



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



FINISHING A BASEMENT CHECKLIST

This Building Plan Submission Checklist is a guide to assist applicants in the Alexandria Permit Center permit plan submission process. **Include all of the following required information for the proposed project's scope-of-work:**

Notes:

- A. Please refer to the attached sample plans, such as: "Example A", for further information
- B. Design codes used for finishing basement should comply with the 2009 Virginia Uniform Statewide Building Code (USBC) and 2009 Virginia Residential Code (VRC)
- C. House Location Plat is required if there are any changes at exterior wall, such as creating new openings for ventilation equipments, enlarging window and door openings or an installation of a sump pump

ARCHITECTURAL AND STRUCTURAL

- ☐ Plan size should not be smaller than 8 ½" x 11" and dimensioned (see attached figure A)
- ☐ Plans shall be in permanent ink, with address of the proposed construction.
- ☐ Room designations or function of each area, such as, sleeping room, recreation room, office, storage, utility room, bathroom. Window and door size are to be labeled on plan or a schedule provided.
- ☐ Emergency escape and rescue opening shall comply with VRC R310 (24"H x 20"W, 5 SF min. 44" max sill Height.)
- ☐ Ceiling Height - 7'-0" min. Reference VRC R305 for exceptions.
- ☐ Bathroom fixture clearances see attached figure B (Reference 307.2 of the IRC)
- ☐ Stair width, tread, riser, landing and railing comply with VRC R311.5
- ☐ Indicate all the structural changes, provide engineering calculations, sections, and details as necessary

PLUMBING

Alternations, renovations or repairs to any plumbing system require plumbing permit.

- ☐ Indicate all the fixture locations (toilet, sink, shower tub, washer.)
- ☐ For ≥ 4 proposed plumbing fixtures, please provide
- ☐ Water Riser Diagram
- ☐ Drainage/Vent Diagram see attached Figure C

