



## WHEN IS A PERMIT REQUIRED?

### CODE ENFORCEMENT BUREAU

301 King Street, Room 4200

Alexandria, Virginia 22314

Office 703.838.4360 Fax 703.838.4360 Website: alexandriava.gov

Revised 12/07/06

This information is provided to assist citizens and those who perform work in the City of Alexandria to:

1. Determine when permits are needed for various new construction, remodeling and home repair activities;
2. Describe the kinds of permits that must be obtained prior to performing the work activity;
3. Outline the procedures for obtaining required permits;
4. Describe when inspections are required and when approvals are needed by other City review agencies.

The City of Alexandria, and all jurisdictions within the Commonwealth of Virginia, enforce the Virginia Uniform Statewide Building Code (USBC). The USBC is based on nationally recognized model codes published by the International Code Council (ICC). The model codes are made part of the USBC through the regulatory process known as incorporation by reference. **On November 16, 2005**, the 2003 USBC\2003 International Building Code (IBC), the International Residential Code (IRC), the International Existing Building Code (IEBC); the International Fire Prevention Code (IFPC), the International Property Maintenance Code (IPMC) and the International Trade Codes (IPC, IMC and Electrical) went into effect for all new projects and permits. The following are selected sections of the 2003 USBC that affect citizens in their efforts to obtain building, electrical, mechanical, plumbing and fire protection system permits. **Please note that approvals by other review agencies, Planning and Zoning [P&Z], Board of Architectural Review [BAR], Transportation and Environmental Services [T&ES] or the Health Department, may be required even when permits are not required by the USBC.**

Chapter 3 of the USBC/IBC defines use group classifications for the purposes of construction and building maintenance. The use and occupancy of a structure dictates when a permit is required and when exceptions to permit requirements apply. To assist you in reading this document, this is noted by Residential (ie: single family homes, duplexes, townhouses and multifamily condominium or rental dwelling units) or Non-Residential (all commercial type occupancies and common areas for multifamily condominium and rental buildings). Where there is no designation, the permit requirements are the same for residential and non-residential uses.

### WHEN IS A PERMIT REQUIRED?

**§108.1 Permit Application:** An application shall be submitted to the code official for the following activities. These activities shall not commence without a permit being issued in accordance with Section 110.

1. Construct, alter or enlarge a structure. This includes the cutting away of any wall, partition or portion thereof; the removal or cutting of any beam or loadbearing support; the removal or change of any required means of egress; the rearrangement of parts of a structure affecting egress requirements; the addition to, alteration of, replacement of or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas or oil, soil, waste, vent or similar piping, electric wiring, or mechanical work; or any other work affecting public health or general safety.
2. Construct an addition.
3. Demolish or move a structure.
4. Change the use of a structure either within the same use group or to a different use group when the new use requires a greater degree of structural strength, fire protection, exit facilities, ventilation or sanitary provisions (see **§103.3**).
5. Install or alter any equipment regulated by the USBC.
6. Remove or disturb any asbestos or lead containing materials during construction, demolition, alteration, renovation of, or addition to structures.
7. Move a lot line which affects an existing structure's continued compliance with the building regulations under which it was built.
8. For emergency construction, alterations or equipment replacement, the permit application shall be submitted the next working day following such emergency. (See City of Alexandria Emergency Repair Policy)

### Exceptions to Permit Requirements:\*\*

1. Installation of wiring and equipment which operates at less than 50 volts for network powered broadband

communications systems or that is exempt under Section 102.3(1) (-wiring related to radio, broadcast or cable television, telecommunications or information service transmission under the ownership and control of the service provider or its affiliates and located on the public rights of way or private property for which the service provider has rights of occupancy and entry) provided the installation is not located in a noncombustible plenum or penetrating an assembly required to have an fire rated or smoke protected construction or is a component of any of the following:

- a. Fire Alarm System
  - b. Fire Detection System
  - c. Fire Suppression System
  - d. Smoke Control System
  - e. Fire Protection Supervisory System
  - f. Fire Damper
  - g. Elevator Fire Safety Control System
  - h. Door Control System
  - i. Access or egress control system or delayed egress locking or latching system
2. Construction of detached utility sheds used as tool or storage sheds, playhouses, similar uses when accessory to all use groups except Use Group F or H and the floor area does not exceed 150 square feet (14m<sup>2</sup>) of building area and 102 inches (8'6" or 2591mm) in wall height.
  3. Detached pre-fabricated buildings housing the equipment of exempted public utilities, provided such does not exceed 150 square feet (14m<sup>2</sup>) of building area and 102 inches (8'6" or 2591mm) in wall height.
  4. Tents and air-supported structures that cover an area of 900 square feet (84m<sup>2</sup>) or less, including all connecting areas or spaces with a *common means of egress* or entrance and with an occupant load of 50 or less persons.
  5. Wooden fences and wooden privacy walls not part of a building structure or the barrier for a swimming pool, provided such fences and privacy walls do not exceed six feet in height above the finished grade. Ornamental post caps shall not be considered to contribute to the height of the fence or privacy wall and shall be permitted to extend beyond the six feet height measurement. **Note:** Fences over 6' tall must be approved by Planning and Zoning. **Masonry, concrete block and materials other than wood require a permit as noted on Page 6 of this handout.**
  6. Retaining walls supporting less than two feet of unbalanced fill. This exception shall not apply to any wall supporting a surcharge or impounding Class I, II or II-A liquids.
  7. Swimming pools which are 150 square feet or less in surface area, 5,000 gallons or less in water capacity, and are less than 24 inches in depth.
  8. **Ordinary repairs** which include, but are not limited to, the following:
    - a. In residential uses, the replacement of mechanical or plumbing equipment and appliances, **except those fueled by gas or oil**, and provided that the equipment or appliance is of similar capacity and in the same location in single family homes, townhouses, duplexes, or inside residential multi-family condo or rental units. **Note:** Changes to duct systems, plumbing supply, drain, waste and vent piping, electrical circuits, appliance vent systems and gas piping, other than re-connection to replacement equipment, appliances and fixtures, require a permit.
    - b. The replacement of roof coverings and/or the installation or replacement of siding on detached single family homes, townhouses and duplexes. This does not include the replacement of plywood or FRT which are considered structural components of the roofing system.
    - c. Installation of cabinets in all occupancies.
    - d. Replacement of porch flooring or non-structural floor coverings within a dwelling unit.
    - e. Painting any portion of a structure and/or the repair of plaster, interior tile and wall coverings in all occupancies.
    - f. Replacement of windows and doors - provided that there is no increase or decrease in opening size- in detached single family homes, townhouses and duplexes.
    - g. Replacement of electrical switches, outlets, light fixtures and ceiling fans.
    - h. Replacement of interior floor finish and covering materials (ie: carpet, ceramic tile, linoleum, hardwood [non-structural]. In multi-family structures, and over/under duplexes or townhouses, please choose products with a Sound Transmission Rating of 50 or greater for the comfort of neighbors. For carpet replacement in commercial structures and common areas of multi-family structures, care must be taken to select products with appropriate flame spread and smoke density ratings.)
    - i. Signs that meet the conditions of Section H101.2, Appendix H, of the IBC.
    - J. Replacement of above-ground existing LP-gas containers of the same capacity in the same location and associated regulators when installed by the serving gas supplier.

**\*\*Note:** Application or notice to the code official is not required prior to performing ordinary repairs to structures. However, the approval by other review agencies, Planning and Zoning [P&Z], Board of Architectural Review [BAR], Transportation and Environmental Services [T&ES] or the Health Department, may be required even when permits are

not required by the USBC. See Chart Below.\*\*

## **PERMIT PROCESS**

Work requiring a permit shall be performed only after obtaining the permit from the Code Enforcement Bureau, City Hall, 301 King Street, Room 4200, Alexandria, Virginia 22314, 703.838.4360; 703.838.3880 (fax). **Stop Work Orders** may be issued for any work begun before the required permit(s) are issued or for work that exceeds the scope of the issued permit(s). In addition to the regular permit fee, a fee of two times the regular permit fee or \$250, whichever is lesser, will be charged to the applicant to cover the administrative costs of a Stop Work Order. The State Board for Contractors is notified whenever licensed or unlicensed contractors perform work without permits, or when work exceeds the scope of the issued permits without proper City authorization.

When plans (blueprints) are required for building, mechanical, plumbing, electrical or fire protection systems projects, five sets of plans, no larger than 24"x36" must be submitted for review. When a review by the Health Department is required, six sets of plans must be submitted. The plans must be clear, dimensioned, and complete with all aspects of the job - to include the trade work. The master tradesman must sign plumbing, electrical and mechanical permit applications before the permit may be issued. These requirements protect property owners, their families and neighbors from the effects of repairs or additions which violate building codes and constitute potential hazards to life and property.

Because of the inherent dangers in the installation and maintenance of electrical items, the Building Official recommends that the services of a licensed master electrician be utilized for any project involving electrical wiring. Like all contractors, the master electrician must present his license and certification to the Code Enforcement Bureau before a permit will be issued. As stated above, the master electrician must also sign the permit application.

Permits are issued in the name of the property owner(s) and remain the owner's property throughout the construction project. A contractor serves as an agent of the owner and may obtain permits for the owner. However, the permit is still issued in the name of the property owner(s) and it is the property owner's legal responsibility to ensure that only licensed contractors and sub-contractors perform the work, and that required inspections are obtained. This ensures that the property owner is kept informed of the conditions on the property. Contractors may request to be removed as the contractor of record for a job; however, they cannot cancel the owner's permit.

