

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 27, 2020

TO: PERMIT CENTER CUSTOMERS AND STAFF

FROM: WAYNE LIGHTFOOT, PERMIT CENTER DIVISION CHIEF, 
DEPARTMENT OF CODE ADMINISTRATION

SUBJECT: ELECTRONIC SUBMISSION REQUIREMENTS FOR BUILDING AND
TRADE PERMITS

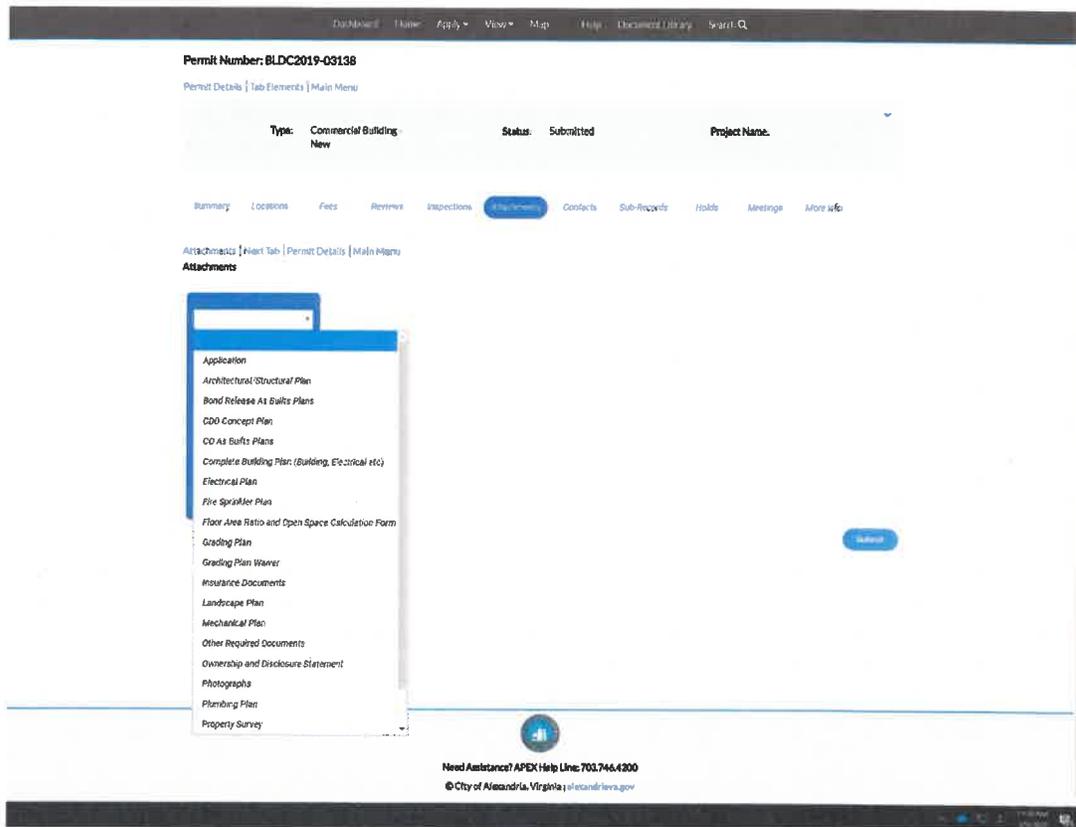
This memorandum serves to provide the necessary requirements for a successful submission of electronic plans and documents. Several key elements must be present in your uploaded files. If the documents do not follow the guidelines listed below, they may be rejected, and will be required to re-submit. Please use the following instructions to prepare your documents for electronic plan review. Note that plans have different submittal recommendations than supporting documents/attachments.

INITIAL SUBMISSION GUIDELINES

- Submittal Checklists – the relevant checklist and/or a comment response letter **must** be submitted with the plans as an additional attachment. [APEX Document Library](#)
- No File Size Limitations
- Scalable vector PDF drawings are preferred
- Plans under 50 pages – preferred to be submitted as one file
- Plans over 50 pages – preferred to be submitted as separate files per discipline. For example, Structural plan and details should all be grouped in one pdf; Architectural plans should be in one pdf, Trade (MEP's) plans should be in one set, etc. Complete FPS plans should be submitted independently and not included into the MEP plans.
- Site and/or Grading plans must be separate from the building plans and these plans should include all pages in one pdf.
- Approved plan sheet sizes shall not exceed 30"x42" inches
- Graphic Scale – each sheet must illustrate a typical graphical scale and all plans must be drawn to scale.
- File Types Accepted – PDF Only
- File must be unlocked, have no encryptions and have no passwords
- Each 'Plan' (or 'Plan set') must be saved as a flattened/optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF or use the 'SAVE AS/FLATTENED' and/or optimized PDF option available in your PDF tool. Plans that have 'layers' are not acceptable.

FILE NAMING CONVENTIONS

File names **must** remain the same throughout the submittal and re-submittal processes. APEX will identify the versions as plans are submitted. Revision/Resubmittals may be rejected if not submitted with a filename that exactly matches the original submittal filename. Inappropriate file names or uploading documents to the wrong folder will delay review of the application.



