



COMMERCIAL CONSTRUCTION PERMIT APPLICATION
CITY OF ALEXANDRIA, VIRGINIA
DEPARTMENT OF CODE ADMINISTRATION

301 King Street, Suite 4200
 Alexandria, Virginia 22314
 Phone: 703.746.4200 Fax: 703.838.3880
 Website: alexandriava.gov/Code E-mail: permitcenter@alexandriava.gov
 PLEASE VISIT OUR ONLINE PERMIT CENTER: <https://permits.alexandriava.gov>

STAFF USE ONLY
 Building Permit# _____ BLD _____
 Deposit Received _____
 Permit Fee _____
 Date Issued _____

GENERAL INFORMATION

DATE APPLIED _____
 PROJECT NAME _____
 PROJECT ADDRESS _____
 FLOOR / SUITE _____
 OWNER
 NAME _____
 ADDRESS _____
 PHONE _____ FAX _____
 E-MAIL _____

APPLICANT / CONTRACTOR

Work will be performed by: OWNER CONTRACTOR

NAME _____
 ADDRESS _____
 PHONE _____ FAX _____
 E-MAIL _____
 VA LICENSE # _____
 BUSINESS LICENSE # _____
 CLASS A B C RECIPROCIITY? YES NO
 MECHANIC'S LIEN AGENT? Non Designated Yes, specify Agent _____

PROJECT INFORMATION

TYPE OF WORK
 INTERIOR EXTERIOR NEW ALTERATION
 PROJECT DESCRIPTION (check all appropriate boxes)
 Health Dept. Structural/Building Electrical
 Plumbing Mechanical Fuel Gas

CONSTRUCTION CODE(S) / YEAR _____

CONSTRUCTION TYPE(S): I II III IV V _____

OCCUPANCY(S): A B E F H I _____
 M R _____

No. Residential Units: Existing: _____ Proposed: _____

Number of Building Stories: _____ Building Height: _____

Building Area: _____

Gross _____ ft² Altered _____ ft² New _____ ft²

ESTIMATED PROJECT COST (including overhead & profit)

\$ _____

Received By: _____

SPECIFIC PROJECT DATA

HEALTH DEPARTMENT
 FACILITY TYPE: Food Mobile Food Unit Pool
 Spa
 Hotel Bed & Breakfast Personal Grooming
 Massage

FIRE PROTECTION SYSTEMS

Automatic Sprinklers? Yes No
 If "Yes", specify: NFPA 13 NFPA 13R
 NFPA 13D Limited Area
 Fire Alarm? Not Required No Yes
 If "Yes", specify: Existing Altered Proposed
 Standpipes? Not Required No Yes
 If "Yes", specify: Existing Altered Proposed
 Other Fire Protection Systems? No Yes
 If "Yes", specify system type(s): _____

CHANGE OF OCCUPANCY / USE

Change of Occupancy? No Yes
 If "Yes", specify: From _____ To _____
 Mixed Use building? No Yes

If "Yes", specify: Separated Non-Separated

ACCESSIBILITY OF BUILDING

Exempt Fully Partial
 If "Partial", Complete & Submit An 'Alteration Cost of Accessibility Certificate' Form.

MODIFICATION REQUEST

No Yes-SPECIFY MODIFICATION NUMBER: _____

STAFF USE ONLY

Issued By: _____



CITY OF ALEXANDRIA
 DEPARTMENT OF CODE ADMINISTRATION
 301 KING STREET, SUITE 4200
 ALEXANDRIA, VIRGINIA 22314
 703.746.4200 ♦ ALEXANDRIA.VA.GOV/CODE

COMMERCIAL PROJECT DATA SHEET

1. PROJECT NAME _____

2. PROJECT ADDRESS / UNIT NO. _____

3. DESIGN CODE & EDITION _____

- VCC VRC VREHC VPC VMC
 NEC

4. CHANGE OF OCCUPANCY? No Yes

IF "YES", SPECIFY: FROM _____ TO _____

5. OCCUPANCY/USE CLASSIFICATION _____

6. MIXED USE BUILDING? No Yes

- IF "YES", SPECIFY:
 SEPARATED NON-SEPARATED

 (LIST ALL OCCUPANCY/USE CLASSIFICATIONS)

