



**City of Alexandria**

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

**SCREENING & SUBMITTAL CHECKLIST**

**Single Family, Townhouse or Duplex**  
**New Construction & Additions**

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project/Site Address:** \_\_\_\_\_

<u>For City Staff Use Only</u>	
<input checked="" type="checkbox"/> X For items required and complete	<input type="checkbox"/> O For items required, but not complete
<input type="checkbox"/> NA For items not required	

**General Handouts (as applicable)**

- |   |   |
|---|---|
| <input type="checkbox"/> Certificate of Occupancy Procedures<br><input type="checkbox"/> Deck Detail Package<br><input type="checkbox"/> Property Owner's Affidavit<br><input type="checkbox"/> T&ES Right of Way Permit Guidelines | <input type="checkbox"/> T&ES Grading Plan Requirements<br><input type="checkbox"/> Retaining Wall<br><input type="checkbox"/> Vent and Chimney Certification |
|---|---|

**GENERAL REQUIREMENTS**

- 6 copies of survey plat with dimensions of proposed improvements or grading plan or site plan (to scale); one copy attached to each plan set and one provided loose. Refer to T&ES section on page 2 for further requirements. Not required for interior work only.
- 5 plan sets, scaled or dimensioned, size no larger than 24"x36"
- Existing (if applicable) and proposed floor plans, including room designations & ceiling heights
- Exterior building elevations, existing and proposed
- Roof plan, including covering materials & roof pitch/slopes
- Refer to City Soil Policy for requirements (for new construction & additions, including story additions)
- Electrical, mechanical or plumbing plans are not required for additions less than 1,200sf per story.
- Neighbor notification letter - if proposed project is 5ft or less from the property-line.
- 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 (P&Z) REQUIREMENTS     703-746-4333**

- Floor area ratio and open space calculation form
- Average existing grade indicated on plans
- The property is located in a Historic District and applicant has obtained Board of Architectural Review (BAR) or Historic Preservation staff approval for the work. BAR case number: \_\_\_\_\_  
(Additional supporting documentation, including material specifications, may be required.)

**TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703-746-4035**

In addition to the general requirements, the following must be shown on the submitted survey plats:

- Provide limits and total square footage of disturbed area, to include a minimum 10ft parameter around proposed improvements; as well as, construction access and any other areas where work will take place or materials stored.
- Show all roof drains and sump pumps; to include discharge or connection locations. (Connection to storm sewer required if within 100 ft. of property line)
- Provide the required disturbed area certification and drainage certification language on the survey plat. The certifications must be signed by the property owner or by a registered Virginia design professional. (per Memo to Industry 02-08)
- If associated with a site plan or grading plan, a copy of the approved plan must be attached to each permit plan set.
- 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 any work is within the public right-of-way, a T&ES Excavation or Right of Way permit is required.

**CODE ADMINISTRATION REQUIREMENTS 703-746-4200 For current codes <http://alexandriava.gov/Code>**

**ARCHITECTURAL REQUIREMENTS (per the Virginia Construction Code)**

- |  |   |
|--|---|
| <input type="checkbox"/> Exterior wall sections, including required fire resistance rated assemblies that are less than 5 feet from the property-line. | <input type="checkbox"/> Residential Energy Efficiency Guidelines (attach to plans) |
|  | <input type="checkbox"/> Door and window schedules                                  |

**STRUCTURAL REQUIREMENTS**

- |  |   |
|--|---|
| <input type="checkbox"/> Proposed design criteria & loads                | <input type="checkbox"/> Foundation plans & sections, including drainage  |
| <input type="checkbox"/> Floor/Roof framing plans & sections             | <input type="checkbox"/> Engineering calculations, signed & sealed by a VA RDP (if design exceeds prescriptive methods) |
| <input type="checkbox"/> Soil report as required per City Soil Policy    |   |
| <input type="checkbox"/> Braced wall plans & sections per VRC R602.10    |   |
| <input type="checkbox"/> ES reports & UL details for engineered products |   |

**TRADE REQUIREMENTS**

Trade plans are required for review under this building permit for the following project types (and a separate trade permit is required)

- New Construction
- Additions that are more than 1,200sf per story (not required if less than 1,200sf per story)

**PLUMBING REQUIREMENTS (per the Virginia Residential Code and/or Virginia Plumbing Code)**

- |   |  |
|---|--|
| <input type="checkbox"/> Plumbing work is proposed  | <input type="checkbox"/> Plumbing fixture layout |
| <input type="checkbox"/> Supply water riser diagram | <input type="checkbox"/> Drainage/Vent diagram   |

**ELECTRICAL REQUIREMENTS (per the Virginia Residential Code and/or National Electrical Code)**

- |   |   |
|---|---|
| <input type="checkbox"/> Electrical work is proposed                      | <input type="checkbox"/> Electrical layout (switching/lighting/outlets) |
| <input type="checkbox"/> Panel location                                   | <input type="checkbox"/> GFCI & AFCI protection, where required         |
| <input type="checkbox"/> Single-line riser diagram, if service ≥ 200 amps | <input type="checkbox"/> Smoke alarms (detectors)                       |

**MECHANICAL REQUIREMENTS (per the Virginia Residential Code and/or Virginia Mechanical Code)**

- |   |   |
|---|---|
| <input type="checkbox"/> Mechanical work is proposed  | <input type="checkbox"/> Manual J calculations  |
| <input type="checkbox"/> Interior equipment layout (duct layout, size and ventilation rate)     | <input type="checkbox"/> Mechanical exhaust (ex. clothes dryer, kitchen, bathroom)                    |
| <input type="checkbox"/> Exterior equipment layout on house plat (condensers, generators, etc.) | <input type="checkbox"/> Engineered system (ex. ground-source heat pump), signed & sealed by a VA RDP |
|   | <input type="checkbox"/> Screening details for rooftop equipment                                      |

*New Construction & Additions  
Single Family or Duplex*

**CODE ADMINISTRATION REQUIREMENTS (CONTINUED) 703-746-4200**

**FUEL-GAS REQUIREMENTS** (per the Virginia Residential Code and/or the Virginia Fuel Gas Code)

If fuel-gas work is included in the scope of work of this project and the system is:

- Less than 2psi, *then* no permit required.
- New construction and/or the system is 2psi or more, *then* the review occurs under this building permit and a separate fuel-gas permit is required. The following is required for Code review:
  - Gas riser diagram (gas pipe size, length and appliance loads, in BTH)
  - Gas appliance layout

Please refer to the **City Fuel-Gas Policy** (dated July 8, 2013) for more information.

**FINANCE REQUIREMENTS 703-746-3898**

Any contractor(s) 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:

- General Contractor
- Trade Contractor(s) – electrical, plumbing, and/or mechanical 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**

- |  |   |
|--|---|
| <input type="checkbox"/> Access System Quick Reference Guide   | <input type="checkbox"/> Noise ordinance affidavit      |
| <input type="checkbox"/> Contractor business license and state license or property owner’s affidavit | <input type="checkbox"/> Rodent abatement documentation |
|  | <input type="checkbox"/> Tree information form          |

**INSPECTION REQUIREMENTS 703-838-4900**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Height Certification | <input type="checkbox"/> Wall Check |
| <input type="checkbox"/> FAR Certification    |                                     |

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**

- |   |  |
|---|--|
| <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 (new construction only)        | <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"/> Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399 |

*I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For City Staff Use Only**

- |   |   |
|---|---|
| <input type="checkbox"/> Complete and acceptable for review | <input type="checkbox"/> Not complete, as noted |
| Screening Reviewer (please initial) _____                   | Date: _____                                     |