All file names should reference the discipline code (i.e. Architectural, Mechanical, Electrical, Plumbing, Fire Protection, etc.) for plans over 50 pages. For plan under 50 pages the file name should simply state “Complete Plan Set”. **Do not “version” or rename files** when uploading and resubmitting files.

Examples:

- architectural.pdf
- mechanical.pdf
- electrical.pdf
- shop drawing.pdf
- complete plan set.pdf

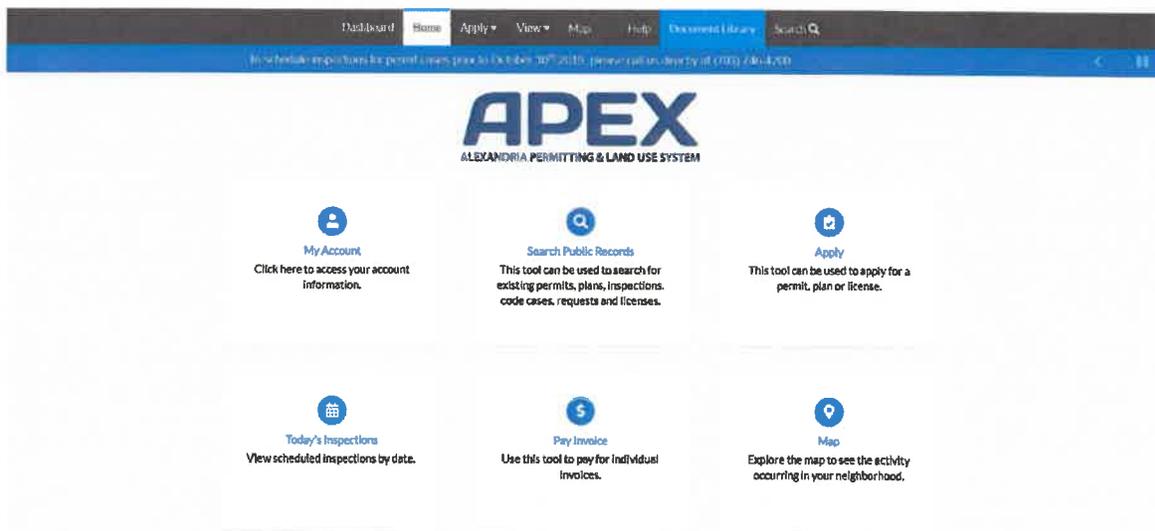
PLAN APPROVAL AND PRINTING

When the plan is approved and a permit is issued, the approved construction document set will be made available for the applicant on the Customer Self Service (CSS) site under “Attachments” within the relative permit number. The applicant is responsible for printing the approved construction document set and having it available on site prior to the first scheduled inspection per VUSBC 109.5.

PLAN REVISIONS AND RESUBMITTALS

If corrections to submitted plans (resubmittal) are requested or a revision is required to an existing permit, follow the steps below:

1. Submit a completed Revision application to the permit.center@alexandriava.gov or contact the permit technician assigned to the existing permit to resubmit. Required documents such as applications can be obtained by selecting the “[APEX Document Library](#)” tab from the Customer Self Service (CSS) welcome page <https://www.alexandriava.gov/APEX>. Once the application is approved the applicant will receive an e-mail notification that new files can now be uploaded to the permit.



2. Upon receipt of notification, the applicant will log-in to the Customer Self Service (CSS) Portal, select “Active” under My Permits and choose the appropriate permit selection. *Revisions are required to include the entire approved plan set with the additional revised pages labeled “REVISION”.*
3. If successfully submitted the following message will appear. Upon receipt of this message the applicant must notify the Permit Technician assigned to the case to begin the revision review process.

Dashboard Home Apply View Map Search Help

Permit Number: BLDR2019-00053 

Permit Details | Tab Elements | Main Menu

Type: Residential Building - New **Status:** Issued **Project Name:**

Summary Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

✓ The file upload was submitted successfully.

 <p>Attachment</p> <p>Local_Government_Resolution_Sample.docx</p> <p>Uploaded: 10/24/2019</p> <p>Notes: Uploaded via CSS</p>	 <p>Attachment</p> <p>Unit Service Level Analysis (2).pdf</p> <p>Uploaded: 10/24/2019</p> <p>Notes: Uploaded via CSS</p>	 <p>Complete Building Plan (Building, Electrical etc)</p> <p>BLD2017-00389_1006 Colonial Ave_ASBESTOS</p> <p>Version: 1</p>	 <p>Complete Building Plan (Building, Electrical etc)</p> <p>DSP2011-00034 Mylar_Rev 1_v1.pdf</p> <p>Version: 1</p>	 <p>Mechanical Plan</p> <p>DSP2017-00023 Partial Release Mylars_v1.pdf</p> <p>Version: 1</p>
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For assistance submitting plans and documents, applicants should contact the City of Alexandria Permit Center at permit.center@alexandriava.gov or by calling 703.746.4200.