7. TYPE OF CONSTRUCTION

- IA IB IIA IIB IIIA IIIB
 IV VA VB

8. OCCUPANT LOAD _____

9. SCOPE OF WORK AREA _____ FT²

10. NUMBER OF BUILDING STORIES _____

11. BUILDING HEIGHT _____

12. TOTAL FLOOR AREA (GROSS) _____ FT²

13. BUILDING SPRINKLERED? No Yes

- IF "YES", SPECIFY:
 FULL PARTIAL
 NFPA 13 NFPA 13R NFPA 13D

14. FIRE ALARM? NOT REQUIRED NO YES

- IF "YES", SPECIFY:
 EXISTING ALTERED PROPOSED

15. STANDPIPES? NOT REQUIRED NO YES

- IF "YES", SPECIFY:
 EXISTING ALTERED PROPOSED

16. OTHER FIRE PROTECTION SYSTEMS?
 No Yes

IF "YES", SPECIFY SYSTEM TYPE(S):

17. ACCESSIBILITY OF BUILDING

- EXEMPT FULLY PARTIAL

IF "PARTIAL", COMPLETE & SUBMIT AN
 'ALTERATION COST OF ACCESSIBILITY
 CERTIFICATE' FORM

18. MODIFICATION REQUEST? No Yes

IF "YES", SPECIFY MODIFICATION NO.:

NOTES

- Permit(s) must be posted on the job site at all times
- No changes to the approved plans will be made without written approval from the Code Administration
- Lot location surveys/wall checks must be submitted before the framing inspection is scheduled and conducted



CITY OF ALEXANDRIA, VIRGINIA
DEPARTMENT OF CODE ADMINISTRATION

301 King Street, Room 4200, Alexandria, VA 22314
703.746.4200 www.alexandriava.gov/code

Asbestos Affidavit

Building Permit No.: _____

Building Address: _____ Floor _____ Suite _____

In accordance with the Code of Virginia and Virginia Uniform Statewide Building Code, the Department of Code Administration shall not issue a building permit allowing a building for which an initial building permit was issued before January 1, 1985, to be renovated or demolished until the Code Administration receives certification from the owner or agent that the affected portions of the building have been inspected for the presence of asbestos containing materials.

NOTE: A Building Permit must be obtained for the removal of asbestos

The provisions of this section shall not apply to:

- Single-family dwellings or residential housing with four or fewer units unless the renovation or demolition of such buildings is for commercial or public development purposes.
• Combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than 35 cubic feet off facility components where the length or area could not be measured previously.

The affected portions of the building listed have been inspected for the presence of asbestos by individual(s) licensed to perform such inspections pursuant to the Code of Virginia that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with the requirements of the Clean Air Act National Emission Standard for the Hazardous Air Pollutant (NESHAPS) (40 CFR Part 61, Subpart M).

- [] No asbestos was detected in the affected portions of the building
[] Asbestos was detected in the affected portions of the building and response actions to abate any risk to human health have been taken in accordance with all applicable laws and regulations regarding asbestos abatement
o Proof of asbestos abatement via final clearance letter is required before a demolition permit is issued.
[] Asbestos was detected in the affected portions of the building and response action to abate any risk to human health will be undertaken as part of the project's scope of work in accordance with all applicable laws and regulations regarding asbestos abatement
o A building permit must be obtained for asbestos abatement. Demolition permit(s) will not be issued until proof of abatement via final clearance letter is received.

Name of Licensed Asbestos Inspector

Virginia License No.

I further certify that the abatement area will not be reoccupied until any required response actions have been completed and final clearances have been measured and found to be within regulated tolerances.

Signature of Owner or Owner's Agent

Date

Printed Name

Phone No.

The Department of Code Administration
301 King Street, Room 4200
Alexandria, Virginia 22314
703.746.4200 FAX 703.838.3880

CONSTRUCTION REQUIREMENTS IN THE CITY OF ALEXANDRIA

In order to help your construction project proceed as smoothly as possible, The Department of Code Administration has prepared this handout of City requirements and procedures. All construction must conform to the requirements in the current edition of the Uniform Statewide Building Code (USBC) or the code under which the project was approved. For the purposes of this document, the term "**Approved**" mean approved by the City of Alexandria.

