

At the City of Alexandria, we want to help you to succeed in the process!

We've developed this easy-to-follow brochure to help guide you.

At any point in time, if you have concerns or need any type of assistance, please call us at 703.746.HELP (4357) or e-mail us at:

permit.center@alexandriava.gov



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

YOUR GUIDE THROUGH THE PERMITTING PROCESS



The Alexandria



Permit Center

DEVELOPING A DYNAMIC COMMUNITY

Step 1 CAN I?

Certain permits may be required before you can renovate a residence or open a business in the City of Alexandria. Before you begin work or sign a lease, get educated on the process and thoroughly investigate your options. Start by visiting the Permit Center at City Hall, 301 King Street, 4th Floor. Our team will be happy to help you with your project. To make an appointment, call 703-746-4333 or e-mail pczoning@alexandriava.gov.

- Check with the Department of Planning & Zoning to ensure that your proposal is compliant with local zoning laws. Additional preliminary approval permits and reviews may be required including:
 - Special Use Permits [SUP]
 - Board of Architectural Review
 - Health Department
- Business owners should consult with the Alexandria Small Business Development Center at www.alexandriasbdc.org, 703-778-1292 for guidance on location, business licenses and structure, financing options, etc.
- Residential and Business Customers should also speak with a Small Business & Residential Facilitator to assist you through the process, prior to signing a lease. Contact them at SmallBusinessFacilitation@alexandriava.gov.



Step 2 Getting Ready to Apply



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.

Step 3 Permit Application, Review, Issuance, & Inspections

After the permit application and review process, permits will be issued and all applicable fees paid. At this point construction work can begin, with inspections at required points. For more information on which inspections you require, visit our website and select New Construction Inspection Unit from the Quick Links. Helpful tips for the permit application, review, issuance, and inspection process:

- Hire a properly licensed contractor or complete the Property Owner's Affidavit.
- Submit all necessary documents for the Permit Center Team to Review
- Note that there are fees for plan review, and allow time in your schedule for plan approvals.
- Follow the permitting process, and request the appropriate inspection at each stage of construction. See the brochure on inspection scheduling. Call 703-838-4900 to request construction related inspections.
- Note that each inspection will result in either a list of outstanding items to be completed or an inspection sign-off for that stage of work.
- Request a Certificate of Occupancy or Completion, if required. Fees are required at the time of the submission request.
- Upon receiving a final building inspection or Certificate of Occupancy, file for a Business License by completing the necessary forms and paying the Business License Fee.