



CITY OF ALEXANDRIA
DEPARTMENT OF CODE ADMINISTRATION
4850 Mark Center Drive, Suite 2013
ALEXANDRIA, VIRGINIA 22311
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DOCUMENT SUBMISSION CHECKLIST

INDUSTRIALIZED BUILDINGS / CONSTRUCTION TRAILERS

This checklist is provided as a guide to obtain necessary information for initial submission of plans and permit documentation to the Code Administration Permit Center.

Notes:

- A. The information contained in this checklist is based on the definitions and requirements contained in Chapter 91 of the **Virginia Industrialized Building and Safety Regulations (IBSR)**
- B. Clarify the use of trailer on permit application is for temporary construction office, sales or business offices.
- C. **Construction trailers** are considered industrialized buildings and are defined as those structures meant for site/job personnel only and not meant for public access. Trailers intended as sales or business offices shall comply with Chapter 11 of the VUSBC of accessibility.

ARCHITECTURAL AND STRUCTURAL

- ☐ Plan size should not be smaller than 8 ½" x 11" and dimensioned.
- ☐ Plans shall be in permanent ink, with address of the proposed construction.
- ☐ Site plans drawn to scale include the following information:
 - ☐ All property lines, Road rights –of –way, all easements and requirements from P&Z and T&ES.
Please contact other agencies for more information. (P&Z: 703-746-4666, for T&ES: 703-746-4025)
 - ☐ All measurements.
 - ☐ Location of existing and proposed structures, including all setbacks and distances from all property lines and other structures.
- ☐ Plans for deck, landing, ramp, stairs, etc.
- ☐ Plans for outside storage/fencing
- ☐ **Pre-Certified/Registered Industries Buildings**
 - ☐ Copy of State of Virginia registration certification (Approval sticker).
 - ☐ Manufacturer information/Specifications
 - ☐ Trailer foundation plans.
 - ☐ Copies must be prepared, signed and sealed by an architect or engineer, licensed with State of Virginia for the supporting structures, or per manufacturer's installation instructions.
 - ☐ Copies should show foundations, anchorages and other components necessary to secure the completed trailer.
- ☐ **Unregistered Industrialized Buildings**

Unregistered industrialized buildings are subjected to the conditions listed above for permits and inspections. In addition, full plans and specifications must accompany the permit application. Concealed parts of the trailer may be required to be exposed to the extent necessary to conduct an inspection to determine compliance with Chapter 91 and the USBC.

PLUMBING

- ☐ Plumbing plans
- ☐ Drinking water and sanitary facilities

MECHANICAL

- ☐ Mechanical plans
- ☐ A/C permit

ELECTRICAL

- ☐ Plans for electrical permit
- ☐ Electrical service connection/ size of service (AMPS), grounding of services
- ☐ Electrical generator/ size (KVA rating), over-current protection, grounding.

FIRE PREVENTION PERMIT

- ☐ Open flame, cutting and welding
- ☐ Storage of explosives, propane, compressed gases, or welding cylinders in trailer or on the job site.

FIRE HYDRANT PERMIT

- ☐ Dust control and wash downs on the job site.