Plans must be approved by City review agencies and issued by The Department of Code Administration before work may begin. Please include with submission:

- A plat or plot plan showing distance to lot lines for exterior work. Construction within 5 feet of the lot line may not have any openings, and must be rated for fire safety on both sides of the construction in accordance with the USBC.
- A grading plan must be submitted with the building permit application for approval by T&ES for: construction of a new home; an addition that exceeds the existing bldg footprint by 100%; an addition that results in less than 50% of the existing first floor exterior walls remaining; 1 foot or more change to existing grade elevation; changes to existing drainage patterns; and/or when 2,500 sf or more of land is disturbed. For questions about grading plans, please call 703.746.4063.
- Where applicable, a copy of the final approved site plan must accompany the building permit application. To determine applicability, please call 703.746.4063.
- Building and trade plans are reviewed concurrently and must be submitted as a complete package.
- Shop drawings are required for certain engineered systems such as, but not limited to, roof trusses, floor systems, and fire protection systems, and must be approved before they are constructed/installed. **Certification of shop drawings by a private engineer is not an acceptable substitution for City approval.**
- Asbestos and Noise Affidavits must accompany each permit application. If the property owner is performing the work his/herself, a Property Owner's Affidavit must also be submitted. Affidavits not completed in the Permit Center must be notarized.

Revisions to the original approved plans must be approved before the work is performed. Appropriate building and trade permits must be issued before the work begins. Work performed before permits and/or shop drawings are issued or before revisions are approved, is subject to a Stop Work Order and an administrative fee not to exceed \$250. **Inspections will not be conducted if permits and approved plans or shops are not on the job site.**

Performance and payment bonds are required by T&ES for permits to cross the curb, gutter and sidewalk, and for ingress and egress to construction sites. Bond amounts are for the actual cost of any repair work, or a minimum of \$500. For questions or more exact rates, please call **703.746.4035**.

It is the responsibility of the permit holder to request inspections. **Inspections** may be scheduled via "ACCESS", an automated scheduling system available 24 hours per day - **703.838.4900**. "ACCESS" accepts same day inspections up to 4:00 a.m. Requests received after 4:00 a.m. will be scheduled for the next business day. Multiple inspections may be scheduled using "ACCESS."

The use of third party inspectors/inspections must be approved by the Building Official **prior** to the permit being issued. Inspections performed by unapproved inspectors, design professionals, or engineers may not be recognized regardless of photographs or documentation presented.

Building and trade inspection requests should be coordinated between the job foreman and the contractors so that duplicate inspections are not scheduled. Street addresses must be posted to identify inspection sites and the sites must be readily accessible. Lot numbers alone are not adequate identifiers. Re-inspection fees may be charged when work is not ready or when the inspector is unable to identify or gain access to the structure.

Inspections are required in accordance with the USBC. This includes:

- before footings are poured;
- before the placement of concrete; foundation system installations;
- before concealment of structural members, fasteners/attachments or trade work;
- before concealment of energy conservation material (ie: insulation);

- upon completion of the work.

Placement of the structure - to include additions, retaining walls, sheds and detached garages - must be verified by the City inspector. For this purpose, a **WALL CHECK** notice shall be issued at the time of the footing or foundation inspection. The wall check must be provided by a Virginia licensed land surveyor or engineer. An **APPROVED** Wall Check must be **on site** before a framing inspection will be conducted. Any work concealed prior to approval by the City may be required to be opened for inspection purposes or removed. **At minimum**, all permits must receive an approved final inspection.

Fire Prevention Code Permits are required for:

- Assembly Uses
- Use of a torch (open flame) to remove paint, sweat pipes or apply roofing materials
- Welding or Cutting Operations
- Storage of Welding Cylinders
- Storage of Compressed Gasses
- Storage & Dispensing of Flammable & Combustible Liquids (fuel for construction vehicles)

NOTE: During cool/cold weather, Heating Devices **MUST NOT** be left unattended on construction sites.

Hydrant Permits are required to use fire hydrants for dust control and/or wash downs on job sites. A hydrant wrench must be shown to staff at time of permit application. A separate permit/meter is required from the Virginia American Water Company after the City permit is issued. Please call **703.746.4200** for more information.

