WE ARE HERE TO HELP YOU
At each step in the process, we want customers to know they can always come in and talk to our team of professionals about your commercial or residential projects.

Helpful Contact Information

- Alexandria Small Business Development Center
  703.778.1292

- Code Administration
  (Permit Processing/ Plan Review/ Inspections)
  703.746.4357

- Planning & Zoning
  (Zoning Services, Development, Historic Preservation)
  703.746.4333/ 4666

- Transportation & Environmental Services
  (Construction & Inspections Services)
  703.746.4035

- Finance
  (Business License)
  703.746.4398

- Health Department
  703.746.4357

- Office of Historic Alexandria
  (Archaeology)
  703.746.4357

The Alexandria Permit Center
301 King Street, Suite 4200 (City Hall)
Alexandria, Virginia 22314

Website: alexandriava.gov/permitcenter
Application Submittal: permits.alexandriava.gov
Once you have gathered all of the information that you need to begin the review process, it is time to prepare construction documents for submission to the City.

- Work with a Small Business/Residential Facilitator to confirm the steps you need to take and whether you need to hire a registered design professional (i.e., architect and/or engineer) to prepare your plans. To make an appointment contact SmallBusinessFacilitation@alexandriava.gov, 703-746-4221. It is advisable to work with design professionals familiar with local codes and regulations.
- If you have received preliminary plan approvals, make sure to maintain a copy of those for reference purposes.
- Check with a Permit Technician to determine which City departments may require review and approval of your plans. Contact Permit.Center@alexandriava.gov, 703-746-4357.
- Plan review times will vary based on the type and scope of your project.