

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 28, 2024

TO: PERMIT CENTER CUSTOMERS

FROM: GREGG FIELDS, ALEXANDRIA BUILDING OFFICIAL, DIRECTOR OF
CODE OF ADMINISTRATION

SUBJECT: CODE ADMINISTRATION SUMMARY OF FEE CHANGES EFFECTIVE
JULY 1, 2024

Effective July 1, 2024, there will be changes to the City of Alexandria Permit Center Fee Schedule as follows. If you have any questions or concerns, please contact the Permit Center at permit.center@alexandriava.gov.

The highlights of the changes to the fee schedule are:

- i. Update heading to Department of Code Administration Permit Center Fee Schedule
- ii. Update opening paragraph to reflect Alexandria Permit Center: The following is a description of the fees charged for various permits and certificates issued by, and for various services performed by the Alexandria Permit Center. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full.
- iii. Update the third paragraph of the opening to change the last word from requirements to requirement.
- iv. Remove final paragraph of opening.
- v. Update to Levy and Minimum Permit Fee Language:

ADMINISTRATIVE FEE: A fee of 14% shall be assessed on all Code Administration and Fire Department fees processed by the Alexandria Permit Center - Permit and Land Use Management System (APEX).

PERMIT CENTER FEE: A fee of 11% shall be assessed on all permits and certificates issued by the Alexandria Department of Code Administration, and Fire Department fees processed by the Alexandria Permit Center – Permit and Land Use Management System (APEX) to support Permit Center operations.

TRAINING PROGRAM FEE: A fee of 0.2% shall be assessed on all permits (not certificates) processed by the Alexandria Permit Center – Permit and Land Use Management System (APEX) to support customer training.

INFORMATION TECHNOLOGY FEE: A fee of 5% shall be assessed on all fees processed by the Alexandria Permit Center – Permit and Land Use Management System (APEX) to be dedicated to information technology and customer access enhancements.

VA. TRAINING ACADEMY LEVY: As established by the Code of Virginia, a state levy shall be assessed on all permit fees to support training provided by the Virginia Department of Housing and Community Development through the Jack Proctor Virginia Building Code Academy. All fees collected for this levy are remitted to the Virginia Department of Housing and Community Development quarterly.

MINIMUM PERMIT FEE: The minimum fee for any permit issued by the Alexandria, Department of Code Administration shall be \$85.00. The minimum fee for any fire prevention permit issued by the Fire Department are provided in the current edition of the Virginia Statewide Fire Prevention Code - Table 107.2.

- vi. Add payment processing fee language to Levy and Minimum Permit Fee Language

PAYMENT PROCESSING FEE: The City's vendor charges payment processing fees based upon industry standard applicable rates. The City of Alexandria does not control these fees nor do these charges represent revenue to the City.

- vii. Replace all language referencing the International Codes to Virginia Code References

- viii. Small grammatical changes throughout the document.

- ix. Update section B. Permit Application Deposit: A non-refundable deposit of 35% of the estimated permit fee is required with permit applications which require plan review. The remaining permit fee due shall be paid when the permit is approved. The permit application deposit is non-refundable.

- x. Update section C. Plan Review Fee first paragraph: Plan review services are included for all building construction and associated trades through the building and trade permit fees unless otherwise specified. No additional plan review fee will be charged unless there are plan revisions or amendments provided after a permit is approved as provided for in Part E of this section.

- xi. Update Section E. paragraph title from Plan Revisions and Amendments to Plan Revisions and Resubmittals. Small grammar changes throughout. Changed subsequent revisions and/or amendments to subsequent revisions and/or resubmittals in the opening paragraph. Changed revise in bulleted paragraphs to revise/resubmit. Remove final

statement.

xii. Under section F. New Construction Fee: update the third paragraph: Total construction costs for new construction, to include additions, shall be computed by multiplying the total gross area square footage of the structure by the figure in Table 1 of the current "Building Valuation Data" as published by the International Code Council (ICC), corresponding to the appropriate use group and type of construction. Total gross area square footage is defined as the gross area of each floor, including basement and garage. New Construction permit fees are intended to be applied to the cost of building inspections administration and building/trade plan review. Fees are charged for the inspection of each trade area associated with new construction as found in the remainder of this fee schedule.

xiii. Updated Non-Residential Special Construction to adjust language and to include solar photovoltaic systems (Solar Panel) and tents:

- Residential Solar Photovoltaic System (Solar Panel) _____ No Fee \$0
- Non-Residential Special construction items are calculated at \$0.215 per square foot of gross floor area, \$19.75 per \$1,000 of the total construction cost; or minimum permit fee; whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).
- Specialty construction items include (but are not limited) to the following:
 1. Excavation, sheeting, shoring, construction of footings and foundations when special approval is obtained from the Director of Code Administration prior to issuance of a permit for full construction.
 2. Installation of retaining walls, signs, and other miscellaneous structures.
 3. Swimming Pools.
 4. Tower Cranes (minimum permit fee)
 5. Tents (minimum permit fee)
 6. Any construction or installation not specifically mentioned in the previous fee areas or as determined by the Director of Code Administration or designee.

xiv. **Removal of Residential or Non-Residential Interior Demolition Minimum Permit fee.**

xv. Update language - Amusement Rides (Definition and fee established by the USBC): Amusement device fees shall be in accordance with the rates established by the current Virginia Amusement Device Regulations. The Virginia Training Academy Levy shall apply to all amusement device permits.

Fees for any regulated amusement device are established and charged according to the current edition of the Virginia Amusement Device Regulations. Amusement ride operators have the option of hiring State certified third-

party inspectors or having the City perform inspections on the amusement devices. If a third-party inspector is used, proof of financial responsibility, (bond or Certificate of Insurance) in the amount of \$300,000 must be provided.

- i. Under Section A of Certificates of Use and Occupancies; Certificate of Completion, Removal of all Certificate of Completion fees and language related. There is no financial impact as Alexandria has never offered a certificate of completion.
- ii. Under Section C of Certificates of Use and Occupancies; Certificate of Completion, delete final paragraph.
- iii. Updated Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses to include vehicle charging stations and Solar Panels:
 1. The fee for renovation, alterations, additions, equipment, appliances, devices, vehicle charging stations, and service panel replacement shall be \$19.50 per \$1,000 of the total construction cost or minimum permit fee; whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)
 2. No fee will be charged for "Solar Photovoltaic Systems (Solar Panels)".
- iv. Under Elevator Permit and Annual Certification Fees section small grammatical changes for greater clarity.
- v. Removal of Local Building Code Board of Appeals fees for residential construction projects. Language and formatting updates also.
 - i. There is no fee to file an appeal to the Local Building Code Board of Appeals for residential construction projects applied for under the Virginia Residential Code (VRC).
- vi. Under Maintenance Code Inspections and Registrations section added additional language for clarify and increased the fees for multi-family.
 1. A fee of \$ 75.00 shall be charged for each one and two family residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at \$50.00 per unit.
 2. For multi-family residential buildings with more than ten (10) rental dwelling units, no less than two (2) units and no more than ten percent (10%) shall be inspected. A fee of \$100 .00 per unit shall be charged for no more than 10 units, regardless of the number of units actually inspected. This fee includes one reinspection at no additional charge. If the 10% inspection determines that serious violations exist, additional units may be inspected at a fee of seventy-five dollars (\$75.00) per unit. Each subsequent reinspection will be charged at seventy-five dollars (\$75.00) per unit.
 3. All fees must be paid before inspections are conducted and Certificates of Compliance are issued.

- vii. Add existing Refund Policy at the end of the fee schedule.

REFUND POLICY

All requests for refunds must be submitted in writing by the original permittee to the Permit Center Division Chief or the Building Official.

1. Refunds will be issued for the total cost of any fees paid if none of the following services were provided within three days of the written request:
 - Application review
 - Plan review
 - Consultations
 - Permit issued
 - Inspections

2. Refunds will be issued for the total cost paid minus the applicable of the following:
 - **Plan Review Only under 180 days:** 35% non-refundable fee for all plan review deposits
 - **Plan Review and Permits Issued under 180 days:** 35% non-refundable fee for each plan review deposit *plus* 25% fee for administering each issued permit
 - **Permits issued that did not require a plan review under 180 days:** 25% non-refundable fee for administering each issued permit

3. The Following are Non-Refundable:
 - **Permit issued that did not require a plan review over 180 days:** Nonrefundable
 - **Plans Review or Permits Issued over 180 days:** Nonrefundable
 - **Permits Issued with inspections provided by City Inspection Staff:** Nonrefundable
 - **Applications submitted with deposit with no permits picked up over 180 days:** Nonrefundable
 - **Revision, Modification, and resubmission fees:** Nonrefundable
 - **Permit/Certificate replacement fees:** Nonrefundable