required   |
| <input type="checkbox"/> Single-line riser diagram   | <input type="checkbox"/> Electrical schedule & load calculations        |

**MECHANICAL REQUIREMENTS** (per the Virginia Mechanical Code)

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

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

- |                                                                          |                                                                      |
|--------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Fuel-gas work is proposed                       | <input type="checkbox"/> Gas appliance manufacturer's specifications |
| <input type="checkbox"/> Gas riser diagram (with gas pipe size & length) | <input type="checkbox"/> City Fuel-Gas Policy (dated July 8, 2013)   |
| <input type="checkbox"/> Gas appliance layout                            |                                                                      |

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

- |                                                   |                                                                |
|---------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> FPS work is proposed     | <input type="checkbox"/> Altered/Added strobes for exit lights |
| <input type="checkbox"/> Altered/Added sprinklers | <input type="checkbox"/> Altered/Added fire alarm system       |

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

- |                                                |                                                                                     |
|------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Sign work is proposed | <input type="checkbox"/> If illuminated sign, an electrical permit is also required |
| <input type="checkbox"/> Altered/Added sign(s) |                                                                                     |

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

- |                                                                     |                                                                        |
|---------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Elevator work is proposed                  | <input type="checkbox"/> Equipment layout (elevator, lift, dumbwaiter) |
| <input type="checkbox"/> Shaft enclosure fire-rating, as applicable |                                                                        |

PLEASE CONTACT THE PERMIT CENTER by email: [permit.center@alexandriava.gov](mailto: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: _____                                     |