



**City of Alexandria**

Permit Center  
301 King Street, Suite 4200  
Alexandria, VA 22314  
Phone: 703.746.4200

**SCREENING & SUBMITTAL CHECKLIST**

***Existing Commercial  
Tenant Improvements***

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**For City Staff Use Only**

- X For items required and complete  For items required, but not complete
- NA For items not required

**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.

**CODE ADMINISTRATION REQUIREMENTS 703-746-4200**

For current codes <http://alexandriava.gov/Code>

**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)

**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: _____                                     |