



DEPARTMENT OF CODE ADMINISTRATION

John D. Catlett  
Director

301 King Street  
Room-4200  
Alexandria, Virginia 22314

Phone (703) 746-4200  
Fax (703) 549-4589  
alexandriava.gov

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**DATE:** APRIL 12, 2012  
**TO:** ALL CODE ADMINISTRATION STAFF AND CUSTOMERS  
**FROM:** JOHN CATLETT, DIRECTOR  
**SUBJECT:** WHEN IS A PERMIT REQUIRED AND WHAT ACTIVITIES ARE EXEMPT FROM PERMITS

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This Policy provides guidance to assist those performing work within the Commonwealth of Virginia as to when a permit is required and what work is exempted from permitting requirement. Please note that exemption from permit requirements does not mean that work can be performed to a lesser requirement found in the 2009 Virginia Construction Code (herein VCC). The following requirements are based on the 2009 VCC.

*Please note other City agencies*, such as: Planning and Zoning [P&Z], Board of Architectural Review [BAR], Transportation and Environmental Services [T&ES] and the Health Department *review and approval may be required even when building permits are not required by the VCC*. Those conducting work should check with those agencies for their requirements prior to signing a contract or beginning work.

For more specific information, please contact the Multi-Agency Permit Center at 703.746.4200.

### **WHEN A BUILDING PERMIT IS REQUIRED**

§108.1 **When [building permit] applications are required.** Application for a permit shall be made to the building official and a permit shall be obtained prior to the commencement of any of the following activities, except that applications for emergency construction, alterations or equipment replacement shall be submitted by the end of the first working day that follows the day such work commences. In addition, the building official may authorize work to commence pending the receipt of an application or the issuance of a permit.

- 1. Construction or demolition of a building or structure.** Installations or alterations involving (i) the removal or addition of any wall, partition or portion thereof, (ii) any structural component, (iii) the repair or replacement of any required component of a fire or smoke rated assembly, (iv) the alteration of any required

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means of egress system, (v) water supply and distribution system, sanitary drainage system or vent system, (vi) electric wiring, (vii) fire protection system, mechanical systems, or fuel supply systems, or (viii) any equipment regulated by the USBC.

2. For **change of occupancy**, application for a permit shall be made when a new certificate of occupancy is required under Section 103.3.

§103.3 **Change of occupancy.** No change of occupancy shall be made in any structure when the current USBC requires a greater degree of accessibility, structural strength, fire protection, means of egress, ventilation or sanitation. When such a greater degree is required, the owner or the owner's agent shall make written application to the local building department for a new certificate of occupancy and shall obtain the new certificate of occupancy prior to the new use of the structure. When impractical to achieve compliance with this code for the new occupancy classification, the building official shall consider modifications upon application and as provided for in Section 106.3.

3. **Movement of a lot line** that increases the hazard to or decreases the level of safety of an existing building or structure in comparison to the building code under which such building or structure was constructed.

4. **Removal or disturbing of any asbestos** containing materials during the construction or demolition of a building or structure, including additions.

## **WHEN IS WORK EXEMPT FROM A BUILDING PERMIT**

For the purposes of applying these exemptions, the following definitions are needed:

**R-2** Residential occupancies containing *sleeping units* or more than two *dwelling units* where the occupants are primarily permanent in nature, including:

Apartment houses (Multi-family condominium)

*Boarding houses* (nontransient)

Convents

Dormitories

Fraternities and sororities

Hotels (nontransient)

Live/work units

Monasteries

Motels (nontransient)

Vacation timeshare properties

*Congregate living facilities* with 16 or fewer occupants are permitted to comply with the construction requirements for Group R-3.

**R-3** Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-4 or I, including:

Buildings that do not contain more than two *dwelling units*.

Adult care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours.

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Child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours.

*Congregate living facilities* with 16 or fewer persons.

Adult care and child care facilities that are within a single-family home are permitted to comply with the *International Residential Code*.

**R-4** Residential occupancies shall include buildings arranged for occupancy as residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff and buildings arranged for occupancy as hospice facilities with not more than 16 occupants, excluding staff.

Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in this code, or shall comply with the IRC provided the building is protected by an automatic sprinkler system installed in accordance with Section 903.2.7.

**R-5** Residential occupancies in detached one- and two-family dwellings, townhouses and accessory structures within the scope of the International Residential Code, also referred to as the "IRC."

§108.2 **Exemptions from application for permit.** Notwithstanding the requirements of Section 108.1 [see above], application for a permit and any related inspections shall not be required for the following; however, this section shall not be construed to exempt such activities from other applicable requirements of this code. In addition, when an owner or an owner's agent requests that a permit be issued for any of the following, then a permit shall be issued and any related inspections shall be required.