Property owners who wish to perform their own work may do so by completing a Property Owner's Affidavit. **It is a violation of State Law for a property owner to obtain a permit in his/her own name and subsequently contract with another party to perform the work unless the contractor is duly authorized and licensed in the Commonwealth of Virginia and the City of Alexandria.** In addition, the property owner must notify the Code Enforcement Bureau when a contractor is added to, or changed on, an issued permit so that licensing information can be verified. Failing to do this may result in the permit being voided. Allowing an unlicensed person to perform work, or allowing a licensed contractor to perform work outside of their license designation, on a permit issued under a Property Owner's Affidavit, voids the permit and subjects both the property owner and the contractor to criminal prosecution. Licensed contractors performing work outside of their license designation, and unlicensed persons performing work, are reported to the State Board for Contractors for investigation and prosecution. For the purposes of securing a permit, licensed means having both a State Contractor's license, with the proper designations for the work performed, and a City of Alexandria Business License. If a contractor does work at less than \$25,000 annually, he/she may be eligible to use the business license from another Virginia jurisdiction provided that he/she registers as a reciprocity contractor with the City's Business License Bureau, **703.838.4680**.

## **ASBESTOS REMOVAL/ENCAPSULATION**

Recent changes in Virginia law requires certain structures constructed on or before January 1, 1985, to be inspected for the presences of asbestos before any rehabilitation, remodeling or demolition may occur (USBC §110.3). This requirement applies to larger residential units, most commercial structures, and when single family dwellings or residential housing with four or fewer units, are converted to commercial or public development use. When asbestos is discovered during construction, renovation or repair jobs on any type of buildings, a building permit must be obtained to properly remove or encapsulate the asbestos in accordance with State and Federal requirements. **Exception:** when the amount of regulated asbestos-containing material is less than 260 linear feet on pipes or less than 160 square feet on other facility components or less than 35 cubic feet off facility components where the length or area could not be previously measured.

## **ALLOWED HOURS OF CONSTRUCTION/NOISE AFFIDAVIT**

A noise affidavit must be completed before a permit may be issued. The purpose of the affidavit is to inform the permit holder, person obtaining the permit and all workers associated with the permit, of the allowed hours for construction per Section 11-5-4 of the City Code. A copy of the completed affidavit must be posted with the permit. When construction is performed by contractors or developers on residential or commercial properties, the hours of operation are as follows:

	<b>Regular Construction</b>	<b>Pile Driving</b>
• Monday - Friday	7:00 am - 6:00 pm	9:00 am - 6:00 pm
• Saturdays	9:00 am - 6:00 pm	10:00 am - 4:00 pm
• Sundays	Prohibited	Prohibited

Construction is also prohibited on the following designated holidays: New Years Day, Memorial Day, Independence Day/July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. Homeowners are not subject to the same time/date restrictions as contractors provided that they are personally conducting the repairs or improvements to their own home. Violations of the construction hours/noise ordinance may be reported to the 24 hour Nuisance Hotline on **703.836.0041** or to the non-emergency number for the Alexandria Police **703.838.4444**. Hotline or Police communications staff will determine whether an immediate investigation is required by on-duty police or fire personnel, or whether the investigation will be referred to Code staff for follow-up on the next regular business day.

### **RODENT CONTROL**

Before a permit for any land disturbance or demolition work may be issued, the property owner must provide proof that rodent abatement measures have been, or will be, in place for seven days prior to the work starting. **These abatement measures must remain in effect for the duration of the construction project.**

### **PERMIT APPROVAL TIME-FRAMES**

Work on permits must commence within six months of the issue date or the permit expires. Expired permits cannot be extended. Each time an inspection is performed, the permit is extended for a six-month interval. When there is a delay in the construction process, a written request to extend the permit must be approved by the Building Official **prior** to the expiration date. When work on a structure has been authorized by either the Old and Historic or Parker-Gray Architectural Review Boards, the approval is valid for one year. Unless substantial construction work has been performed within that period, the approval expires regardless of whether the issued construction permit is still valid.

### **INSPECTION REQUIREMENTS**

Inspection requests are the responsibility of the permit holder/property owner. Section 113.3 of the USBC identifies when inspections are required. It is highly recommended that property owners discuss with their contractors who is to be responsible for obtaining required permits and inspections and to include this decision in the written contract agreement. It is also recommended that the last payment to contractors be contingent upon receipt of an **approved final inspection** from the City for the work performed. At minimum, work must be inspected before it is concealed and upon completion of the work. Failing to get approved inspections at the appropriate stage of construction may require work to be opened up or removed for inspection purposes and/or may affect insurance coverage on the structure. Each issued permit must receive an approved final inspection.

