Applicant Name: ____________________________________________ Date: __________________

Project/Site Address: ____________________________________________

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

General Handouts (as applicable)

☐ Certificate of Occupancy Procedures ☐ T&ES Grading Plan Requirements
☐ Deck Detail Package ☐ Retaining Wall
☐ Property Owner’s Affidavit ☐ Vent and Chimney Certification
☐ T&ES Right of Way Permit Guidelines

GENERAL REQUIREMENTS

☐ 6 copies of survey plat with dimensions of proposed improvements or grading plan or site plan (to scale); one copy attached to each plan set and one provided loose. Refer to T&ES section on page 2 for further requirements. Not required for interior work only.
☐ 5 plan sets, scaled or dimensioned, size no larger than 24”x36”
☐ Existing (if applicable) and proposed floor plans, including room designations & ceiling heights
☐ Exterior building elevations, existing and proposed
☐ Roof plan, including covering materials & roof pitch/slopes
☐ Refer to City Soil Policy for requirements (for new construction & additions, including story additions)
☐ Electrical, mechanical or plumbing plans are not required for additions less than 1,200sf per story.
☐ Neighbor notification letter - if proposed project is 5ft or less from the property-line.
☐ 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

☐ Floor area ratio and open space calculation form
☐ Average existing grade indicated on plans
☐ 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.)
## TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703-746-4035

In addition to the general requirements, the following must be shown on the submitted survey plats:

- Provide limits and total square footage of disturbed area, to include a minimum 10ft parameter around proposed improvements; as well as, construction access and any other areas where work will take place or materials stored.
- Show all roof drains and sump pumps; to include discharge or connection locations. (Connection to storm sewer required if within 100 ft. of property line)
- Provide the required disturbed area certification and drainage certification language on the survey plat. The certifications must be signed by the property owner or by a registered Virginia design professional. (per Memo to Industry 02-08)
- If associated with a site plan or grading plan, a copy of the approved plan must be attached to each permit plan set.
- 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 any work is within the public right-of-way, a T&ES Excavation or Right of Way permit is required.

## CODE ADMINISTRATION REQUIREMENTS 703-746-4200

### ARCHITECTURAL REQUIREMENTS (per the Virginia Construction Code)

- Exterior wall sections, including required fire resistance rated assemblies that are less than 5 feet from the property-line.
- Residential Energy Efficiency Guidelines (attach to plans)
- Door and window schedules

### STRUCTURAL REQUIREMENTS

- Proposed design criteria & loads
- Floor/Roof framing plans & sections
- Soil report as required per City Soil Policy
- Braced wall plans & sections per VRC R602.10
- ES reports & UL details for engineered products
- Foundation plans & sections, including drainage
- Engineering calculations, signed & sealed by a VA RDP (if design exceeds prescriptive methods)

### TRADE REQUIREMENTS

Trade plans are required for review under this building permit for the following project types (and a separate trade permit is required)

- New Construction
- Additions that are more than 1,200sf per story (not required if less than 1,200sf per story)

### PLUMBING REQUIREMENTS (per the Virginia Residential Code and/or Virginia Plumbing Code)

- Plumbing work is proposed
- Supply water riser diagram
- Plumbing fixture layout
- Drainage/Vent diagram

### ELECTRICAL REQUIREMENTS (per the Virginia Residential Code and/or National Electrical Code)

- Electrical work is proposed
- Panel location
- Single-line riser diagram, if service ≥ 200 amps
- Electrical layout (switching/lighting/outlets)
- GFCI & AFCI protection, where required
- Smoke alarms (detectors)

### MECHANICAL REQUIREMENTS (per the Virginia Residential Code and/or Virginia Mechanical Code)

- Mechanical work is proposed
- Interior equipment layout (duct layout, size and ventilation rate)
- Exterior equipment layout on house plat (condensers, generators, etc.)
- Manual J calculations
- Mechanical exhaust (ex. clothes dryer, kitchen, bathroom)
- Engineered system (ex. ground-source heat pump), signed & sealed by a VA RDP
- Screening details for rooftop equipment
CODE ADMINISTRATION REQUIREMENTS (CONTINUED) 703-746-4200

**FUEL-GAS REQUIREMENTS** (per the Virginia Residential Code and/or the Virginia Fuel Gas Code)

If fuel-gas work is included in the scope of work of this project and the system is:

- [ ] Less than 2psi, *then* no permit required.
- [ ] New construction and/or the system is 2psi or more, *then* the review occurs under this building permit and a separate fuel-gas permit is required. The following is required for Code review:
  - [ ] Gas riser diagram (gas pipe size, length and appliance loads, in BTH)
  - [ ] Gas appliance layout

  Please refer to the City Fuel-Gas Policy (dated July 8, 2013) for more information.

**FINANCE REQUIREMENTS** 703-746-3898

Any contractor(s) 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:

- [ ] General Contractor
- [ ] Trade Contractor(s) – electrical, plumbing, and/or mechanical 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

- [ ] Access System Quick Reference Guide
- [ ] Contractor business license and state license or property owner’s affidavit
- [ ] Noise ordinance affidavit
- [ ] Rodent abatement documentation
- [ ] Tree information form

**INSPECTION REQUIREMENTS** 703-838-4900

- [ ] Height Certification
- [ ] FAR Certification
- [ ] Wall Check

  To schedule an inspection call 703-838-4900; for a list of inspections refer to:

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

- [ ] Approved final inspection of all issued trade and building permits
- [ ] Certificate of Occupancy inspection (new construction only)
- [ ] 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
  - 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: ________________

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- [ ] Complete and acceptable for review
- [ ] Not complete, as noted

Screening Reviewer (please initial) ___________________________ Date: ________________