



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

BUILDING PLAN SUBMISSION CHECKLIST

COMMERCIAL

This building plan submission checklist is a guide only to assist applicants in the Permit Center permit & plan submission process for building permits.

Include all of the following required information for the proposed project's scope-of-work.

- Notes:
1. Application will not be accepted if all required items are not included in the plan sets
 2. Maximum plan size is 24" x 36" and shall be in permanent ink
 3. Tissue and tracing paper will not be accepted
 4. 5 sets of dimensioned or scaled plans are required (6 sets if Health Department approval is required)
 5. Requirements concerning grading & final site plan approval, please see attached T&ES Attachment A
 6. Properties located within one of the two historic districts, please see P&Z Attachment B

ARCHITECTURAL

- ☐ Document Submission Checklist - Commercial
- ☐ Project Data Form
- ☐ Plat or Site Plan
- ☐ Floor Plans, including room designations & ceiling heights
- ☐ Roof Plan, including covering materials & roof slopes
- ☐ Exterior Wall Sections, including required fire-resistance rated assemblies
- ☐ Building Elevations (exterior)
- ☐ F.A.R. (Floor Area Ratio) Calculation sheet (P&Z)

STRUCTURAL

- ☐ Proposed Design Criteria & Loads
- ☐ Foundation Plan & Sections, including drainage
- ☐ Floor Framing Plans & Sections
- ☐ Wall Framing Sections & Details
- ☐ Roof Framing Plans & Sections
- ☐ Soils Report, as required
- ☐ Engineering Calculations, signed & sealed by a VA RDP, as required
- ☐ Means-of-Egress Route Plans
- ☐ Accessibility & Usability Building and Site Plans & Details

PLUMBING

- ☐ Water Riser Diagram
- ☐ Drainage, Waste & Vent Diagram

ELECTRICAL

- ☐ Panel Schedule
- ☐ Load Calculations
- ☐ Wiring Methods
- ☐ Switching/Lighting/Receptacle Layout
- ☐ Single-line Riser Diagram
- ☐ Exit Signs

MECHANICAL

- ☐ Interior & Exterior Equipment Locations/ Specifications
- ☐ Energy Envelope Worksheet, if not complying with IRC requirements
- ☐ Duct Layout, sizes & ventilation rate (ft³/minute)
- ☐ Manual J Calculations
- ☐ Gas Riser Diagram (with gas pipe size & length)
- ☐ Floor System Layout
- ☐ Engineered System (ex: ground-source heat pump), signed & sealed by a VA RDP
- ☐ Screening details for rooftop equipment

FIRE PROTECTION SYSTEMS

Note: requires separate FPS permit, plans and review & approval

- ☐ Sprinklers
- ☐ Smoke Detectors
- ☐ Stand Pipes
- ☐ Fire Alarms

ATTACHMENT A

Information Required by TES for Building Permits not Requiring an Approved Grading Plan or Final Site Plan

Please submit the following information in accordance with City Code Sections 8-1-22(d) and 8-1-30(e) and as further explained in the Memorandum to Industry NO. 02-08, dated April 28, 2008.

1. Provide information described below on a copy of the house location plat:

In order to determine the area of disturbance in the absence of a grading plan, the disturbed area will be computed by adding a minimum 10-foot wide work area to the perimeter of the footprint of the proposed improvements and calculating the area within the increased perimeter. In addition a minimum 10-foot wide access path from the edge of the disturbed area to the street or paved driveway must be included in the disturbed area calculation. In the case where a 10-foot wide perimeter is not sufficient, it is the responsibility of the applicant to delineate limits of disturbance sufficient for the execution of the work. Dumpsters, soil stockpiles and material storage areas must all be within the limits of disturbance as well.

A copy of the house location plat is required to accompany a building permit application. House location plats must meet the following requirements:

- No reduced, enlarged or faxed copies will be accepted.
 - Provide 3 individual separate copies (not copied onto plan sheets).
 - The footprint area of the proposed improvements must be drawn to scale.
 - The additional minimum 10-foot perimeter, construction access and other areas as described above must be shown to scale.
 - The overall dimensions of the proposed improvements must be shown.
 - The actual square footage of the disturbed area must be shown.
2. Provide the locations of roof drain and sump pump (if applicable) discharges on the house location plat. Locate discharges in accordance with criteria in COA memos dated April 8 and June 18, 2004. Provide sufficient topographic information at each discharge point to demonstrate that runoff will not negatively impact adjacent properties or public right of way. Use flow arrows to indicate the direction of flow from all discharges.
 3. The two attached certifications must be provided on the submitted plat. The certifications must be signed and dated by the property owner or signed, sealed and dated by a professional registered in Virginia (engineer, surveyor or architect). If necessary due to space limitations it is acceptable to place the certifications on the back of the plat.

Disturbed Area Certification:

I hereby certify that the limits of disturbance associated with this project represent a total land disturbance of less than 2,500 square feet. I further certify that no construction work, material storage, dumpster placement, construction access or disturbance of any other kind will take place beyond the limits of disturbance as depicted. I acknowledge that should this project result in land disturbance equal to or greater than 2,500 square feet, the City will issue a stop work order and work on the project will not be allowed to resume until a Grading Plan has been submitted to and approved by the City of Alexandria, Department of Transportation and Environmental Services.

Drainage Certification:

I hereby certify that the existing and proposed drainage patterns associated with this project are as depicted herein, that construction of this project will not create a nuisance to adjacent or downstream properties either public or private and that any existing drainage problems on adjacent or downstream properties either public or private will not be exacerbated by construction of this project. I acknowledge that should this project result in the creation of any nuisance, or exacerbation if any existing drainage problem, the City will issue a stop work order and work on this project will not be allowed to resume until a Grading Plan has been submitted to and approved by the City of Alexandria, Department of Transportation and Environmental Services.