City of Alexandria
Permit Center
301 King Street, Suite 4200
Alexandria, VA 22314
Phone: 703.746.4200

SCREENING & SUBMITTAL CHECKLIST

New/Existing Commercial
(Tenant Improvements)

Applicant Name: _____ **Date**: _____

Project/Site Address: _____

For City Staff Use Only

X For items required and complete
NA For items not required
○ For items required, but not complete

General Handouts (as applicable)

- ☐ **Alteration Cost of Accessibility Certificate**
- ☐ **Business License Application Checklist**
- ☐ **Restaurant Smoking Area Checklist**

GENERAL REQUIREMENTS

- ☐ Electronic sets of plans, in PDF format with file size no larger than 100MB

- ☐ Approved site plans
- ☐ Commercial Project Data Sheet
- ☐ Existing and proposed floor plans, including room designations & ceiling heights
- ☐ Exterior building elevations, as applicable
- ☐ Roof plan, including covering materials & roof pitch/slopes, as applicable
- ☐ Plans must be signed and sealed by a registered design professional (RDP) licensed to practice in the Commonwealth of Virginia:
  - If they are responsible for the construction documents (regardless of if Virginia law requires the plans to be prepared by an RDP); or
  - If it is required by the Code of VA Section 54.1- 400, DPOR.

PLANNING & ZONING (P&Z) REQUIREMENTS 703-746-4333

- ☐ The property is located in a Historic District and applicant has obtained Board of Architectural Review (BAR) or Historic Preservation staff approval for the work. BAR case number: _____
  (Additional supporting documentation, including material specifications, may be required.)
- ☐ The property or use is regulated by a Special Use Permit (SUP) and the applicant has obtained SUP approval for the proposed work. SUP case number: _____
  (Additional supporting documentation, including material specifications, may be required)
- ☐ The proposed project combines or divides an existing tenant suites/units and a new address(s) has been assigned.
- ☐ The use of the building is changing, parking calculations are included.

TRANSPORTATION & ENVIRONMENTAL SERVICES (T&ES) REQUIREMENTS 703-746-4035

- ☐ Provide sump pump, foundation drain and roof drain discharge locations. (Connection to storm sewer required if within 500 ft. of property line)
- ☐ Will there be a change in the attachment point of any overhead utilities? *If yes*, you must obtain a variance or waiver of the underground utilities requirement.
- ☐ If associated with a site plan, a copy of the approved plan must be attached to each permit plan set.

CODE ADMINISTRATION REQUIREMENTS **703-746-4200** **For current codes http://alexandriava.gov/Code**

ARCHITECTURAL REQUIREMENTS (per the Virginia Construction Code)

- ☐ Door and window schedules
- ☐ Wall type and horizontal assembly details (floor, floor/ceiling and roof assemblies)
- ☐ Fire-resistance-rated assembly penetration details
- ☐ Is the space fully accessible, compliant with the current code? If not, provide a completed Alteration Cost of Accessibility Certificate
- ☐ Means of egress plan, as applicable

STRUCTURAL REQUIREMENTS

- ☐ Proposed design criteria & loads
- ☐ Floor/Roof framing plans & sections
- ☐ ES reports & UL details for engineered products
- ☐ Foundation plans & sections, including drainage

TRADE REQUIREMENTS

If the following work shown below is included in the scope of work of this project, trade plans are required for review under this building permit and a separate permit is required for each applicable trade.

PLUMBING REQUIREMENTS (per the Virginia Plumbing Code)

- ☐ Plumbing work is proposed
- ☐ Supply water riser diagram
- ☐ Plumbing floor plans
- ☐ Grease trap/floor drains
- ☐ Drainage/Vent diagram
- ☐ Plumbing fixtures/equipment schedule

ELECTRICAL REQUIREMENTS (per the National Electrical Code)

- ☐ Electrical work is proposed
- ☐ Panel location
- ☐ Single-line riser diagram
- ☐ Electrical layout (switching/lighting/outlets)
- ☐ Indicate GFCI / AFI protection when required
- ☐ Electrical schedule & load calculations

MECHANICAL REQUIREMENTS (per the Virginia Mechanical Code)