1. Installation of wiring and equipment that (i) operates at less than 50 volts, (ii) is for network powered broadband communications systems, or (iii) is exempt under Section 102.3(1), except when any such installations are located in a plenum, penetrate fire rated or smoke protected construction or are a component of any of the following:
  - 1.1. Fire alarm system.
  - 1.2. Fire detection system.
  - 1.3. Fire suppression system.
  - 1.4. Smoke control system.
  - 1.5. Fire protection supervisory system.
  - 1.6. Elevator fire safety control system.
  - 1.7. Access or egress control system or delayed egress locking or latching system.
  - 1.8. Fire damper.
  - 1.9. Door control system.
2. One story detached accessory structures used as tool and storage sheds, playhouses or similar uses, provided the floor area does not exceed 200 square feet (18 m<sup>2</sup>) and the structures are not classified as a Group F-1 or H occupancy.
3. Detached prefabricated buildings housing the equipment of a publicly regulated utility service provided the floor area does not exceed 150 square feet (14 m<sup>2</sup>).
4. Tents or air-supported structures, or both, that cover an area of 900 square feet (84 m<sup>2</sup>) or less, including within that area all connecting areas or spaces with a common means of egress or entrance, provided such tents or structures have an occupant load of 50 or less persons.

**\*\*Note:** The Virginia Fire Prevention Code requires a Fire Prevention Permit for tents 400 Square feet or larger if enclosed, and 700 square feet if open on all sides. Alexandria issues a Fire Prevention Permit which serves as the building permit. Only the single permit is required. Recreational tents are exempt.

5. Fences and privacy walls not part of a building, structure or of the barrier for a swimming pool, provided such fences and privacy walls do not exceed six feet in height above the finished grade. Ornamental post caps shall not be considered to contribute to the height of the fence or privacy wall and shall be permitted to extend above the six feet height measurement.
6. Retaining walls supporting less than two feet of unbalanced fill. This exemption shall not apply to any wall impounding Class I, II or III-A liquids or supporting a surcharge other than ordinary unbalanced fill.
7. Swimming pools that have a surface area not greater than 150 square feet (13.95 m<sup>2</sup>), do not exceed 5,000 gallons (19 000 L) and are less than 24 inches (610 mm) deep.
8. Signs under the conditions in Section H101.2 of Appendix H.
9. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.
10. Ordinary repairs that include the following:
  - 10.1. Replacement of windows and doors with windows and doors of similar operation and opening dimensions that do not require changes to the existing framed opening and that are not required to be fire rated in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.

**\*\*Note:** Application for a permit is required for the installation of replacement siding, roofing and windows in buildings within a historic district designated by a locality pursuant to Section 15.2-2306 of the Code of Virginia. This includes the Parker Gray and Old Town Districts.

- 10.2. Replacement of plumbing fixtures in all groups without alteration of the water supply and distribution systems, sanitary drainage systems or vent systems.
- 10.3. Replacement of general use snap switches, dimmer and control switches, 125 volt-15 or 20 ampere receptacles, luminaries (lighting fixtures) and ceiling (paddle) fans in Group R-2 where serving a single dwelling unit and in Groups R-3, R-4 and R-5.
- 10.4. Replacement of mechanical appliances provided such equipment is not fueled by gas or oil in Group R-2 where serving a single family dwelling and in Groups R-3, R-4 and R-5.
- 10.5. Replacement of an unlimited amount of roof covering or siding in Groups R-3, R-4 or R-5 provided the building or structure is not in an area where the design (3 second gust) wind speed is greater than 100 miles per hour (160 km/hr) and replacement of 100 square feet (9.29 m<sup>2</sup>) or less of roof covering in all groups and all wind zones.

**\*\*Note:** Application for a permit is required for the installation of replacement siding, roofing and windows in buildings within a historic district designated by a locality pursuant to Section 15.2-2306 of the Code of Virginia. This includes the Parker Gray and Old Town Districts.

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- 10.6. Replacement of 100 square feet (9.29 m<sup>2</sup>) or less of roof decking in Groups R-3, R-4 or R-5 unless the decking to be replaced was required at the time of original construction to be fire-retardant-treated or protected in some other way to form a fire-rated wall termination. (Typically found in townhouses)
- 10.7. Installation or replacement of floor finishes in all occupancies.
- 10.8. Replacement of Class C interior wall or ceiling finishes installed in Groups Assembly (50 persons or more), Educational (K-12) and Institutional, and replacement of all classes of interior wall or ceiling finishes in other groups.
- 10.9. Installation of replacement cabinetry or trim.
- 10.10. Application of paint or wallpaper.
- 10.11. Other repair work deemed by the building official to be minor and ordinary which does not adversely affect public health or general safety.