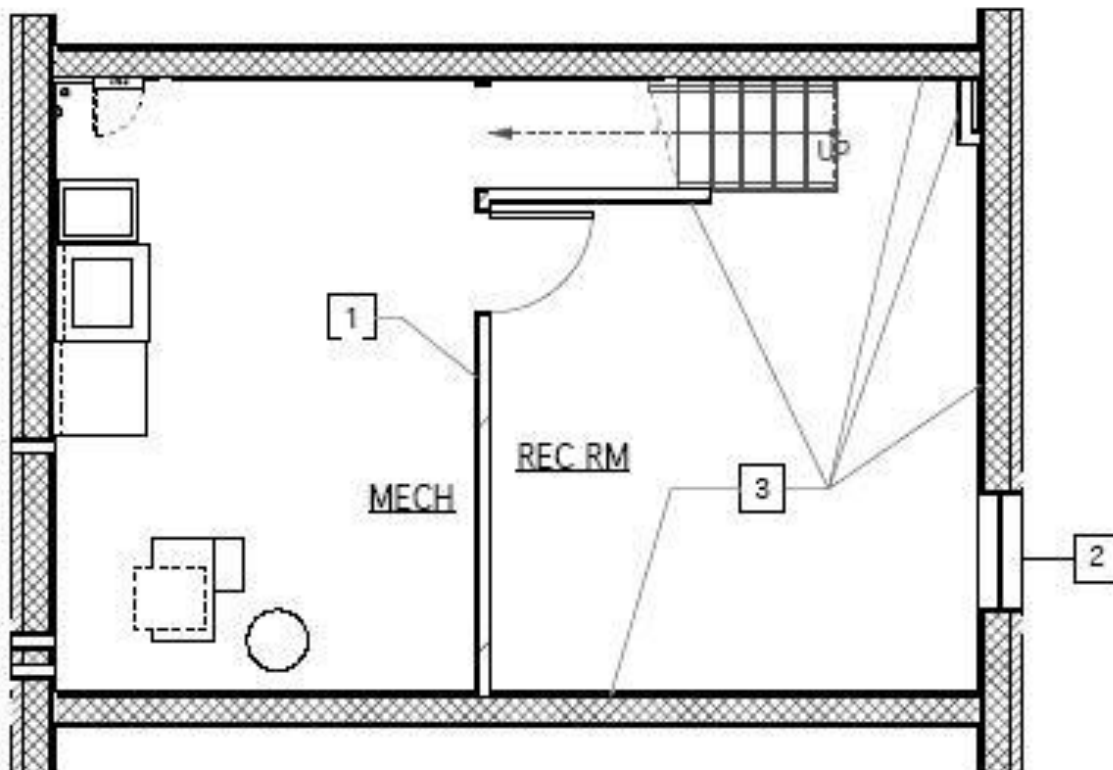
MECHANICAL

- ☐ Show all the interior & exterior Equipment Locations/ Specifications
- ☐ Indicate the R-value of the insulation used. (R=10 for cont. insulation in conditioned basement per VRC N1102.1)
- ☐ Duct Layout, sizes & ventilation rate (ft³/minute)
- ☐ Gas Riser Diagram (with gas pipe size, length and BTU ratings of appliances)
- ☐ Ventilation opening locations. (toilet exhaust duct and termination, clothes dryer exhaust duct and termination)
- ☐ Adequate combustion air is provided for all fuel burning appliances.

ELECTRICAL

Permit is required for the installation of any electrical systems, equipment and components indoor and outdoor, including services, power distribution systems, fixtures, appliances, devices and appurtenances.

- ☐ Panel Location and size (AMPS)
- ☐ Smoke Alarms (detectors) locations
- ☐ Switching/Lighting/Receptacle Layout
- ☐ Indicate Required 'Ground Fault Circuit Interrupter' (GFCI) Protection
- ☐ Indicate Required 'Arc Fault Circuit Interrupter' (AFCI) Protection (combination type)
- ☐ Single-line Riser Diagram, if service is >200amps



