



## City of Alexandria

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

### SCREENING & SUBMITTAL CHECKLIST

#### Existing Commercial Tenant Improvements

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project/Site Address: \_\_\_\_\_

Screening Reviewer (please initial) \_\_\_\_\_ Date: \_\_\_\_\_

I verify that I am submitting all of the required items indicated on this checklist, as appropriate to this project, and I acknowledge that by not submitting all of these items may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### General Handouts (as applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> Alteration Cost of Accessibility Certificate | <input type="checkbox"/> Restaurant Smoking Area Checklist |
| <input type="checkbox"/> Business License Application Checklist       | <input type="checkbox"/> Sign Permit Checklist             |

#### GENERAL REQUIREMENTS

##### Req

- ☐ Survey plat, grading plan or site plan (to scale), not required for interior work only
- ☐ 5 plan sets, scaled or dimensioned, size no larger than 24"x36"; (6 plan sets if Health review required)
- ☐ 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 (1 original plan set):
  - 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 REQUIREMENTS 703-746-4333

##### Req

- ☐ Is the property located in a Historic District? *If yes*, have you obtained Board of Architectural Review (BAR) approval for all or part of the work? BAR case number: \_\_\_\_\_  
(Additional supporting documentation, including material specifications, may be required)
- ☐ Is the property or use regulated by a Special Use Permit (SUP)? *If yes*, have you obtained SUP approval for all or part of the proposed work? SUP case number: \_\_\_\_\_  
(Additional supporting documentation, including material specifications, may be required)
- ☐ Does the proposed project combine or divide existing tenant suites/units? *If yes*, has a new address been assigned?
- ☐ Is the use of the building changing? *If yes*, parking calculations may be required.

#### TRANSPORTATION & ENGINEERING SERVICES REQUIREMENTS 703-746-4035

##### Req

- ☐ Provide sump pump, foundation drain and roof drain discharge locations (must connect to storm sewer 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****ARCHITECTURAL REQUIREMENTS** (per the Virginia Construction Code)

Req

- ☐ Door and window schedules
- ☐ Wall type and horizontal assembly details (floor, floor/ceiling and roof assemblies)
- ☐ Fire-resistance-rated assembly penetration details

Req

- ☐ 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, as applicable

**PLUMBING REQUIREMENTS** (per the Virginia Plumbing Code)

- ☐ Plumbing work proposed and reviewed under this building permit requires a separate plumbing permit. (The following are required for 4 or more proposed plumbing fixtures)

- ☐ Supply water riser diagram
- ☐ Plumbing fixture layout
- ☐ Drainage/Vent diagram
- ☐ Grease trap/floor drains

**ELECTRICAL REQUIREMENTS** (per the National Electrical Code)

- ☐ Electrical work proposed and reviewed under this building permit requires a separate electrical permit.
- ☐ Panel location
- ☐ Single-line riser diagram
- ☐ Electrical layout (switching/lighting/receptacle)
- ☐ Indicate required 'Ground Fault Circuit Interrupter' (GFCI) protection
- ☐ Electrical schedule & load calculations

**MECHANICAL REQUIREMENTS** (per the Virginia Mechanical Code)

- ☐ Mechanical work proposed & reviewed under this building permit requires a separate mechanical permit.
- ☐ Interior equipment layout (duct layout, size and ventilation rate)
- ☐ Exterior equipment layout on building plat (condensers, generators, etc)
- ☐ Mechanical condensate riser diagram
- ☐ Outside/Fresh-Air calculation
- ☐ Engineered system (ie. 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 proposed and reviewed under this building permit requires a separate gas permit.
- ☐ 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 proposed and reviewed under this building permit requires a separate FPS permit.
- ☐ 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 proposed and reviewed under this building permit requires a separate sign and electrical (if applicable) permit.
- ☐ Altered/Added sign(s)
- ☐ If illuminated sign, electrical permit required

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

- ☐ Elevator work proposed and reviewed under this building permit requires a separate elevator permit.
- ☐ Equipment layout (elevator, lift, dumbwaiter, etc)
- ☐ Shaft enclosure fire-rating, as applicable.

**HEALTH DEPARTMENT REQUIREMENTS 703-746-4910**

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

- |  |  |
|--|--|
| <input type="checkbox"/> Aquatic and/or sports facility            | <input type="checkbox"/> Transient lodging facility  |
| <input type="checkbox"/> Food establishment                        | <input type="checkbox"/> Drinking water well, geothermal heat pump well and/or irrigation well |
| <input type="checkbox"/> Personal grooming and/or massage facility |  |
| <input type="checkbox"/> Sewage facility                           |  |

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

- |   |   |
|---|---|
| <b>Req</b>  | <b>Req</b>  |
| <input type="checkbox"/> 1 plan set, size no larger than 24"x36"          | <input type="checkbox"/> Certified food manager card  |
| <input type="checkbox"/> Proposed menu (food establishments)              | <input type="checkbox"/> Equipment specifications     |
| <input type="checkbox"/> List of services (personal grooming occupancies) | <input type="checkbox"/> Manual hot water calculation |

**FINANCE REQUIREMENTS 703-746-4200**

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**

- |  |  |
|--|--|
| <b>Req</b>   | <b>Req</b>   |
| <input type="checkbox"/> Asbestos affidavit  | <input type="checkbox"/> Noise ordinance affidavit           |
| <input type="checkbox"/> Contractor business license and state license or property owner's affidavit | <input type="checkbox"/> 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 (ie. change of occupancy, increased occupant load, etc.)

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

**Comments:**