Applicant Name: ________________________________ Date: ________________
Project/Site Address: ________________________________

<table>
<thead>
<tr>
<th>For City Staff Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>X  For items required and complete</td>
</tr>
<tr>
<td>NA For items not required</td>
</tr>
</tbody>
</table>

General Handouts (as applicable)
☐ Alteration Cost of Accessibility Certificate  ☐ Restaurant Smoking Area Checklist
☐ Business License Application 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.
**SCREENING & SUBMITTAL CHECKLIST**

*Existing Commercial Tenant Improvement*

<table>
<thead>
<tr>
<th><strong>CODE ADMINISTRATION REQUIREMENTS</strong> 703-746-4200</th>
<th>For current codes <a href="http://alexandriava.gov/Code">http://alexandriava.gov/Code</a></th>
</tr>
</thead>
</table>

**ARCHITECTURAL REQUIREMENTS** (per the Virginia Construction Code)
- [ ] Door and window schedules
- [ ] Wall type and horizontal assembly details (floor, floor/ceiling and roof assemblies)
- [ ] Fire-resistance-rated assembly penetration details
- [ ] Is the space fully accessible, compliant with the current code? If not, provide a completed Alteration Cost of Accessibility Certificate
- [ ] Means of egress plan, as applicable

**STRUCTURAL REQUIREMENTS**
- [ ] Proposed design criteria & loads
- [ ] Floor/Roof framing plans & sections
- [ ] ES reports & UL details for engineered products
- [ ] Foundation plans & sections, including drainage

**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)
- [ ] Plumbing work is proposed
- [ ] Supply water riser diagram
- [ ] Plumbing fixture layout
- [ ] Grease trap/floor drains
- [ ] Drainage/Vent diagram

**ELECTRICAL REQUIREMENTS** (per the National Electrical Code)
- [ ] Electrical work is proposed
- [ ] Panel location
- [ ] Single-line riser diagram
- [ ] Electrical layout (switching/lighting/outlets)
- [ ] Indicate GFCI protection, where required
- [ ] Electrical schedule & load calculations

**MECHANICAL REQUIREMENTS** (per the Virginia Mechanical Code)
- [ ] Mechanical work is proposed
- [ ] Interior equipment layout (duct layout, size and ventilation rate)
- [ ] Exterior equipment layout on building plat (condensers, generators, etc.)
- [ ] Mechanical condensate riser diagram
- [ ] Outside/Fresh-Air calculation
- [ ] Engineered system (i.e. ground-source heat pump), signed & sealed by a VA RDP
- [ ] Screening details for rooftop equipment

**FUEL-GAS REQUIREMENTS** (per the Virginia Fuel-Gas Code)
- [ ] Fuel-gas work is proposed
- [ ] Gas riser diagram (with gas pipe size & length)
- [ ] Gas appliance layout
- [ ] Gas appliance manufacturer’s specifications
- [ ] City Fuel-Gas Policy (dated July 8, 2013)

**FIRE PROTECTION SYSTEMS (FPS) PERMIT REQ’S** (per the Virginia Fire Code)
- [ ] FPS work is proposed
- [ ] Altered/Added sprinklers
- [ ] Altered/Added strobes for exit lights
- [ ] Altered/Added fire alarm system

**SIGN PERMIT REQUIREMENTS** (per the Virginia Construction Code and National Electrical Code, as applicable)
- [ ] Sign work is proposed
- [ ] Altered/Added sign(s)
- [ ] If illuminated sign, an electrical permit is also required

**ELEVATOR & CONVEYANCE PERMIT REQ’S** (per the Virginia Construction Code)
- [ ] Elevator work is proposed
- [ ] Shaft enclosure fire-rating, as applicable
- [ ] Equipment layout (elevator, lift, dumbwaiter)
## SCREENING & SUBMITTAL CHECKLIST

### Existing Commercial Tenant Improvement

<table>
<thead>
<tr>
<th>HEALTH DEPARTMENT REQUIREMENTS 703-746-4996</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Department review is required if the proposed work involves at least one of the following:</td>
</tr>
<tr>
<td>☐ Aquatic and/or sports facility</td>
</tr>
<tr>
<td>☐ Food establishment</td>
</tr>
<tr>
<td>☐ Wells, including geothermal wells</td>
</tr>
<tr>
<td>☐ Sewer facility</td>
</tr>
<tr>
<td>☐ Transient lodging facility</td>
</tr>
<tr>
<td>☐ Drinking water well, geothermal heat pump well and/or irrigation well</td>
</tr>
<tr>
<td>☐ Interactive water features</td>
</tr>
<tr>
<td>If Health Department review is required, the following may be needed for this review:</td>
</tr>
<tr>
<td>☐ 1 plan set, size no larger than 24”x36”</td>
</tr>
<tr>
<td>☐ Proposed menu (food establishments)</td>
</tr>
<tr>
<td>☐ Hot water heater capacity/information (food)</td>
</tr>
<tr>
<td>☐ Certified food manager card</td>
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<tr>
<td>☐ Equipment specifications</td>
</tr>
</tbody>
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### 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](http://alexandriava.gov/finance) for Business License Tax.

### ISSUANCE REQUIREMENTS 703-746-4200

- ☐ Asbestos affidavit
- ☐ Contractor business license and state license or property owner’s affidavit
- ☐ Noise ordinance affidavit
- ☐ 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**
- **City website**: [http://alexandriava.gov/code](http://alexandriava.gov/code)

### CERTIFICATE OF OCCUPANCY REQUIREMENTS* 703-746-4200

*as applicable (i.e. change of occupancy, increased occupant load, etc.)

- ☐ Approved final inspection of all issued trade and building permits
- ☐ Certificate of Occupancy inspection
- ☐ Certificate of Occupancy Procedures (City handout/policy)
- ☐ Schedule CO inspection with all applicable agencies.
- ☐ P&Z – 703-746-4666
- ☐ T&ES – 703-746-4035
- ☐ Code Admin. – 703-838-4360
- ☐ Health Dept. – 703-838-4400
- ☐ Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399

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*I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.*

Applicant Signature: __________________________________________ Date: __________________

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For City Staff Use Only

☐ Complete and acceptable for review ☐ Not complete, as noted

Screening Reviewer (please initial) __________________________ Date: __________________