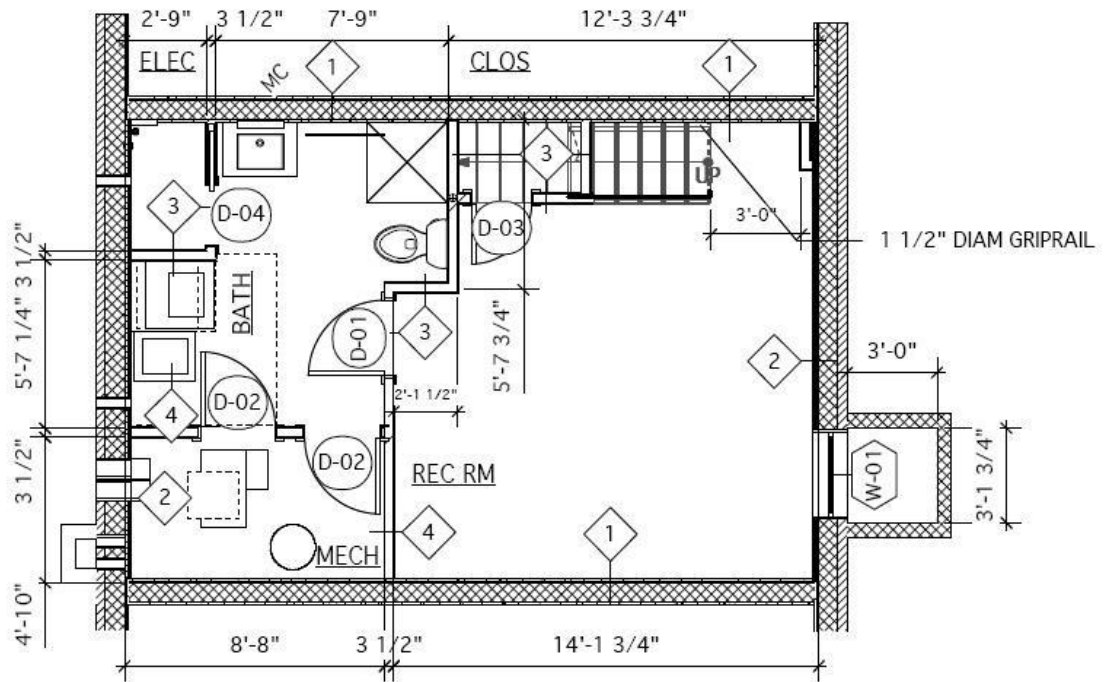
DEMOLITION NOTES

- 1 REMOVE EXIST WALL
- 2 REMOVE EXIST WDW
- 3 REMOVE EXIST WALL FINISHES

1 BASEMENT PLAN - DEMO
A1 1/4" = 1'-0"

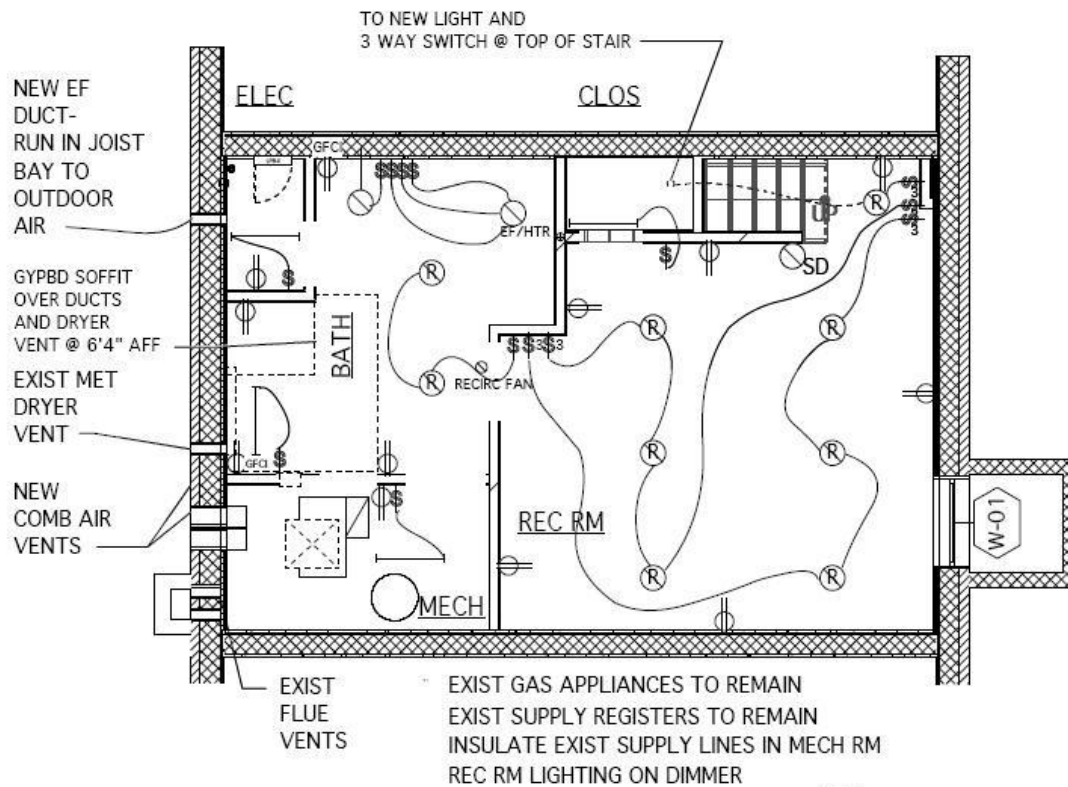


FINISH BASEMENT ADDRESS ALEXANDRIA, VA 22301		INDEX FINISH SCHEDULE, SITE PLAN BASEMENT PLAN - DEMO, BASEMENT PLAN, BASEMENT PLAN - MECH/ELEC, SECTION, DWV RISER DIAGRAM, PARTITION TYPES, DOOR SCHEDULE, WINDOW SCHEDULE,
OWNER NAME ALEXANDRIA, VA 22301	PREPARED BY DESIGNER ADDRESS ALEXANDRIA, VA 22301	SHEET A1 of 1 DATE
REVISIONS		



