

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 20, 2020

TO: CODE ADMINISTRATION CUSTOMERS AND STAFF

FROM: CHRIS EVANS, DEPUTY DIRECTOR *CE*
DEPARTMENT OF CODE ADMINISTRATION

SUBJECT: PLAN REVIEW TIME FRAMES

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.

Type of Review	Timeframes
<i>In-Person Walk-through – Residential (IRC):</i> Alterations, Renovations, Residential Photovoltaic Systems, and Repairs (including new decks)	Same Day
<i>In-Person Walk-through – Commercial (IBC):</i> Alterations, Renovations & Repairs (Including Systems Furniture), and Small Fire Protection Systems (20 devices or less)	Same Day (dependent on job size)
<i>Residential Photovoltaic Systems (IRC) and Walk-through plans when not in-person</i>	3 Business Days
<i>Take In -Commercial: New Construction, Alterations, Renovations, Additions, Repairs & Tenant Buildouts</i>	20 Business Days

<i>Take In- Residential: New Residential Single-Family Dwellings, alterations, renovations, additions & repairs (Not meeting Walk-thru scope)</i>	10 Business Days
<i>Fire Protection Systems (Sprinkler, Alarm, Stand-pipe, etc.): New Construction, Alteration, Additions, Repairs & Revisions</i>	10 Business Days
<i>Residential Revisions</i>	5 Business Days
<i>Commercial Revisions</i>	10 Business Days
<i>Trades, Stand-alone (Plumbing, Electrical or Mechanical); Final reviews when all preliminary comments have been addressed</i>	5 Business Days