

# *City of Alexandria, Virginia*

## MEMORANDUM

DATE: April 14, 2017

TO: PERMIT CENTER CUSTOMERS

FROM: GREGG FIELDS, DIRECTOR, DEPARTMENT OF CODE  
ADMINISTRATION

SUBJECT: CODE ADMINISTRATION SUMMARY OF FEE CHANGES EFFECTIVE  
JUNE 1, 2017

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Effective June 1, 2017 there will be changes to the City of Alexandria will be revising the Permit Center Fee Schedule as follows. If you have any questions or concerns, please contact the Permit Center at [permit.center@alexandriava.gov](mailto:permit.center@alexandriava.gov).

- 1.** Plan Revisions and Amendments language change to include adjustment for Market Rate. Revised permit fee language to include any future revisions to the estimated costs of construction. Currently, these fees are in the fee schedule.
  - a.** \$100 per trade discipline - The fee to revise drawings for new commercial, single family, and multi-family construction shall be \$100 per trade discipline. If the revision results in a change in the estimated cost of construction, the permit fee shall be revised to account for the revised estimated cost in addition to the \$100 revision fee.
  - b.** \$50 per trade discipline - The fee to revise drawings for an alteration to an existing residential and commercial occupancy shall be \$50 per trade discipline. If the revision results in a change in the estimated cost of construction, the permit fee shall be revised to account for the revised estimated cost in addition to the \$50 revision fee.
- 2.** Non-Residential Tenant Improvement, Alterations and Repairs language change to include adjustment for Market Rate. Market Rate-Fee language change to include clarification of whichever is greater. Change from \$0.48 per square foot or \$19.75 per \$1,000.00 of the total construction cost to \$0.48 per square foot or \$19.75 per \$1,000.00 of total construction cost; or minimum permit fee; whichever is greater.
- 3.** Residential Alterations, repairs fee language change to include adjustment for Market Rate. Market Rate-Fee language change to include clarification of whichever is greater. Change from \$0.30 per square foot or \$18 per \$1,000.00 of the total construction cost to \$0.30 per square foot; \$18 per \$1,000.00 of the total construction cost; or minimum permit fee whichever is greater.

4. Non-residential special construction language change to include adjustment for Market Rate. Market Rate-Fee language change to include clarification of whichever is greater. Change from \$0.215/sq. ft. gross floor area or \$19.75 per \$1,000.00 of the total construction cost to \$0.215/sq. ft. gross floor area; \$19.75 per \$1,000 of the total construction cost; or minimum permit fee whichever is greater.
5. Increase Non-residential re-roofing by \$0.19 to include adjustment for Market Rate. Change from \$0.03 per square foot or (min. permit fee, whichever is greater) to \$0.22/ sq. ft. gross floor area or minimum permit fee; whichever is greater.
6. Certificate of Occupancy Fee Increase
  - a. Certificate of Occupancy-Residential- change from \$141.75 to \$156.75 (Increase of \$15)
  - b. Certificate of Occupancy Commercial space 1000 sq. ft. or less - change from \$157.50 to \$177.50 (Increase of \$20)
  - c. Certificate of Occupancy-Commercial space 1001 sq. ft. to 2500 sq. ft. change from \$183.75 to \$203.75 (Increase of \$20)
  - d. Certificate of Occupancy-Commercial space greater than 2500 sq. ft. change from \$210 to \$230 (Increase of \$20)
  - e. Certificate of Occupancy-core and shell change from \$525 to \$545 (Increase of \$20)
7. Remove Temporary Certificate of Occupancy or Temporary Certificate of Completion Conversion Fee—50% of the original temporary certificate of occupancy. This fee will now be captured in the certificate of occupancy.
8. Electrical Permit Fees -alterations, repairs, reconstruction, tenant fit out, specialty items and additions; all uses language change to include adjustment for Market Rate. Market Rate-Fee language change to include clarification of whichever is greater. Change from \$19.50/\$1,000.00 of total construction cost or minimum permit fee to \$19.50/\$1,000.00 of total construction cost or minimum permit fee; whichever is greater.
9. Plumbing Permit Fees -alterations, repairs, reconstruction, tenant fit out, specialty items and additions; all uses language change to include adjustment for Market Rate. Market Rate-Fee language change to include clarification of whichever is greater. Change from \$19.50/\$1,000.00 of total construction cost or minimum permit fee to \$19.50/\$1,000.00 of total construction cost or minimum permit fee; whichever is greater.
10. Reduce Mechanical Permit Fees-New Residential by removing the \$42 additional per zone. Change from \$194.00 per unit plus an additional \$42.00 per zone to \$194.00 per unit.
11. Mechanical Permit Fees -alterations, repairs, reconstruction, tenant fit out, specialty items and additions; all uses language change to include adjustment for Market Rate. Market Rate-Fee language change to include clarification of whichever is greater. Change from \$19.50/\$1,000.00 of total construction cost or minimum permit fee to \$19.50/\$1,000.00 of total construction cost or minimum permit fee; whichever is greater.
12. Increase Stop Work Order fee-residential to include adjustment for Market Rate. Change from \$125 to \$250 (Increase of \$125).
13. Stop Work Order fee-non-residential to include adjustment for Market Rate. Change from \$250 to \$500 (Increase of \$250).

14. Increase Registration of vacant building fee per City Code Section 8-1-130. Change from \$25 to \$100 (Increase of \$75)

**Cc:**

Morgan Routt, Director, Office of Management and Budget

James Hunt, Permit Center Division Chief

Diane Best, Administrative Services Division Chief