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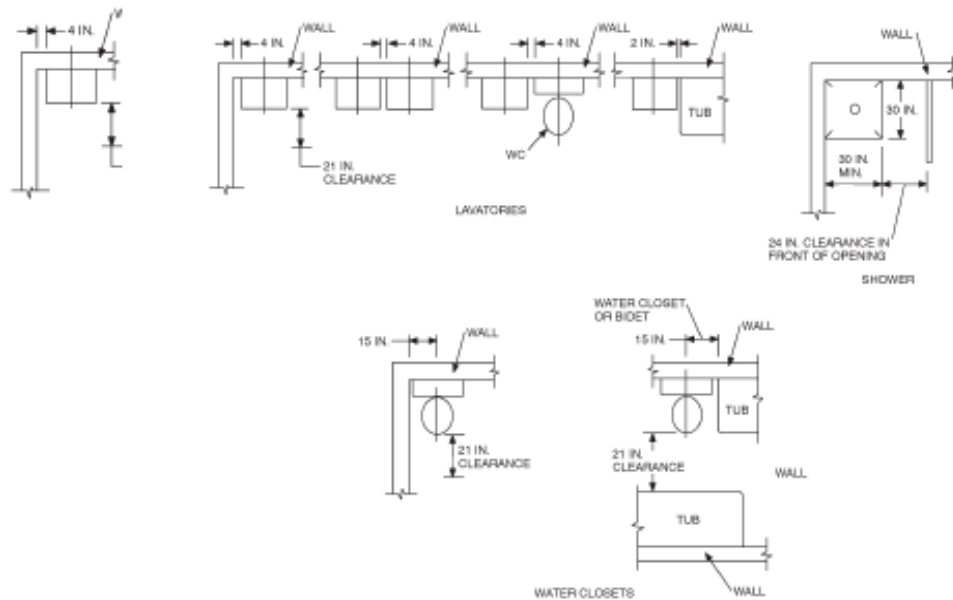
2 BASEMENT PLAN
A1 1/4" = 1'-0"



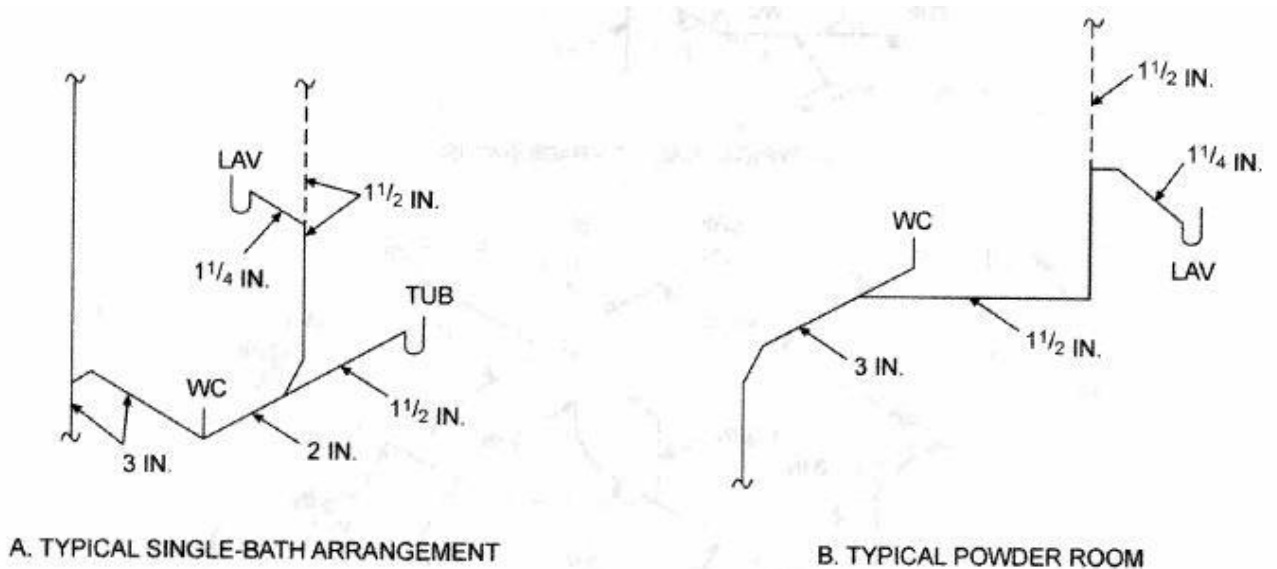
3 BASEMENT PLAN - ELEC/MECH
A1 1/4" = 1'-0"



EXAMPLE A - BASEMENT PLAN



EXAMPLE B - MINIMUM FIXTURE CLEARANCES (FIGURE IRC R307.1)



EXAMPLE C – VENTING METHODS (IRC 2006 APPENDIX N)