



City of Alexandria

Permit Center
301 King Street, Suite 4200
Alexandria, VA 22314
Phone: 703.746.4200

SCREENING & SUBMITTAL CHECKLIST

**Existing Commercial
Tenant Improvements**

Applicant Name: _____ **Date:** _____

Project/Site Address: _____

Screening Reviewer (please initial) _____ **Date:** _____

I verify that I am submitting all of the required items indicated on this checklist, as appropriate to this project, and I acknowledge that by not submitting all of these items may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant Signature: _____ **Date:** _____

General Handouts (as applicable)

- | | |
|---|--|
| <input type="checkbox"/> Alteration Cost of Accessibility Certificate | <input type="checkbox"/> Restaurant Smoking Area Checklist |
| <input type="checkbox"/> Business License Application Checklist | <input type="checkbox"/> Sign Permit Checklist |

GENERAL REQUIREMENTS

- Req**
- Survey plat, grading plan or site plan (to scale), not required for interior work only
 - 5 plan sets, scaled or dimensioned, size no larger than 24"x36"; (6 plan sets if Health review required)
 - Commercial Project Data Sheet
 - Existing and proposed floor plans, including room designations & ceiling heights
 - Exterior building elevations, as applicable
 - Roof plan, including covering materials & roof pitch/slopes, as applicable
 - 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 REQUIREMENTS 703-746-4333

- Req**
- Is the property located in a Historic District? *If yes*, have you obtained Board of Architectural Review (BAR) approval for all or part of the work? BAR case number: _____
(Additional supporting documentation, including material specifications, may be required)
 - Is the property or use regulated by a Special Use Permit (SUP)? *If yes*, have you obtained SUP approval for all or part of the proposed work? SUP case number: _____
(Additional supporting documentation, including material specifications, may be required)
 - Does the proposed project combine or divide existing tenant suites/units? *If yes*, has a new address been assigned?
 - Is the use of the building changing? *If yes*, parking calculations may be required.

TRANSPORTATION & ENGINEERING SERVICES REQUIREMENTS 703-746-4035

- Req**
- Provide sump pump, foundation drain and roof drain discharge locations (must connect to storm sewer if within 500 ft. of property line).
 - 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 associated with a site plan, a copy of the approved plan must be attached to each permit plan set.

CODE ADMINISTRATION REQUIREMENTS 703-746-4200

ARCHITECTURAL REQUIREMENTS (per the Virginia Construction Code)

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| <p>Req</p> <ul style="list-style-type: none"> <input type="checkbox"/> Door and window schedules <input type="checkbox"/> Wall type and horizontal assembly details (floor, floor/ceiling and roof assemblies) <input type="checkbox"/> Fire-resistance-rated assembly penetration details | <p>Req</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the space fully accessible, compliant with the current code? If not, provide a completed Alteration Cost of Accessibility Certificate <input type="checkbox"/> Means of egress plan, as applicable |
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STRUCTURAL REQUIREMENTS

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| <ul style="list-style-type: none"> <input type="checkbox"/> Proposed design criteria & loads <input type="checkbox"/> Floor/Roof framing plans & sections <input type="checkbox"/> ES reports & UL details for engineered products | <ul style="list-style-type: none"> <input type="checkbox"/> Foundation plans & sections, including drainage, as applicable |
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PLUMBING REQUIREMENTS (per the Virginia Plumbing Code)

- Plumbing work proposed and reviewed under this building permit requires a separate plumbing permit. **(The following are required for 4 or more proposed plumbing fixtures)**
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| <ul style="list-style-type: none"> <input type="checkbox"/> Supply water riser diagram <input type="checkbox"/> Plumbing fixture layout | <ul style="list-style-type: none"> <input type="checkbox"/> Drainage/Vent diagram <input type="checkbox"/> Grease trap/floor drains |
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ELECTRICAL REQUIREMENTS (per the National Electrical Code)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Electrical work proposed and reviewed under this building permit requires a separate electrical permit. <input type="checkbox"/> Panel location <input type="checkbox"/> Single-line riser diagram <input type="checkbox"/> Electrical layout (switching/lighting/receptacle) | <ul style="list-style-type: none"> <input type="checkbox"/> Indicate required 'Ground Fault Circuit Interrupter' (GFCI) protection <input type="checkbox"/> Electrical schedule & load calculations |
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MECHANICAL REQUIREMENTS (per the Virginia Mechanical Code)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Mechanical work proposed & reviewed under this building permit requires a separate mechanical permit. <input type="checkbox"/> Interior equipment layout (duct layout, size and ventilation rate) <input type="checkbox"/> Exterior equipment layout on building plat (condensers, generators, etc) | <ul style="list-style-type: none"> <input type="checkbox"/> Mechanical condensate riser diagram <input type="checkbox"/> Outside/Fresh-Air calculation <input type="checkbox"/> Engineered system (ie. ground-source heat pump), signed & sealed by a VA RDP <input type="checkbox"/> Screening details for rooftop equipment |
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FUEL-GAS REQUIREMENTS (per the Virginia Fuel-Gas Code)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Fuel gas work proposed and reviewed under this building permit requires a separate gas permit. <input type="checkbox"/> Gas riser diagram (with gas pipe size & length) <input type="checkbox"/> Gas appliance layout | <ul style="list-style-type: none"> <input type="checkbox"/> Gas appliance manufacturer's specifications <input type="checkbox"/> City Fuel-Gas Policy (dated July 8, 2013) |
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FIRE PROTECTION SYSTEMS (FPS) PERMIT REQ'S (per the Virginia Fire Code)

