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**DATE:** March 2, 2012 (Revised December 2017)  
**TO:** Code Administration Customers and Staff  
**FROM:** Gregg Fields, Director  
**SUBJECT:** Plan Review Time Frames  
**PP #:** 2012 – 06

The following table reflects our current plan review time frames. These review times only apply to plans under review by the Department of Code Administration and do not include review time required by other departments. Please allow for additional time for review by the departments involved in your projects. You can contact them through our city website at [www.alexandriava.gov](http://www.alexandriava.gov).

Type of Review	Timeframes
<i>Walk-through – Residential (IRC):</i> Alterations, Renovations, Additions & Repairs (including new decks) Residential Additions < 4 stories; 1200SF per floor	Same Day
<i>Walk-through – Commercial (IBC):</i> Alterations, Renovations & Repairs (Including Systems Furniture), Small Fire Protection Systems meeting the criteria as indicated on the Fire Protection Systems webpage.	Same Day (dependent on job size)
<i>Take In -Commercial:</i> New Construction, Alterations, Renovations, Additions, Repairs & Tenant Build-outs; New Residential Single Family Dwellings	20 Business Days
<i>Take In- Residential:</i> alterations, renovations, additions & repairs (Not meeting Walk-thru criteria)	10 Business Days or Less
<i>Fire Protection Systems</i> (Sprinkler, Alarm, Stand-pipe, etc.) New Construction, Alteration, Additions, Repairs & Revisions	7 Business Days
<i>Residential Revisions</i>	10 Business Days (Walk-thru service is encouraged).
<i>Commercial Revisions</i>	15 business days
<i>Trades, Stand-alone</i> (Plumbing, Electrical or Mechanical); Final reviews when all comments have been addressed	5 business days

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