



**CITY OF ALEXANDRIA, VIRGINIA  
DEPARTMENT OF CODE ADMINISTRATION  
DEMOLITION PERMIT REQUIREMENTS**

A demolition permit is required prior to removing a building or portions thereof where utilities must be terminated. In addition, a demolition permit is required to remove or abandon in place under-ground storage tanks. Interior demolitions or “rip-outs” in preparation for new work, alterations or repairs, are performed on a building permit.

Demolition permits may be applied for in the Permit Center by the property owner or a contractor licensed by the Commonwealth of Virginia and the City of Alexandria. Only contractors with license classifications of Building (BLD) or Highway/Heavy (H/H) issued by the Virginia Department of Professional and Occupational Regulations (DPOR) may perform demolition work. Please see the below information for process requirements depending on what is being demolished.

**I. STRUCTURES: Residential or Commercial Buildings, Additions or Accessory**

The applicant must submit the following for review and approval by City review agencies before a demolition permit for a structure may be issued:

1. **Demolition Permit Application** – available from the Permit Center or you can find it under “Applications and Forms” in our electronic forms library on [www.alexandrava.gov/code](http://www.alexandrava.gov/code). A pre-demolition site survey must be approved before the permit to demolish may be issued. **For more information, please call 703.746.4200.**
2. **Property Owners Affidavit** – must be completed when the work is to be performed by property owners as they are not subject to regulations for State Contractor Licensing or City Business Licenses. Work performed by unlicensed contractors or improperly licensed contractors may result in the permit being voided and penalties being ascribed to both the property owner and contractor.
3. **Noise Affidavit** – must be completed to ensure that the applicant and contractor are aware of allowed hours of construction in accordance with Section 11-5-4 (b) of the City Code. Work is permitted:
  - **Regular Construction**:- Monday - Friday, 7:00am - 6:00pm; Saturday, 9:00am- 6:00pm;
  - **Pile Driving**: Monday - Friday, 9am – 6pm; Saturdays, 10am-4pm;
  - **Prohibited All Hours**: Sunday & Holidays (Holidays are defined as January 1, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day)To work before or after these allowed hours of construction, a permit from the Office of Environmental Quality (OEQ) is required. **For more information, please call 703.746.4065.**
4. **Asbestos Affidavit**
  - if asbestos must be removed prior to demolition, a separate construction or building permit is required. A final clearance letter from the abatement company is required stating that the identified asbestos has been removed and properly disposed of. An approved final inspection by the City must be obtained before the demolition permit may be issued. The Asbestos removal may only be done by contractors licensed in Virginia specifically for this purpose. The ASB designation must appear on the contractor’s license; no other contractor license designation is acceptable. During the permit review process, the Office of Environmental Quality (OEQ – 703.746.4065) requires a copy of the contractor’s license with the ASB designation before approval. For more information on State contractor licensing requirements and responsibilities, please call 804.367.8511 or go to [www.dpor.virginia.gov](http://www.dpor.virginia.gov).
  - if no asbestos is detected prior to demolition, the following needs to be provided to the Office of Environmental Quality (OEQ): 1) name and license number of Virginia licensed contractor who

performed the inspection; 2) a copy of the asbestos bulk sampling/survey report that includes the address inspected and the name of the company who performed the sampling/survey. **For more information, please call 703.746.4065.**

- if asbestos is discovered once demolition work begins, work must stop until a construction permit is obtained to properly encapsulate or remove and dispose of asbestos in accordance with State and Federal regulations.

5. **Utility Disconnect Letters** (Gas, Water and Electric) stating that service is terminated.
6. **Sewer Cap** – when needed, a plumbing permit must be issued and a final inspection approved to verify that the sewer has been properly capped off before a demolition permit may be issued.
7. **Site Plan/ Grading Plan** – When a proposed demolition is associated with either a Development Site Plan or a Grading Plan one of the two following statements must be true prior to sign off of the Demolition Permit by the Department of Transportation and Environmental Services (T&ES):
  1. The Building Permit for construction on the demolished area of the site has been issued; or,
  2. The released Site Plan or Grading Plan shows the demolished condition.If the demolition is not associated with either a Development Site Plan or a Grading Plan, the building permit must be issued prior to T&ES sign off of the Demolition Permit or the applicant must provide sufficient information, as determined by the Director of TES or his representative, to depict the demolished condition. Should the demolition result in ground disturbance of an area of 2,500 square feet or greater an approved Grading Plan would be required in accordance with City Code Sections 8-1-22 (d) and 8-1-30 (e). **For more information, please call 703.746.4064.**
8. **Resource Protection Areas (RPA)** – when the building/structure to be demolished is in an identified RPA, review and approval by the Watershed Program Administrator is required to determine if payment into the water quality improvement fund and/or re-vegetation of the property is needed. Designated RPAs **that have been** field verified must be shown on the plans. **For more information, please call 703.746.4068.**
9. **Rodent Abatement Plan** - rodent abatement measures must be in place 10 days prior to demolition commencing and must remain in place until the project is completed. Proof of rodent abatement measures, usually in the form of a contract with an abatement contractor, must be provided before a demolition permit may be issued. **For more information, please call 703.746.4200.**
10. **Certified Letters** must be sent to neighbors/adjacent property owners advising them that a demolition permit has been applied for. Copies of the letters and proof of receipt must be provided to Code Administration before a demolition permit may be issued. **Note:** While not required, it is recommended that the applicant document via photographs or videos the current interior and exterior conditions of structures adjoining/adjacent to the demolition site. These may be useful if claims of damage are alleged once the demolition begins. Permission from the adjoining/adjacent property owners should be obtained before photos or videos are taken.
11. **Historic Preservation** – when a demolition permit is requested for a protected 100 year old structure or a structure located in either the Old and Historic Alexandria District or Parker-Gray Historic District regulated by a Board of Architectural Review (BAR), a BAR application and public hearing for approval may be required. **For more information, please call 703.746.4666.**
12. **Alexandria Archaeology** - Review and approval by Archeology may also be required on sites of historic interest. If something that may be of historic interest is discovered during demolition, you are asked to contact Archeology on **703.746.4399.**