### **Required Inspections:**

1. Footing excavations and rebar/reinforcement material prior to placement of concrete.
2. Foundation Systems during construction to assure compliance with USBC
3. Preparatory work **prior to** placement of concrete.\*
4. Structural members and fasteners **prior to concealment**.\*
5. Electrical, mechanical, plumbing, HVAC and fire protection equipment and systems **prior to concealment**.\*
6. Energy conservation materials (insulation) **prior to concealment**.\*
7. Final inspection after the work is complete.

\*Work concealed prior to inspection may be required to be exposed for inspection purposes. Unless approved prior to permit issuance, third party inspections **are not** permitted. Inspections **will not** be conducted based on photographs taken prior to concealing the work.

Inspections may be scheduled and cancelled 24 hours a day, seven days a week, by calling the “ACCESS” system on 703.838.4900. Inspections on Fire Protection System Permits may be scheduled on-line or by calling 703.838.4644.x108. FPS permits cannot be scheduled via “ACCESS.” If the “ACCESS” system is not functioning, you may call 703.838.4360 to schedule inspections.

### **ZONING REQUIREMENTS**

For questions about alterations to existing structures, sheds and detached garages, and/or construction of new additions, fences or accessory structures, please call the office of Planning and Zoning on **703.838.4666**. Staff can provide information on the applicable yard requirements, building height, and allowable building area permitted on a lot. Temporary signs/banners for property leasing, grand openings, etc, must be approved by Zoning before being erected.

If the zoning requirements are unable to be met, appeals may be filed with the Board of Zoning Appeals (BZA). The BZA hears appeals on the second Thursday of each month, except August. For further information on the BZA process, please contact the Planning Department on **703.838.4666**.

**BOARD of ARCHITECTURAL REVIEW REQUIREMENTS**

For information about construction requirements in either the Old and Historic or the Parker-Grey District, please call **703.838.4666**. Exterior alterations that are visible from a right-of-way must be approved by the appropriate Board of Architectural Review (BAR). Approval by the BAR is required even when construction permits are not required by the USBC. This includes, but is not limited to, re-roofing, window and siding replacement, installation of fences under 6' tall, installation of shutters and storm doors, new or relocated venting, and some exterior painting. Permits required by the USBC must be obtained from the Code Enforcement Bureau after receiving the approval of the appropriate BAR. BAR approval alone is not sufficient authorization to begin the work without required permits.

**TRANSPORTATION AND ENVIRONMENTAL SERVICE REQUIREMENTS**

Clearing or grading an area 2,500 square feet or more, or removal/addition of soil in excess of 18 inches, requires an approved conservation plan, an erosion control application and the posting of a bond. Before you dig, you must call Miss Utility 72 hours in advance, **1.800.552.7001**. For more information on Erosion Control and The Chesapeake Bay Preservation Ordinance, please call the Department of Transportation and Environmental Services on **703.838.4324**.

**PERMIT GUIDE**

The guide below lists construction projects, repairs or alterations frequently undertaken by property owners. It is not intended to describe all possible projects to be undertaken. The chart indicates when permits and plans are required by the USBC prior to beginning the project. When permits are not required, approval by BAR or other review agencies is noted. For questions about whether permits, plans or approvals by Zoning, BAR or the Health Department are required for particular intended work, please call the Code Enforcement Bureau on 703.838.4360. For questions about regulations, permit requirements or approvals required by other agencies, please call:

- Zoning / BAR / Planning 703.838.4666
- Health Department 703.838.4400
- Transportation and Environmental Services 703.838.4324
  - Miss Utility 800.552.7001
- Archeology 703.838.4399

**NOTE:** This publication is intended solely as a guide and is not justification for not complying with current codes requirement or City policies. It does not address every type of construction or renovation project. Policies pertaining to most frequently asked questions are posted on the Code Enforcement website (alexandriava.gov). Subscribing to e-News, a free electronic service offered on the City Website, will ensure that you automatically receive new, amended or revised policy memos by e-mail. For questions or clarification, please call the Code Enforcement Bureau on 703 838-4360.

**City of Alexandria Design Criteria**

- Ground Snow Load: 30 PSF
- Wind Speed: 90 mph
- Seismic Zone: Ss = 19%g (Figure 1615(1) 2000IBC)  
S1 = 7%g (Figure 1615(2) 2000IBC)
- Frost Line Depth: 24 inches
- Maximum Rain Fall: 3.2 in/hr



- B = Building Permit Required
- M = Mechanical Permit Required
- D = Demolition Permit Required
- FPP = Fire Prevention Code Permit Required
- N = No Permit/Plan Required
- E = Electrical Permit Required
- P = Plumbing Permit Required
- S= Sign Permit Required
- FPS = Fire Protection Systems Permit Required
- Y = Plans Required
- PP = Plot Plan Required

+ Structures in the Old and Historic and Parker-Gray districts may require BAR approval (703.838.4666)

**ACCESSORY BUILDINGS / STRUCTURES**

Build shed or other structure intended for tools or storage, equal to or less than 150 sq. feet and less than 8'6" high as an accessory to a home or uses other than F or H. **Note:** Zoning approval required for side and rear yard setbacks