Change in Use of a structure or tenant space must comply with the requirements of the current edition of the USBC - including accessibility. Before signing a lease or purchase contract, it is advisable to contact the Office of Building and Fire Code Administration to determine the last known use of the building/tenant space. The Zoning Code is **area** specific while the Building Code is **structure/space** specific. When considering the location of a business in the City, it is important to know if both the zone and the structure will support the intended use. When modifications to the structure are required, it is helpful to have this information before "sealing the deal" so that alteration costs and opening dates can be better anticipated.

Permits are required for the replacement of residential roofing, siding, and/or windows in designated **Historic Districts** (2006 USBC, Section 108.2). Prior to any exterior work (new, alterations, demolition, repairs, renovations, changes) commencing, on properties in the **Old and Historic District and the Parker Gray District**, approval by the appropriate Board of Architectural Review (BAR) is required. This approval may require a public hearing. For more information, please call **703.746.4666**.

A **rodent abatement** plan must be in place 10 days before the work begins and kept in effect during the construction process. The abatement plan must address site baiting and rodent migration to adjoining properties during the demolition and construction process. The construction site must be kept free of trash and lunch litter that attracts rodents. All stored construction materials must be elevated at least 6" off the ground to prevent rodent harborage and the introduction of fungi, excessive moisture and insects to wood building components.

Workers must not trespass on adjoining properties for any reason without express permission of the property owner. If access to adjoining property(s) is required to perform construction work, written approval must be obtained from the property owner. If approval is denied, the job foreman must inform the Building Official in writing. However, the City has no legal mechanism to require property owners to allow access on/to/through their property for work on adjoining property(s). The job foreman will be held responsible for the actions of the workers.

Adjoining public and private property must be protected from **damage caused by construction**. Workers shall not attach to, tie into, or otherwise damage neighboring property(s) or buildings without written permission of the adjoining property owner. The job foreman will be held accountable for any damage caused by site workers.

Construction noise and the hours of operation are regulated by 11-5-1 of the Code of the City of Alexandria. Construction activities may be performed Monday through Friday, between 7:00 a.m. and 6:00 p.m., and Saturday, between 9:00 a.m. and 6:00 p.m. Work on Sundays and holidays (New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving & Christmas Day) is prohibited. Hours for Pile Driving are: Monday - Friday, 9:00 a.m.-6:00 p.m.; Saturday, 10:00 a.m.-4:00 p.m.; Sundays and Holidays prohibited. To work during prohibited hours, a Noise Permit must be obtained from Environmental Quality **703.746.4065**. A completed Noise Affidavit must accompany each permit application or permits will not be issued.

Posted **Emergency Vehicles Easements (EVE)** must remain free of parked vehicles or other obstructions, such as gravel, dirt or construction materials, to provide emergency vehicles with clear access to the job site or occupied structures. Please remind site personnel that parking within 15 feet of a fire hydrant is prohibited. Parking tickets may be issued for EVE and fire hydrant violations.

Job sites must be safe and secured at the close of business each day and Emergency Contact numbers posted. **Site conditions** must not violate City Code for grass height, trash, dumpster/roll-off conditions., standing water, graffiti, being an attractive nuisance to neighborhood children/vagrants, etc.

Stocking Permits may be considered to allow **merchandise** to be put in place prior to the CO being issued. Before a Stocking Permit will be considered, all installed fire sprinkler and alarm systems must be tested, functional and approved by the City. When there is no installed sprinkler or alarm system, a 24-hour Fire Watch may be required as a condition of approval. A Stocking Permit **is not** authorization to occupy the structure/space, nor to conduct training or perform any other function. Please check with your insurance provider for coverage under a Stocking Permit.

A **Certificate of Occupancy (CO)** must be issued prior to the occupancy of a new building, new tenant space, or addition, or when there is a change of use. For site-plan construction, "as-builts" must be submitted and approved before a CO will be issued. For new buildings, a height survey must be reviewed and approved by the Planning and Zoning Department. Trade permits must receive final approvals before the building final and CO inspections will be scheduled. **CO inspection approvals are not authorization to occupy a structure.**

Please allow 3-5 days for all City agencies to conduct CO inspections. Plan for CO inspections well in advance of settlement or Grand Opening events. Temporary COs are discouraged. Fees for temporary COs are charged at 125% of the actual CO fee. To extend an issued temporary CO or to convert to a permanent CO, the fee is 50% of the original temporary CO fee paid.

