



City of Alexandria, Virginia

Alexandria Permit Center
301 King Street, Suite 4200
Alexandria, Virginia 22314
permits.alexandriava.gov



Residential Single and Two Family Trade Permit- Completeness Checklist

Project Address: _____ Date Submitted: _____

In order for your application to be accepted into the permitting system you must submit the minimum requirements of each department listed below. Additional requirements may be required by any of the departments during the review period. **Meeting the requirements of this checklist does not constitute approval of your application,** only that the minimum submission requirements have been met for each department to begin their review.

Code Administration Requirements 703-746-4200

- 3 plan sets, size no larger than 24" x 36" (6 sets of plans when Health Dept. review is required)
- Asbestos Affidavit
- Noise Ordinance Affidavit
- Contractor Selection Checklist or Property Owner's Affidavit
- Is the trade permit associated with an issued building permit?
 - If so, what is the building permit number? _____
- Mechanical Equipment Detail (Mechanical Only)
- Mechanical Duct Layout (Mechanical Only)
- Mechanical Load Calculations (Mechanical Only)
- Energy Envelope Calculations (Mechanical Only)
- Layout- Single Line with sizes (Mechanical Only)
- Water Riser Diagram (Plumbing Only)
- Waste and Vent Riser Diagram (Plumbing Only)
- Provide electrical panel location, ground fault circuit interrupter protection and arc fault circuit interrupter protection (Electrical Only)
- Switching/ Lighting/ Receptacle Layout (Electrical Only)
- Single-line Riser Diagram, if service is >200amps (Electrical Only)
- Indicate required ground fault circuit interrupter protection (Electrical Only)
- Indicate required 'Arc Fault Circuit Interrupter' (AFCI) Protection (Electrical Only)
- Lighting Layout (Electrical Only)
- Receptacle Layout (Electrical Only)

Staff Use Only

- I have reviewed this application and have found it to be **complete** and ready for review.
- I have reviewed this application and have found it to be **incomplete**. The applicant must submit the highlighted items above in order to have a complete application.

Staff Name/ Initials

Date

Planning and Zoning Requirements 703-746-4333

- Provide the location of the work being completed, including all exterior mechanical and electrical units
 - If units are ground exterior, provide location on a survey plat
 - If units are rooftop exterior, provide location and screening mechanisms
- Is the property under the purview of a Board of Architectural Review? Yes _____ No _____
 - If yes, have you obtained BAR approval for all or part of the work? Yes _____ No _____
(Additional supporting documentation, including material specifications, may be required.)

Staff Use Only

- I have reviewed this application and have found it to be **complete** and ready for review.
- I have reviewed this application and have found it to be **incomplete**. The applicant must submit the highlighted items above in order to have a complete application.
- P&Z review not required.

Staff Name/ Initials

Date