**PERMIT PLAN**

N+ N

Build any other shed	B+	Y
Build a Tree House or Play House, less than 150 sq. feet and less than 8'6" high as an accessory to a home. <b>Note:</b> Zoning approval required for side and rear yard setbacks	N+	N
Recreational Equipment such as swing sets, sliding boards, jungle gyms, skateboard ramps and similar equipment not regulated by Virginia Amusement Device Regulations.	N+	N
Install swimming pool more than 150 sq. ft in surface area, more than 5,000 gallons in water capacity and deeper than 24 inches ( A Fire Prevention Code Permit (FPP) may be required depending upon the amount of chemicals stored at the site. Call 703.838.4360 to determine.) Residential pools, spas and hot tubs must be enclosed by a fence/equivalent barrier at least 6' in height or must have a lockable cover. <b>Note:</b> Health Department Approval is required. Method of water supply and discharge must be shown on plans.	B/E/P	Y
Install a residential hot tub or spa • If hot tub or spa is located on a new or existing deck or floor framing, structural calculations are required to ensure that imposed maximum loads can be tolerated <b>Note:</b> Health Department Approval is required fencing and/or access control device for private hot tubs/spas. Residential pools, spas and hot tubs must be enclosed by a fence/equivalent barrier at least 6' in height or must have a lockable cover. Method of water supply and discharge must be shown on plans.	B/E/P	Y
Construct/Erect fence of any type as part of a swimming pool barrier. <b>Note:</b> Health Department Approval Required	B	Y
Construct/Erect non-masonry Fences 6' and under and not part of a swimming pool barrier <b>Note:</b> Must check with Zoning for set-back requirements	N+	N
Construct/Erect non-masonry Fences over 6' or that are part of a swimming pool barrier	B	Y
Construct Privacy Wall of Masonry, Brick, or Block	B	Y
Construct or repair retaining wall two feet or less in height measured from the bottom of the footing and not supporting surcharge or impounding Class I, II or II-A liquids. t	N	N
Construct or repair retaining wall more than two feet in height measured from the bottom of the footing, or that is supporting surcharge or impounding Class I, II or II-A liquids.	B	Y
Construct Outdoor Barbecue	B	Y
Install or Replace a Natural Gas Barbecue	B/M	Y
Construct Elevated Tennis Court	B	Y
Construct Tennis Court on Grade <b>Note:</b> Must check with Zoning for set-back requirements	N	N
Construct Gazebo or Portico	B	Y
Erect Trellis or Grape Arbor	N	N
Erect freestanding Flagpole, radio, cable or TV antenna over 12 feet in height	B	Y
Erect freestanding or roof top flagpole or antenna less than 12 feet in height	N+	N
Install a dish antenna more than 2 feet in diameter	B	PP

## HOME IMPROVEMENT AND REPAIR PROJECTS

Install or replace gutter and/or downspout <b>Note:</b> Roof drainage must direct water away from building foundation, but must not go onto the property of another or across a public sidewalk.	N	N
Install/Replace exterior siding on multi-family and commercial structures	B	N
Install/Replace exterior siding on residential townhouses, duplexes and single family detached homes only	N+	N
Exterior Paint <b>Note:</b> Unpainted brick structures located in a BAR Districts, must have BAR approval prior to painting	N+	N
Replace Roof Covering • single family detached homes, townhouses and duplexes only • multi-family and commercial structures ☞ See Code Enforcement Policy dated 5/25/05 for requirements on membrane or modified bitumen roof coverings.	N+ B	N N
Replace structural members of roof to include plywood or FRT sheathing	B	N
Patch Roof less than 100 square feet	N+	N
Install storm windows or doors in townhouses, duplexes and single family detached homes only	N+	N
Window replacement - no change in size of opening • single family homes, duplexes, townhouses and multifamily 4 stories or less • multi-family greater than 4 stories, and all other uses <b>Note:</b> Glazing within a 24" arch of a door in the closed position that serves a closet or storage area deeper than 3' shall be safety glazing. Windows in walls enclosing a stairway landing or within 60" of the top or bottom of an interior or exterior stair must be safety glazed. (USBC/IBC R308.4)	N+ B	N Y
Window Replacement - change in size of opening for <b>all uses</b> <b>Note:</b> Glazing within a 24" arch of a door in the closed position that serves a closet or storage area deeper than 3' shall be safety glazing. Windows in walls enclosing a stairway landing or within 60" of the top or bottom of an interior or exterior stair must be safety glazed. (USBC/IBC R308.4)	B	Y
Window Components (sash, sill, panes and trim)	N+	N
Exterior Door Replacement • single family homes, duplexes, townhouses and multifamily 4 stories or less • multi-family greater than 4 stories, and all other uses	N+ B	N N
Remove/ Install/Replace drywall on a rated fire wall or fire partition between townhouses, duplexes, multifamily dwellings & commercial uses <b>Note:</b> The ceiling of a garage located below a habitable room shall be protected with a minimum 5/8" type X gypsum board or equivalent (USBC/IRC R309)	B	N
Remove/Install drywall or plaster	N	N
Repair/Patch drywall or plaster	N	N
Install carpets, floor coverings or interior floor finishes <b>Note:</b> In over/under Townhomes, Duplexes and Multifamily Dwellings, sound transmission rating of 50 or greater is recommended for floor products.	N	N
Install Insulation (ensure that attic eave vents are not blocked)	N	N
Repair or line closets	N	N
Panel interior walls without constructing any partitions or removing existing finish	N	N

Erect or remove partitions or non-load bearing walls	B	Y
Remove load bearing walls	B	Y
Finish Basement or Recreation Room <b>Note:</b> Basements with Habitable spaces must have an emergency escape and rescue opening at least 5.7 sq ft in size. Tilt-out and removable sashes are permitted to achieve the opening size (USBC/IRC R310.1 & R310.1.1)	B	Y
Install Prefabricated Fireplace	B	Y
• Install Gas Logs	M	Y
• Install Prefab Chimney	M	Y
<b>Note:</b> Must submit a copy of the manufacturer's literature and details of structure alteration with permit application		
Build masonry chimney for stove	B	Y
Build masonry fireplace	B	Y
Construct an entrance into existing basement <b>Note:</b> Basements with Habitable spaces must have an emergency escape and rescue opening at least 5.7 sq ft in size. Tilt-out and removable sashes are permitted to achieve the opening size (USBC/IRC R310.1 & R310.1.1)	B	Y
Construct, dig or excavate a basement under existing dwelling <b>Note:</b> Basements with Habitable spaces must have an emergency escape and rescue opening at least 5.7 sq ft in size. Tilt-out and removable sashes are permitted to achieve the opening size (USBC/IRC R310.1 & R310.1.1)	B	Y
Minor Porch Repairs / Flooring Replacement	N+	N
Build a concrete patio or stoop on grade	N	N
Build an above grade patio, stoop or deck	B	Y
Install patio or deck covers	B	Y
Build Gazebo or Portico	B	Y
Install non-retractable awnings or lattice work (canvas, wood, metal or plastic) over residential windows, patios, decks or walk-out areas	B	Y
Install retractable awnings <b>Note:</b> Electrical permit may be required for motorized units	N	N
Screen an existing roofed porch	N+	N
Enclose an existing porch or deck	B	Y
Enclose a carport <b>Note:</b> The ceiling of a garage located below a habitable room shall be protected with a minimum 5/8" type X gypsum board or equivalent. (USBC/IRC R309)	B	Y
Replace porch flooring	N	N
Repair steps using same materials and dimensions	N	N
Replace Exterior Steps (requires submission of plot plan showing location)	B	Y / PP
Install or Replace Handrail(s) on exterior steps	N	N
Install, Replace or Relocate interior stairs <b>Note:</b> Handrails shall have a height of 34" to 38" measured vertically from the nosing of the treads (USBC/IRC R311.5.6.1)	B	Y

Install attic pull-down stairs	B	Y
Build Dormer	B	Y
Lay a hardwood, asphalt tile, ceramic tile or linoleum floor on existing sub-floor <b>Note:</b> In over/under Townhomes, Duplexes and Multifamily Dwellings, sound transmission rating of 50 or greater is recommended for floor products.	N	N
Install or Replace Cabinets in All Types of Uses	N	N
Pave existing driveway or walkway	N	N
<b>PLUMBING AND MECHANICAL PROJECTS</b>		
<b>Note:</b> Any changes to the Water Service or Sanitary requires a permit		
Install new sink, shower, toilet, tub, hot tub/spa in all uses	P	Y
Install sink, shower, toilet , tub, hot tub/spa where plumbing is roughed in for all uses	P	N
Repair leak in sink, shower, toilet, tub, hot tub/spa	N	N
Replace sink, shower, toilet, tub, hot tub/spa in same location		
• residential uses	N	N
• non-residential uses	Y	N
<b>Note:</b> Any changes to the Water Service or Sanitary requires a permit		
Replace water faucet		
• residential uses	N	N
• non-residential uses	Y	N
Install a garbage disposal	E or P	N
<b>Note:</b> Garbage Disposals must be properly grounded to avoid electric shock		
Replace a garbage disposal **	N	N
<b>Note:</b> Permit required for changes to electrical and/or plumbing supply. Garbage Disposals must be properly grounded to avoid electric shock		
Install or replace oil furnace	M	N
<b>Note:</b> Manual J Calculations Required at time of permit submission. Per USBC§ 103.9, upon replacement or new installation of any fuel burning appliance or equipment in an existing building, an inspection shall be conducted to ensure that the connected vent or chimney systems comply with the requirements for size (per IRC, IMC or IFGC) and that they are clean, free of any obstruction, blockages, defects or deterioration and are in operable condition. When not inspected by the building dept, certification of inspection is required.		
Convert furnace from oil to gas or gas to oil	M	N
<b>Note:</b> Manual J Calculations Required at time of permit submission. Per USBC§ 103.9, upon replacement or new installation of any fuel burning appliance or equipment in an existing building, an inspection shall be conducted to ensure that the connected vent or chimney systems comply with the requirements for size (per IRC, IMC or IFGC) and that they are clean, free of any obstruction, blockages, defects or deterioration and are in operable condition. When not inspected by the building dept, certification of inspection is required.		

Install or replace boiler (gas, oil, etc.)	P	N
<b>Note:</b> Manual J Calculations Required at time of permit submission. Per USBC§ 103.9, upon replacement or new installation of any fuel burning appliance or equipment in an existing building, an inspection shall be conducted to ensure that the connected vent or chimney systems comply with the requirements for size (per IRC, IMC or IFGC) and that they are clean, free of any obstruction, blockages, defects or deterioration and are in operable condition. When not inspected by the building dept, certification of inspection is required.		
Install Furnace Humidifier	P/E	N
<b>Note:</b> Permit required for add/extend water supply or drainage		
Replace Furnace Humidifier **	N	N
<b>Note:</b> Permit required for changes to water supply or drainage		
Install gas fireplace logs	M	N
<b>Note:</b> Manufacturer Information Required for Permit		
Replace gas fireplace logs	M	N
<b>Note:</b> Manufacturer Information Required for Permit		
Repair a leak in outside underground water pipe	N	N
Repair a leak in a gas pipe	N	N
Replace, extend or modify gas pipe	M	N
Install or replace gas clothes dryer	M/E	N
Repair a leak in a water pipe	N	N
Replace, extend or modify water pipe	P	N
Install or replace well water pump	N	N
Install a lawn sprinkler system	P	N
<b>Note:</b> backflow prevention device required		
Install a landscape water fountain/water fall	P	Y
<b>Note:</b> Method of water supply and discharge must be shown on plans		
Install a fish pond	P / M / E	Y
<b>Note:</b> Method of water supply and discharge must be shown on plans		
<b>ELECTRICAL PROJECTS</b>		
Replace outlet with same type or outlet plates	N	N
Replace ungrounded outlets with grounded type (3-prong, GFI or ARC fault)	E	N
Replace junction box covers	N	N
Replace electrical wiring	E	N
Relocate switches	E	N
Relocate outlets	E	N
Relocate lighting fixtures	E	N
Replace lighting fixtures with the same type and wattage	N	N
Relocate Sub-Panels	E	Y

Relocate, change or upgrade services	E	N
Install new ceiling fans	E	N
Replace ceiling fan		
• Residential uses	N	N
• Non-residential uses	Y	N
Install or Replace Smoke Detectors		
• Hardwired Residential	E	N
• Hardwired Non-Residential (see note)	FPS	Y
• Low Voltage or Wireless	FPS	Y
• Battery Operated	N	N
Note: Usually must tie into Fire Alarm System		
Replace Circuit Breakers		
• Residential uses	N	N
• Non-residential uses	Y	N
Replace Fuses	N	N
Install an electric oven	E	N
Replace an electric oven **	N	N
<b>Note:</b> Permit required for changes to electrical supply		
Install an electric water heater	E	N
Replace an electric water heater **	N	N
<b>Note:</b> Permit required for changes to electrical or plumbing supply or drainage		
Install electric air conditioning	E	N
<b>Note:</b> Zoning requires a plot plan to show location of exterior condenser unit.		
Replace electric air conditioning **	N	N
<b>Note:</b> Zoning requires a plot plan to show location of exterior condenser unit.		
Install an electric Furnace	E/M	N
<b>Note:</b> Manual J Calculations Required at time of permit		
Replace electric Furnace**	N	N
Install a garbage compactor	E	N
Replace a garbage compactor **	N	N
<b>Note:</b> Permit required for changes to electrical supply		
Install a heat pump	E	N
Replace a heat pump **	N	N
<b>Note:</b> Permit required for changes to electrical supply		

### APPLIANCE REPAIRS

Most appliance repairs do not require a permit unless there is a change to the fuel supply venting, drain and/or delivery piping - including change from hard/rigid piping to flexible piping/connectors.

### APPLIANCE INSTALLATION AND REPLACEMENT

Install or Replace a Refrigerator without an ice-maker	N	N
Install a Refrigerator with an ice-maker	P	P
Replace a Refrigerator with an ice-maker ** <b>Note:</b> Permit required for changes to water supply or drainage	N	N
Install a non-portable dishwasher	E or P	N
Replace a non-portable dishwasher ** <b>Note:</b> Permit required for changes to electrical or plumbing supply	N	N
Install a garbage disposal <b>Note:</b> Garbage Disposals must be properly grounded to avoid electric shock	E or P	N
Replace a garbage disposal ** <b>Note:</b> Permit required for changes to electrical and/or plumbing supply. Garbage Disposals must be properly grounded to avoid electric shock	N	N
Install an electric oven	E	N
Replace an electric oven ** <b>Note:</b> Permit required for changes to electrical supply.	N	N
Install an electric water heater	E	N
Replace an electric water heater ** <b>Note:</b> Permit required for changes to electrical or plumbing supply or drainage	N	N
Install electric air conditioning <b>Note:</b> Zoning requires a plot plan to show location of exterior condenser unit.	E	N
Replace electric air conditioning ** <b>Note:</b> Zoning requires a plot plan to show location of exterior condenser unit.	N	N
Install a garbage compactor	P/E	N
Replace a garbage compactor ** <b>Note:</b> Permit required for changes to electrical supply	N	N
Install a heat pump	E	N
Replace a heat pump ** <b>Note:</b> Permit required for changes to electrical supply	N	N
Install or replace washing machine • Residential Uses • Non-Residential Uses - Including Laundry Rooms in Multifamily Condos or Rentals <b>Note:</b> Permit required for changes to water supply or drainage	N P	N N
Install or replace electric clothes dryer • Residential Uses • Non-Residential Uses - Including Laundry Rooms in Multifamily Condo or Rental <b>Note:</b> Permits are required for changes in electrical service or duct work.	N E/M	N N
Install or replace gas clothes dryer	M	N
Install portable heating appliance <b>Note:</b> Keep portable heating devices clear of combustible materials. Portable heating device must not be left unattended in structures under construction.	N	N
Install portable ventilating equipment (ie: floor or table top fans)	N	N

Install a sump pump and underslab drain - all uses <b>Note:</b> An electrical permit may be required if an existing outlet is not present. See Alexandria Policy on Sump Pump Installation for drainage requirements	B & P E	Y N
Replace a sump pump in same location <b>Note:</b> See Alexandria Policy on Sump Pump Installation for drainage requirements	N	N
Install portable cooling or air conditioning unit	N	N
Install electric air cleaner	E or M	N
Replace electric air cleaner <b>Note:</b> Permit required for changes to electrical service	N	N
Install attic fan	E	N
Replace an attic fan <b>Note:</b> Permit required for changes to electrical service	N	N

### MISCELLANEOUS

Asbestos removal [USBC108.1(3)] <b>Note:</b> Health Department Approval is required.	B	N
Demolish buildings not connected to public sewer	D	PP
Demolish buildings connected to public sewer	D & P	PP
Any Interior or Exterior Demolition prior to obtaining a Construction Permit	B	Y
Install Underground Tanks	M	Y
Remove Underground Tanks	D	PP
Install or Remove Aboveground Tanks	FPP	N
Install or Replace Permanent Signs + <b>Note:</b> Dimensions of sign, color detail and method of attachment must be shown on plans Electric permit required for lighted signs.	S/E	Y
Non-Permanent Signs or Banners + (ie: yard sale, grand openings, clearance/closeout sales, political signs, rental banners, etc) <b>Note:</b> Must have Zoning Approval prior to erection/installation	N	N

### FIRE PROTECTION SYSTEMS

**Note:** Fire Communications 703.838.4660 **must** be notified when system is taken off line **and** put back in service. Failing to do so may result in a penalty of up to 1 year in prison and/or a fine up to \$2,500, upon conviction. Fire alarm and sprinkler work must be inspected at rough-in stage and before concealment on the issued FPS permit. This inspection is separate from the electrical rough-in.

Install, alter, extend, repair or relocate a commercial or residential fire sprinkler system	FPS	Y
Install, alter, extend, repair or relocate a fire suppression system	FPS	Y
Install, alter, extend, repair or relocate a fire alarm/detection system	FPS	Y
Install, alter, extend, repair or relocate a fire service main or fire hydrant	FPS	Y
Install, alter, extend, repair or relocate access control devices	FPS	Y

Install, alter, extend, repair or relocate smoke control or removal system	FPS	Y
Install, replace, repair or relocate low-voltage or wireless smoke detectors	FPS	Y
Install or replace battery operated smoke detectors	N	N

+ Structures in the Old and Historic and Parker-Gray districts may require BAR approval (703.838.4666)

\*\*Exact replacement of this appliance does not require a permit. Exact replacement is defined as no change in size or location *and* no extension, modification or replacement of ductwork, piping, venting, electrical circuits or wiring. In the Old and Historic and Parker-Gray districts, all exterior replacement work visible from the public-right-of way (including venting) must have BAR approval. Zoning approval is required for stoves, ovens or sinks installed in basements, garages or other locations not previously approved as the primary kitchen for property.