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| <ul style="list-style-type: none"> <input type="checkbox"/> FPS work proposed and reviewed under this building permit requires a separate FPS permit. <input type="checkbox"/> Altered/Added sprinklers <input type="checkbox"/> Altered/Added strobes for exit lights | <ul style="list-style-type: none"> <input type="checkbox"/> Altered/Added fire alarm system |
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SIGN PERMIT REQUIREMENTS (per the Virginia Construction Code and National Electrical Code, as applicable)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Sign work proposed and reviewed under this building permit requires a separate sign and electrical (if applicable) permit. <input type="checkbox"/> Altered/Added sign(s) | <ul style="list-style-type: none"> <input type="checkbox"/> If illuminated sign, electrical permit required |
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ELEVATOR & CONVEYANCE PERMIT REQ'S (per the Virginia Construction Code)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Elevator work proposed and reviewed under this building permit requires a separate elevator permit. <input type="checkbox"/> Equipment layout (elevator, lift, dumbwaiter, etc) | <ul style="list-style-type: none"> <input type="checkbox"/> Shaft enclosure fire-rating, as applicable. |
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HEALTH DEPARTMENT REQUIREMENTS 703-746-4910

Health Department review required if the proposed work involves at least one of the following:

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| <input type="checkbox"/> Aquatic and/or sports facility | <input type="checkbox"/> Transient lodging facility |
| <input type="checkbox"/> Food establishment | <input type="checkbox"/> Drinking water well, geothermal heat pump well and/or irrigation well |
| <input type="checkbox"/> Personal grooming and/or massage facility | |
| <input type="checkbox"/> Sewage facility | |

If Health Department review is required, the following may be needed for this review:

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| Req | Req |
| <input type="checkbox"/> 1 plan set, size no larger than 24"x36" | <input type="checkbox"/> Certified food manager card |
| <input type="checkbox"/> Proposed menu (food establishments) | <input type="checkbox"/> Equipment specifications |
| <input type="checkbox"/> List of services (personal grooming occupancies) | <input type="checkbox"/> Manual hot water calculation |

FINANCE REQUIREMENTS 703-746-4200

The following parties 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:

- Business Owner
- Contractor(s) – general contractor and/or trade contractor(s)

Visit the Permit Center or the City's Finance Department website for more information:
<http://alexandriava.gov/finance> for Business License Tax.

ISSUANCE REQUIREMENTS 703-746-4200

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| Req | Req |
| <input type="checkbox"/> Asbestos affidavit | <input type="checkbox"/> Noise ordinance affidavit |
| <input type="checkbox"/> Contractor business license and state license or property owner's affidavit | <input type="checkbox"/> Access System Quick Reference Guide |

INSPECTION REQUIREMENTS 703-838-4900

To schedule an inspection call 703-838-4900; for a list of inspections refer to:
Access System Quick Reference Guide or the City website: <http://alexandriava.gov/code>

CERTIFICATE OF OCCUPANCY REQUIREMENTS* 703-746-4200

*as applicable (ie. change of occupancy, increased occupant load, etc.)

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| Req | Req |
| <input type="checkbox"/> Approved final inspection of all issued trade and building permits | <input type="checkbox"/> Schedule CO inspection with all applicable agencies. |
| <input type="checkbox"/> Certificate of Occupancy inspection | <input type="checkbox"/> P&Z – 703-746-4666 |
| <input type="checkbox"/> Certificate of Occupancy Procedures (City handout/policy) | <input type="checkbox"/> T&ES – 703-746-4035 |
| | <input type="checkbox"/> Code Admin. – 703-838-4360 |
| | <input type="checkbox"/> Health Dept. – 703-838-4400 |
| | <input type="checkbox"/> Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399 |

Comments:
