EXHIBIT NO. 1

City of Alexandria, Virginia

2
4/8/03

MEMORANDUM

13A & B
4-12-03

DATE: APRIL 3, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM PHILIP SUNDERLAND, CITY MANAGER

SUBJECT: CONSIDERATION OF AN ORDINANCE AND A RESOLUTION ESTABLISHING A FIRE PROTECTION SYSTEM RETESTING PROGRAM IN THE CODE ENFORCEMENT BUREAU

ISSUE: Consideration of an ordinance and a resolution establishing a Fire Protection System Retesting Program within the Code Enforcement Bureau and fees to recover the costs of operating the Fire Protection System Retesting Program.

RECOMMENDATION: That City Council:

(1) Pass the proposed ordinance (Attachment 1) on the first reading and schedule it for public hearing, second reading, and final passage on April 12, 2003; and

(2) Following the public hearing adopt the proposed resolution (Attachment 2) on April 12, 2003, authorizing the establishment of fees to cover the costs of the Fire Protection System Retesting Program, in the amount of $20 per quarter hour per employee.

DISCUSSION: The proposed ordinance implements the second phase of the City's initiative to ensure that all fire protection systems are installed and maintained in a code compliant manner to ensure fire safety in Alexandria. In May 2002, as part of the FY 2003 budget, Council approved the establishment of a Fire Protection System Inspection and Testing Section in the Code Enforcement Bureau. Although the Proposed FY 2003 Budget recommended that there be an annual inspection program of existing fire protection systems, Council asked that the multi-family (condominiums and apartments) building owners and managers be oriented to, and provide input to, this new program. As a result, while funds were included in the approved budget for FY 2003 for this program before it began operation. Council postponed final approval of the new retesting program until after further discussions with multi-family property owners and managers had occurred.

Properly inspected, tested and serviced fire protection systems ensure the protection of lives and property to a greater degree than any construction method or material. Although Section F-501.4 of the Virginia Uniform Statewide Fire Prevention Code (SFPC) requires property owners periodically to inspect and test these systems, many fire protection systems are not maintained properly and are subject to failure in the event of a fire emergency. Data compiled by the National Fire Protection Association shows the success rate for properly maintained fire sprinkler

systems is between 87 and 98 percent depending on occupancy. However, when these systems are not properly maintained, 8 out of 10 performance failures are attributed to the failure to maintain the operational status to assure the adequacy of the fire protection system.

The owners of the buildings, and the company that they may contract with to perform the inspection, testing and service are responsible for the maintenance of these systems; however, there is no provision in the SFPC requiring any level of certification for those who inspect, test, service and maintain these systems. As a result, sometimes unqualified personnel are performing work on existing systems and certifying these systems without the benefit of the City's or the State government's fire agency oversight.

To ensure all fire protection systems throughout the City of Alexandria are in service, are functioning properly, and are tested, serviced and maintained appropriately, the Code Enforcement Bureau has proposed the implementation of a retesting program for all existing fire protection systems throughout the City. Under the program, all installed systems in residential and commercial buildings will be inspected and tested, by Code Enforcement personnel, to ensure they are fully operational during a fire emergency. To perform this service, the Bureau will employ and train four Fire Protection System Specialists who will inspect and test existing fire protection systems in accordance with adopted standards and the City Code. Training of the Fire Protection System Specialists will include a minimum of 8 weeks of in-house training including the State level Fire Inspector II certification.

Similar retesting programs using local government personnel, which are now in place in Arlington and Fairfax Counties, have revealed that the failure rate of fire protection systems is consistently 90 percent, placing lives and property in jeopardy. Routine inspections throughout the City have uncovered serious and numerous system problems from failed underground water supply lines to fire alarm systems out of service. The goal of this new retesting program is to have major fire protection systems and major facilities in the City inspected annually, which will result in a year-to-year reduction in the number of systems that are found to be non-compliant with the City Code during the inspection/testing process.

In addition, a database will be developed to track all fire protection systems in the City. The database will incorporate all necessary information to accurately track the required system information, will contain all building specific information, test results and system functionality, and will track inspections and test dates for scheduling. It will also create follow-up reports to track system deficiencies and ensure the system problems are corrected. The database will link to the City's Permit*Plan (the City's permit tracking system) to automatically collect information concerning new system installations and include them in the database.

Communicating how the program will operate and the value of the program to building owners, property managers, and the community at large is critical to the success of the Fire Protection System Retesting Program. To meet this objective and to address Council's concerns about the impact on apartment and condominium properties, preliminary meetings and discussions with property owners and management companies have been held to introduce the program and solicit comment. This included outreach to, and meetings with, apartment and condominium

representatives. Overall feedback has been very positive, with some concerns about how properties will be notified and how, as well as when, property owners will need to budget for fire systems corrections. Code Enforcement has agreed that it will work with property owners so that major budget impacts in bringing a fire protection system into code compliance are minimized unless, of course, life safety conditions warrant immediate corrective action. All comments and suggestions offered by these organizations have been reviewed and incorporated into the program where possible.

Regional community/condominium management and property management associations have offered to assist with the outreach to the building owners and property managers so that they are aware of the program implications and can partner with the City in ensuring that all fire protection systems are maintained in a safe and code compliant manner.

FISCAL IMPACT: The program is proposed to be established by the end of FY 2003. The four positions for this program are included in the FY 2003 budget. Fire Retesting fee revenue of $205,538 has been included in the FY 2004 proposed budget. The cost of this program in subsequent years will be offset by revenues collected through the retesting program, based on a projected inspection fee of $20 per quarter hour per employee. This fee-supported program is similar to those in Fairfax and Arlington Counties, as is the proposed fee. Fee collection will begin after the training of the Fire Protection System Specialists and the education of building owners. The program is anticipated to be fully revenue supported 24 to 30 months after startup. The Code Enforcement Bureau fee schedule (Attachment 3) reflects all current fee rates with only the addition of the proposed fire protection system retesting fee (page 6, section 9).

ATTACHMENTS:
Attachment 1. Proposed Ordinance
Attachment 2. Proposed Resolution
Attachment 3. Code Enforcement Bureau Fee Schedule

STAFF:
James T. Gower, Interim Fire Chief
Arthur Dahlberg, Director, Code Enforcement Bureau
Alfred Coleman, Budget Analyst

ATTACHMENT 1

4-12-03 4/8-03

Introduction and first reading:	4/8/2003
Public hearing:	4/12/2003
Second reading and enactment:	4/12/2003

INFORMATION ON PROPOSED ORDINANCE

Title

AN ORDINANCE to amend and reordain subsection (16) of section 4-2-21 (CHANGES IN VIRGINIA STATEWIDE FIRE PREVENTION CODE) of Article B (FIRE PREVENTION), Chapter 2 (FIRE PROTECTION AND PREVENTION), Title 4 (PUBLIC SAFETY), of The Code of the City of Alexandria, Virginia, 1981, as amended.

Summary

The proposed ordinance amends the city's fire prevention code to require that fire protection system tests and inspections be performed in the presence of a city inspector. The amendment is proposed in connection with the establishment of a fire protection system retesting program.

Sponsor

Fire Department
Bureau of Code Enforcement

Staff

James T. Gower, Interim Fire Chief
Arthur Dahlberg, Director of Code Enforcement
Mark Jinks, Assistant City Manager
Alfred Coleman, Budget Analyst
Steven L. Rosenberg, Senior Assistant City Attorney

Authority

§ 27-97, Code of Virginia, 1950, as amended

Estimated Costs of Implementation

As stated in the City Manager's memorandum.

Attachments in Addition to Proposed Ordinance and its Attachments (if any)

None

4-12-03 4-8-03

ORDINANCE NO. _____

AN ORDINANCE to amend and reordain subsection (16) of section 4-2-21 (CHANGES IN VIRGINIA STATEWIDE FIRE PREVENTION CODE) of Article B (FIRE PREVENTION), Chapter 2 (FIRE PROTECTION AND PREVENTION), Title 4 (PUBLIC SAFETY), of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That subsection (16) of section 4-2-21 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same is, amended and reordained to read as follows:

Sec. 4-2-21 Changes in Virginia Statewide Fire Prevention Code.

(16) Chapter 5 is amended by amending subsections F-501.4.1, F-501.4.3, F-506.1, F-507.1, F-508.1, F-509.1, F-510.1, F-511.1, F-512.1, F-513.1, F-514.1, F-516.6, F-517.3 and F-518.2 to read as provided herein and by adding thereto new subsections F-504.6, F-504.7, F-504.9 and F-504.9 to read as provided herein:

F-501.4.1 Test records: A complete written record of all tests and inspections required under this chapter shall be maintained on the premises by the owner or occupant responsible for said premises and a copy of any such record shall be provided to the code official after the completion of any test or inspection. Accurate logs shall be maintained, indicating the number, location and type of device tested. Any defect, modification or repair shall be logged, and the log shall be made available to the code official.

F-501.4.3 Test responsibility and notification: The code official shall not be held responsible for any damages incurred during any test required under the provisions of this chapter. ~~When the presence of the code official is required for a test, the code official shall be notified not less than 48 hours before said test is conducted~~Any test required under the provisions of this chapter shall be performed in the presence of the code official, unless such requirement is waived by the code official. Any such test shall be scheduled at the convenience of the owner or occupant responsible for said premises and the code official.

F-504.6 Fire watch: A fire watch shall be established whenever any fire protection system is unable to provide the protection for which it was designed. This fire watch shall be maintained until the system has been restored to normal operation. A written log of the fire watch shall be maintained for inspection by the fire marshal. Such log shall indicate the name and address of the person maintaining the watch, and describe the persons activities during the watch. All areas subject to the watch shall be checked at 15 minute intervals.

F-504.7 Tampering: It shall be unlawful for any person to tamper with, damage, destroy, or use without just cause or authorization any fire protection system or fire extinguisher installed in any building or structure within the city.

F-504.8 Key repository: Owners of buildings in which fire alarm or fire suppression systems are installed after June 14, 1997, shall provide a key repository to the satisfaction of the fire marshal. This key repository shall be of a type approved by the fire marshal and shall be located on the exterior of the building, near the main entrance. Keys shall be placed in the repository to allow the fire department access to investigate alarms of fire reported from the building.

F-504.9 All buildings that have a fire control room shall equip that room with an operations book. The fire official shall review and approve the contents of such book.

F-506.1 Water-based extinguishing systems: All water sprinkler and water-spray extinguishing systems and standpipe systems shall be periodically inspected , tested and maintained in accordance with the requirements of NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-507.1 Periodic testing and inspection: All foam-extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 11, 11A and 16 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-508.1 Periodic testing and inspection: All carbon dioxide extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 12 listed in Chapter 44 and Sections F-508.2 through F-508.6. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-509.1 Periodic testing and inspection: All halogenated extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 12 A listed in Chapter 44 and Sections F-509.2 through F-509.5. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-510.1 Periodic testing and inspection: All clean agent fire extinguishing systems shall be maintained, periodically inspected and tested in accordance with the system manufacturer's instructions. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-511.1 Periodic testing and inspection: All dry-chemical extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 17 listed in Chapter 44 and Sections F-511.2 and F-511.3. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-512.1 Periodic testing and inspection: All wet-chemical extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 17A listed in Chapter 44 and Sections F-512.2 and F-512.3. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-513.1 Periodic testing and inspection: All fire alarm systems shall be maintained, periodically inspected and tested in accordance with NFPA 72 listed in Chapter 44 and Sections F-513.2 and F-513.3. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-514.1 Periodic testing and inspection: All automatic fire detection systems shall be maintained, periodically inspected and tested in accordance with NFPA 72 listed in Chapter 44 and Sections F-514.2 through F-514.10. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-516.6 Inspection, testing and maintenance: All fire pumps shall be inspected, tested and maintained in accordance with NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-517.3 Inspection, testing and maintenance: Water tanks and water service mains shall be periodically inspected, tested and maintained in accordance with NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-518.2 Inspection, testing and maintenance: All fire department connections shall be periodically inspected, tested and maintained in accordance with NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

Section 2. That in preparing the codification of this ordinance, the city attorney, in consultation with the code official, is authorized to make such technical conforming amendments as may be necessary to reflect uniform nomenclature, upgrade reference citations, and address like matters, in this ordinance and the city code.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.

KERRY J. DONLEY
Mayor

Introduction:	4/8/2003
First Reading:	4/8/2003
Publication:	4/10/03
Public Hearing:	4/12/03
Second Reading:	4/12/03
Final Passage:	

N.B. Underlining is not part of the ordinance but denotes language that is new or amended. Strike-outs or dashes are not part of the ordinance, but denote material that is being deleted.

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ORDINANCE NO. 4295

AN ORDINANCE to amend and reordain subsection (16) of section 4-2-21 (CHANGES IN VIRGINIA STATEWIDE FIRE PREVENTION CODE) of Article B (FIRE PREVENTION), Chapter 2 (FIRE PROTECTION AND PREVENTION), Title 4 (PUBLIC SAFETY), of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That subsection (16) of section 4-2-21 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same is, amended and reordained to read as follows:

Sec. 4-2-21 Changes in Virginia Statewide Fire Prevention Code.

(16) Chapter 5 is amended by amending subsections F-501.4.1, F-501.4.3, F-506.1, F-507.1, F-508.1, F-509.1, F-510.1, F-511.1, F-512.1, F-513.1, F-514.1, F-516.6, F-517.3 and F-518.2 to read as provided herein and by adding thereto new subsections F-504.6, F-504.7, F-504.9 and F-504.9 to read as provided herein:

F-501.4.1 Test records: A complete written record of all tests and inspections required under this chapter shall be maintained on the premises by the owner or occupant responsible for said premises and a copy of any such record shall be provided to the code official after the completion of any test or inspection. Accurate logs shall be maintained, indicating the number, location and type of device tested. Any defect, modification or repair shall be logged, and the log shall be made available to the code official.

F-501.4.3 Test responsibility and notification: The code official shall not be held responsible for any damages incurred during any test required under the provisions of this chapter. Any test required under the provisions of this chapter shall be performed in the presence of the code official, unless such requirement is waived by the code official. Any such test shall be scheduled at the convenience of the owner or occupant responsible for said premises and the code official.

F-504.6 Fire watch: A fire watch shall be established whenever any fire protection system is unable to provide the protection for which it was designed. This fire watch shall be maintained until the system has been restored to normal operation. A written log of the fire watch shall be maintained for inspection by the fire marshal. Such log shall indicate the name and address of the person maintaining the watch, and describe the persons activities during the watch. All areas subject to the watch shall be checked at 15 minute intervals.

F-504.7 Tampering: It shall be unlawful for any person to tamper with, damage, destroy, or use without just cause or authorization any fire protection system or fire extinguisher installed in any building or structure within the city.

F-504.8 Key repository: Owners of buildings in which fire alarm or fire suppression systems are installed after June 14, 1997, shall provide a key repository to the satisfaction of the fire marshal. This key repository shall be of a type approved by the fire marshal and shall be located on the exterior of the building, near the main entrance. Keys shall be placed in the repository to allow the fire department access to investigate alarms of fire reported from the building.

F-504.9 All buildings that have a fire control room shall equip that room with an operations book. The fire official shall review and approve the contents of such book.