**13. Collateral** in the form of a cashier's check, certified check or a bond must be submitted before a

demolition permit may be issued. The amount of the collateral is assessed at one dollar (\$1.00) per square foot (gross) of the building or structure to be demolished **-OR-** or a minimum deposit of one thousand U.S. dollars( \$1,000.00). A Code Administration bond form must be completed and approved by the City Attorney before being accepted. Once the demolition is completed and an approved final inspection obtained, the bond will be returned to the owner/applicant or a refund processed.

**14. Fees** for demolition permits are based on the current fee schedule and must be paid for each building or structure being demolished before the permit will be issued.

## **II. TANKS: Underground and Aboveground Storage Tanks**

### **A. Removal**

1. A demolition permit is required to remove underground (UST) and above ground storage tanks. Fees are charged per tank to be removed based on the current fee schedule. Fees must be paid before permits are issued.
2. Asbestos Affidavits, Certified Letters, and Utility Company verification letters are not required for tank removals. Completion of a Noise Affidavit is required as is a Property Owner's Affidavit where applicable.
3. A plan or plat is required to show the exact location and size of the tanks being removed and how much ground will be disturbed to do so. If the removal is done in conjunction with an approved site development project, the approved copy of the site plan showing the USTs must be provided for review and approval by the Office of Environmental Quality (OEQ). **For more information, please call 703.746.4065.**
4. The Office of Environmental Quality (OEQ) reviews requests for tank removals to determine compliance with regulations of the Virginia Department of Environmental Quality (VDEQ). Heatingoil tanks are generally exempt from VDEQ regulations. **For more information, please call 703.746.4065 or visit the VDEQ website, <http://www.deq.virginia.gov/tanks/stortnks.html>.**

### **B. Abandon in Place**

1. A Fire Prevention Code Permit (FPP) is required to abandon an underground storage tank in place. The applicant must demonstrate that the removal of the tanks(s) would jeopardize the structural integrity of a building or portion thereof. This information must be field verified by a site inspection from a Code Administration inspector.
2. The applicant must provide proof that the tank(s) have been tested for tightness within ninety days of the date of application of the Fire Prevention Code Permit and certify by way of testing certification that the tank(s) are not leaking. Leaking underground storage tanks **shall not** be allowed to be abandoned in place.
3. All product and piping must be removed from the tank(s) and properly disposed of. Tanks must be cleaned and filled with an inert, solid material. Regulated tanks must be closed and their registration updated in accordance with VDEQ regulations. **For more information, please call 703.746.4065 or visit the VDEQ website, <http://www.deq.virginia.gov/tanks/fnf.html>.**

**CITY OF ALEXANDRIA**



Department of Code Administration  
301 King Street, Suite 4200  
Alexandria, Virginia 22314  
703.746.4200 FAX 703.838.3880  
[www.alexandriava.gov/code](http://www.alexandriava.gov/code)

**DEMOLITION PERMIT BOND FORM**

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS**, that \_\_\_\_\_ as Principal and \_\_\_\_\_ as surety, are held and firmly bound unto the City of Alexandria, Virginia, a municipal corporation of Virginia., in the sum of \$\_\_\_\_\_ (\$1 per gross square foot or \$1,000 minimum), to be paid to the said City of Alexandria to the payment whereof we hereby bind ourselves, our heirs, executors and administrators, successors, and assigns, jointly, severally and firmly by these presents.

**WHEREAS**, \_\_\_\_\_ (Principal) has made application for a Demolition Permit pursuant to the Code of the City of Alexandria, Virginia, 1963, as amended, revised and/or recodified, and the Virginia Uniform Statewide Building Code to demolish a building or structure upon a location owned or under the control of said Principal which requires the furnishing of a bond in the above named amount to the City as a condition precedent to issuance of such permit.

**NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH THAT:** If said Principal, and its agents and employees, shall execute the removal or demolition described in the application for said Permit in accordance with the provisions of the aforementioned Codes, shall satisfactorily complete the said removal or demolition, restore the established grades, and construct any necessary retaining walls and fences as required by the provisions of the Virginia Uniform Statewide Building Code, then this obligation shall be null and void, otherwise it is to remain in full force and virtue.

**IN THE EVENT** the authorized work required to be done pursuant to the terms of the Demolition Permit is not in accordance with the provisions of said codes, that the established grades are not restored and/or any necessary retaining walls and fences are not constructed as required by the provisions of the Virginia Uniform Statewide Building Code, the Principal and Surety shall forfeit the sum stated above to the City. Should suit be commenced to enforce the terms and provisions of this bond, Principal and Surety shall also pay such reasonable attorney’s fees and court costs as shall be fixed by the court.

**IT IS FURTHER UNDERSTOOD AND AGREED** that the liability of the Principal and Surety upon this bond shall be in effect from the date hereof until the completion to the Satisfaction of the

City.

**IN WITNESS WHEREOF**, this instrument has been duly executed by the above-named Principal and surety **this** \_\_\_\_\_ **day of** \_\_\_\_\_, **in the year** \_\_\_\_\_.

\_\_\_\_\_(SEAL)  
Principal

\_\_\_\_\_(SEAL)  
Surety

\_\_\_\_\_(SEAL)  
By (Appointing Affidavit must be attached)

Reviewed and approved by \_\_\_\_\_ of the Office of the City  
Name

Attorney on \_\_\_\_\_  
Date