Remember: No CO = No Occupancy!

Please call The Department of Code Administration, **703.746.4200.**, if you have any questions or need more information on issues relating to demolition, construction, inspections, occupancy of a structure, or contractor licensing regulations. Representatives from Zoning, T&ES, Business Licenses, and Code Administration staff the **Permit Center** located on the fourth floor of City Hall. Permit Center staff is available to answer your questions between 8am and 5pm, Monday - Friday, except holidays. Please check the City of Alexandria web site for additional information about construction related activity, when permits are required, and the current fee schedule - www.alexandriava.gov.



City of Alexandria, Virginia
 Department of Code Administration
 301 King Street, Room 4200
 Alexandria, Virginia 22314
 Phone: 703.746.4200

NOISE ORDINANCE AFFIDAVIT

 Name of Affiant

of _____
 Street Address, including suite or unit number

 City, State and Zip

affirm that I am the:
 owner contractor engineer architect
 design professional permit runner
 agent for the owner

for the work to be performed at:

 Street Address, including suite or unit number

under permit number/s

By obtaining the above listed permit/s and signing this affidavit, I am attesting to the fact that I have read and do understand the following excerpts of the City Code as they pertain to construction noise and the penalties that apply for violating the Noise Ordinance and that I will be responsible to either directly or indirectly notify all construction workers of these requirements as follows:

- **Exemptions 11-5-4(b) (10)** - Unless otherwise authorized by the city manager, the erection (including excavation), demolition, alteration or repair, and any and all activities necessary or incidental thereto, of any building, except a dwelling house when the activity is being conducted by an owner or occupant or agent thereof and not for profit, street, walk, sewer, utility line or other construction, shall be restricted to the hours listed in Table I.
- **Construction Hours and Activities 11-5-4(b) (15)** - Construction devices and power equipment. The operation or permitting the operation during the hours prohibited in Table I of any construction

device or power equipment which is attended by loud or unusual noise as determined by the director, unless permitted in accordance with section 11-5-7 of this chapter. Also prohibited prior to the authorized start time is construction noise associated with activities such as, but not limited to: noise attributed to workmen arriving on the job (ie: talking, laughing, or singing); vehicular noise; the playing of radios or other music; moving or stacking of construction materials; or other site related construction noise.

Prohibited Hours

Day	Before	After
Mon-Fri	7am	6pm
Saturday	9am	6pm
Sunday	All hours	

Holidays per 11-5-5 (a)5(a)* All Hours
 * Section 11-5-5 (a)5(a) defines holidays as January 1st, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day.

- **Pile Driving Hours 11-5-4 (b) (19)** - Unless otherwise authorized by the city manager, pile driving equipment may only be operated between the hours of 9:00 a.m. and 6:00 p.m., Monday through Friday, and between 10:00 a.m. and 4:00 p.m. on Saturdays. Pile driving is prohibited on Sundays and Holidays (see 11-5-5(a)5(a)).
- **Noise Variance 11-5-7** - Application for a permit to work beyond the scope of the hours outlined in Table I and/or Section 11-5-4 (b)(19) may be made to the city manager or his duly authorized representative. Any permit granted shall contain all conditions upon which the permit has been granted and shall specify a reasonable time that the permit shall be effective.
- **Penalties 11-5-12** - (a) **Civil Violation:** Any person who commits, permits, assists in or attempts any violation of this chapter, whether by act or omission, shall be liable for civil violations as follows:
 - first violation = \$50 fine
 - second violation = \$100 fine
 - third and subsequent violations within 14 days of first violation = \$500 fine

(b) **Criminal Violation:** Any person who knowingly refuses or neglects to comply with any written order to cease or abate any violation issued by an authorized enforcement officer, shall be guilty of a class 2 misdemeanor.

(c) Each hour of a continued violation shall constitute a separate offense under this chapter.

In addition to the above described penalties, I also acknowledge that violations of the noise ordinance may result in a Stop-Work-Order being issued for the job. Civil penalties must be paid before the Stop-Work-Order will be released.

 Signature of Affiant _____
 Date