F-506.1 Water-based extinguishing systems: All water sprinkler and water-spray extinguishing systems and standpipe systems shall be periodically inspected , tested and maintained in accordance with the requirements of NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-507.1 Periodic testing and inspection: All foam-extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 11, 11A and 16 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-508.1 Periodic testing and inspection: All carbon dioxide extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 12 listed in Chapter 44 and Sections F-508.2 through F-508.6. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-509.1 Periodic testing and inspection: All halogenated extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 12 A listed in Chapter 44 and Sections F-509.2 through F-509.5. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-510.1 Periodic testing and inspection: All clean agent fire extinguishing systems shall be maintained, periodically inspected and tested in accordance with the system manufacturer's instructions. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-511.1 Periodic testing and inspection: All dry-chemical extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 17 listed in Chapter 44 and Sections F-511.2 and F-511.3. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-512.1 Periodic testing and inspection: All wet-chemical extinguishing systems shall be maintained, periodically inspected and tested in accordance with NFPA 17A listed in Chapter 44 and Sections F-512.2 and F-512.3. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-513.1 Periodic testing and inspection: All fire alarm systems shall be maintained, periodically inspected and tested in accordance with NFPA 72 listed in Chapter 44 and Sections F-513.2 and F-513.3. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-514.1 Periodic testing and inspection: All automatic fire detection systems shall be maintained, periodically inspected and tested in accordance with NFPA 72 listed in Chapter 44 and Sections F-514.2 through F-514.10. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-516.6 Inspection, testing and maintenance: All fire pumps shall be inspected, tested and maintained in accordance with NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-517.3 Inspection, testing and maintenance: Water tanks and water service mains shall be periodically inspected, tested and maintained in accordance with NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

F-518.2 Inspection, testing and maintenance: All fire department connections shall be periodically inspected, tested and maintained in accordance with NFPA 25 listed in Chapter 44. Any required inspections and tests shall be performed in the presence of the code official, unless such requirement is waived by the code official. Fees for the attendance of the code official shall be charged in accordance with the fee schedule of the code enforcement bureau.

Section 2. That in preparing the codification of this ordinance, the city attorney, in consultation with the code official, is authorized to make such technical conforming amendments as may be necessary to reflect uniform nomenclature, upgrade reference citations, and address like matters, in this ordinance and the city code.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.

KERRY J. DONLEY
Mayor

Final Passage: April 12, 2003

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Attachment 2

RESOLUTION NO. _____

Whereas, section 8-1-29(a) of The Code of the City of Alexandria, Virginia, 1981, as amended, provides that all fees for permits, inspections and certificates required by the Virginia Uniform Statewide Building Code shall be as established by resolution of the city council; and

Whereas, Resolution No. 2031, adopted by city council on June 11, 2002, which incorporated an attached fee schedule, is the most recent establishment of such fees by the council; and

Whereas, city council has determined that the fee schedule set forth in Resolution No. 2031 is in need of amendment and adjustment to change the fees charged for permits that authorize the installation or alteration of fire protection systems;

Now therefore, be it resolved by the City Council of Alexandria, Virginia:

1. That the fee schedule attached hereto, entitled "City of Alexandria, Virginia, Code Enforcement Bureau, Fee Schedule,"dated April 12, 2003, is deemed to contain fair and appropriate fees to be paid by persons seeking various permits, inspections and certificates, and other services, form the city's Code Enforcement Bureau;

2. That said fee schedule shall be, and hereby is, approved and incorporated by reference in this resolution, and shall, until amended or rescinded, set forth the fees to be charged for various permits, inspections and certificates that are required by the Virginia Uniform Statewide Building Code and are issued by the city's Code Enforcement Bureau, as well as for other services that are performed by the Bureau;

3. That Resolution No. 2031, adopted on June 11, 2002, shall be, and hereby is, rescinded; and

4. That this resolution shall be effective on the date of its adoption, and the attached fee schedule shall, from that date on, be in full force and effect.