- ☐ Mechanical work is proposed
- ☐ Interior equipment layout (duct layout, size and ventilation rate)
- ☐ Exterior equipment layout on building plat (condensers, generators, etc.)
- ☐ Mechanical equipment schedule
- ☐ Outside/Fresh-Air calculation
- ☐ Engineered system (i.e. ground-source heat pump), signed & sealed by a VA RDP
- ☐ Screening details for rooftop equipment

FUEL-GAS REQUIREMENTS (per the Virginia Fuel-Gas Code)

- ☐ Fuel-gas work is proposed
- ☐ Gas riser diagram (with gas pipe size & length)
- ☐ Gas appliance layout
- ☐ Gas appliance manufacturer's specifications
- ☐ City Fuel-Gas Policy (dated July 8, 2013)

FIRE PROTECTION SYSTEMS (FPS) PERMIT REQ'S (per the Virginia Fire Code)

- ☐ FPS work is proposed
- ☐ Altered/Added sprinklers
- ☐ Altered/Added strobes for exit lights
- ☐ Altered/Added fire alarm system

SIGN PERMIT REQUIREMENTS (per the Virginia Construction Code and National Electrical Code, as applicable)

- ☐ Sign work is proposed
- ☐ Altered/Added sign(s)
- ☐ If illuminated sign, an electrical permit is also required

ELEVATOR & CONVEYANCE PERMIT REQ'S (per the Virginia Construction Code)

- ☐ Elevator work is proposed
- ☐ Shaft enclosure fire-rating, as applicable
- ☐ Equipment layout (elevator, lift, dumbwaiter)

PLEASE CONTACT THE PERMIT CENTER by email: *permit.center@alexandriava.gov* or
by phone: 703.746.4200 to inform about permit application submittal and to start the review process

HEALTH DEPARTMENT REQUIREMENTS 703-746-4996

Health Department review is required if the proposed work involves at least one of the following:

- ☐ Aquatic and/or sports facility
- ☐ Food establishment
- ☐ Wells, including geothermal wells
- ☐ Sewer facility
- ☐ Transient lodging facility
- ☐ Drinking water well, geothermal heat pump well and/or irrigation well
- ☐ Interactive water features

If Health Department review is required, the following may be needed for this review:

- ☐ 1 plan set, size no larger than 24"x36"
- ☐ Proposed menu (food establishments)
- ☐ Hot water heater capacity/information (food)
- ☐ Certified food manager card
- ☐ Equipment specifications

FINANCE REQUIREMENTS 703-746-3898

The following parties involved in the proposed project should apply for a City business license as soon as possible or verify their existing City business license is current, as they renew annually:

- ☐ Business Owner
- ☐ Contractor(s) – general contractor and/or trade contractor(s)

Visit the Permit Center or the City's Finance Department website for more information:
http://alexandriava.gov/finance for Business License Tax.

ISSUANCE REQUIREMENTS 703-746-4200

- ☐ Asbestos affidavit
- ☐ Contractor business license and state license or property owner's affidavit
- ☐ Noise ordinance affidavit
- ☐ Access System Quick Reference Guide

INSPECTION REQUIREMENTS 703-838-4900

To schedule an inspection call 703-838-4900; for a list of inspections refer to:
Access System Quick Reference Guide or the City website: http://alexandriava.gov/code

CERTIFICATE OF OCCUPANCY REQUIREMENTS* 703-746-4200

*as applicable (i.e. change of occupancy, increased occupant load, etc.)

- ☐ Approved final inspection of all issued trade and building permits
- ☐ Certificate of Occupancy inspection
- ☐ Certificate of Occupancy Procedures (City handout/policy)
- ☐ Schedule CO inspection with all applicable agencies.
- ☐ P&Z – 703-746-4666
- ☐ T&ES – 703-746-4035
- ☐ Code Admin. – 703-838-4360
- ☐ Health Dept. – 703-838-4400
- ☐ Office of Historic Alexandria/Alexandria Archaeology – 703-746-4399

I acknowledge that all items designated herein as missing or incomplete must be provided prior to being accepted for review.

Applicant Signature:_____ Date: _____

For City Staff Use Only

☐ Complete and acceptable for review ☐ Not complete, as noted

Screening Reviewer (please initial)_____ Date: _____