



Gregg Fields, CBO, CBMO
Director

DEPARTMENT OF
CODE ADMINISTRATION
301 King Street
Room 4200
Alexandria, Virginia 22314

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

DATE: June 16, 2015 (December 2017)
TO: Code Administration Staff
FROM: Gregg Fields, Director
SUBJECT: Notification Procedures for Deep Foundation Projects
PP #: 2015-01

This policy provides recommended direction to assist those performing deep foundation excavations and/or piling driving work in order to help ensure the protection of surrounding structures during the installation of deep foundations and/or piles. This policy is intended to help protect the permit applicant from unsubstantiated damage claims and the surrounding property owners, whose properties could be affected.

The permit applicant should provide the recommended documentation that notifications have been provided to adjacent property-owners or owners agents within a one block circumference of the construction site. Documented evidence that this has been performed is requested be provided before a construction permit is issued. This neighborhood notification letter should include:

- An offer of a pre-construction photographic survey of the interior and exterior conditions of the properties. The cost for this survey should be the responsibility of the project owner, developer or contractor;
- A summary of how damage complaints and/or claims will be handled by project personnel, insurer, developer or contractor;
- The name and a phone number of a point of contact who will handle complaints from property owners during the construction process, including reporting contact information for after hours emergencies;
- Allow a minimum 10 calendar day time-frame for owners/tenants to respond to the survey offer prior to initiating work.

In addition, the notification submission should include the method by which owners were contacted; to include the use of certified or registered mail and evidence as to whether the notice was either returned undelivered accepted or refused. **This policy supersedes PP # 2013 – 01.**

One Team, One City — Our City