ADOPTED:

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KERRY DONLEY **MAYOR**

ATTEST:

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Beverly I. Jett, CMC City Clerk

Attachment 3

CITY OF ALEXANDRIA, VIRGINIA

CODE ENFORCEMENT BUREAU

FEE SCHEDULE

April 12, 2003

The following is a description of the fees to be charged for various permits and certificates issued by, and for various services performed by , the Alexandria Code Enforcement Bureau. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full. Permits remain the property of the City of Alexandria from the time of issuance until time of expiration.

1. **Construction Fees:**

   a. **Basis of Fees:** The fee for each permit for new construction shall be six tenths per cent of (0.6%, or .006 times) the estimated total construction costs. The total construction cost shall **include all involved labor and material** valued at the current retail market value **plus overhead and** profit.

   Total construction costs for new construction shall be computed by multiplying the total gross square footage of the structure by the figure in Table 1 of the current "Building Valuation Data Report" as published by Building Officials and Code Administrators International, Incorporated, corresponding to the appropriate use group and type of construction. Total gross square footage is defined as the gross area of each floor, including basement and garage, in addition to the horizontal projection of the roof area including roof overhangs. Separate permits are required for specialty items as described below.

   Exception: Modular/factory built single family homes.

   b. **Modular** or **Factory-built homes:** The permit fee for modular or factory-built homes shall be one hundred dollars ($100).

   c. **Minimum Building Permit Fee:** The minimum building permit fee shall be $40.

   d. **All other structures**: The permit fee for non-residential tenant improvement (alterations, repairs) shall be calculated at .12 per square foot of gross floor area. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction. The permit fee for specialty items and residential alterations and repairs shall be calculated at one and two-tenths percent (1.2%) of the total construction cost.

(1) construction of footings and foundations (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction,

(2) installation of retaining walls, signs and other miscellaneous structures, and

(3) any other construction or installation not mentioned above.

Exception: Minimum permit fee for non-residential tenant improvements for spaces 1500 square feet and less is $75 unless construction affects structural members, structural loads or arrangement of means of egress, in which case, the fee shall be calculated at $0.12 per square foot. Category to be determined by the Building Official.

e. **Extension of Permit:** The fee to extend the life of a permit shall be twenty-five dollars ($25).

f. **Amendment of Permit:** The fee to amend a permit to reflect a change in property ownership and/or contractor shall be ten dollars ($10).

g **Building Code Modification Fee**: The fee to process an application for a modification to the Uniform Statewide Building Code shall be a hundred dollars ($100).

h. **Certification of Use and Occupancy**: The fee for a Certificate of Use and Occupancy for a one or two family dwelling shall be $125. The fee for a Certificate of Use and Occupancy for a commercial tenant space 500 square feet and less is $100; for a tenant space between 501 and 1500 square feet shall be $125, and any space greater that 1500 square feet shall be $150. A Certificate of Use and Occupancy for the shall and core areas of any building shall be $500 and the Master Certificate of Use and Occupancy shall be $150.

i. **Relocation:** The fee for a building permit to remove a building or structure from one lot to another or to a new location on the same lot shall be one and two-tenths percent (1.2%) of the estimated cost of moving plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.
Demolition: The fee for a permit to demolish a building or structure shall be one hundred dollars ($100) for each building or structure. A performance bond or cash deposit will be required in the amount of one dollar per square foot ($1.00/sq.ft.) for the gross square footage of the building to be razed, for the purpose of assuring the completion of demolition, securing the site for public

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safety, finished grading, sodding/seeding of the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be one thousand dollars ($1,000). Should the bond/cash deposit not adequately fulfill this purpose, the City of Alexandria shall have the right to place a lien on the property in an amount sufficient to reimburse it for its expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

k. **Deposit for Plans Review:** For those permit application which require plans review, twenty percent (20%) fo the estimated permit fee will be deposited with the City of Alexandria at the time of submission as payment for the plans review. This deposit is non-refundable and the amount will be deducted from the total permit fee at the time of permit issuance.

l. **Fee for Plan Revisions and Amendments:** Applicants will be charged for all plan reviews subsequent to the initial plan review due to revisions or amendments in the plan, and for all changes to approved plans. A flat rate fee of $50 per trade discipline (i.e., plumbing, electrical, mechanical, structural and fire protection) will be assessed for new commercial and multi-family construction plan revisions/ amendments. A flat fee of $25 per trade discipline will be assessed for commercial alteration and single family residential plan revisions/amendments.

m. **Multiple Reinspections:** Routine inspections are defined as one inspection and one reinspection. In the event that more that one reinspection is required to approve any elements of construction, and administrative fee of $50 will be applied to the second and each subsequent reinspection. No second or subsequent reinspection will be conducted unless the applicant has paid any previous administrative reinspection fee.

2(A). **Electrical Fees - Residential**

a. The fee for services in residential use shall be as follows:

100 amperes or less	$ 48.00
101 to 200 amperes	$ 96.00
201 to 300 amperes	$144.00
301 to 400 amperes	$192.00

b. The fee for supplemental electrical work in one/two family use groups shall be forty dollars ($40).

2(B). **Electrical Fees (Other than One/Two Family Dwellings)**

a. **New Construction:** The electrical fee for new construction, is included in the base building permit fee. The electrical contractor must obtain an electrical permit at the minimum fee of forty dollars ($40).

b. **Renovation, Conversion, General Reconstruction:** The electrical fee for renovation, conversion, and general reconstruction shall be two dollars per kilovolt-ampere ($2.00/kva) rating of each circuit at the service panel, but not less that one and two tenths (1.2%) of estimated cost nor less that forty dollars ($40).

c. **Replacement of Equipment, Appliances and Devices**: The electrical fee for replacement of equipment, appliances and devices not requiring replacement or new circuit shall be two dollars per kilovolt-ampere ($2.00/kva) rating of the replacement item, but not less than one and two tenths percent (1.2%) of estimated cost not less that forty dollars ($40).

d. **Service Panel Replacement:** The fee for service panel replacement shall be two dollars per kilovolt-ampere ($2.00/kva) rating of the new panel, less the kilovolt-ampere (kva) rating of the old panel but not less than one and two tenths percent (1.2%) of the estimated cost nor less than forty dollars ($40).

2(C) **Electrical Fees (Special)**

a. The fees for special electrical permits are as follows:

(1) **Electrical Signs** - forty dollars ($40)

(2) **Transformers** - The permit fee is based on fifteen cents per kilovolt-ampere (.15/kva) rating of the transformer or a minimum permit fee of forty dollars ($40), whichever is higher.

(3) **Indoor Expositions, Exhibitions** - The permit fee is based on five dollars per three thousand square feet ($5.00/3,000 sq. ft.) of floor area or a minimum permit fee of forty dollars ($40), whichever is higher.

(4) **Amusement Rides** - Amusement ride inspections are based upon contracts with third party inspectors. The fees to the consumer are calculated at one hundred percent (100%) of the actual costs to the City of Alexandria plus five percent (5%) as administrative fees.

(5) **Special Electrical Equipment** - The permit fee for any special electrical equipment not mentioned above shall be determined by the Building

Official based on the costs involved in the enforcement of the Virginia Uniform State wide Building Code.

3. **Elevator Permit and Inspection Fees**

Elevator, escalator, dumbwaiter, chairlift, manlift and moving walkway inspection and permit fees are based upon the award of annual contracts to qualified third party elevator inspection services. The fees to the consumer are calculated at one hundred per cent (100%) of the actual cost to the City of Alexandria plus five percent (5%) as administrative fees.

4. **Plumbing Permit Fees**

a. **New Construction:** The plumbing fee for new construction is included in the base building permit fee. The plumbing contractor must obtain a plumbing permit at the minimum fee of forty dollars ($40).

b. **Existing Construction:** The plumbing permit fee for each replacement or alteration to an existing plumbing system shall be forty dollars ($40) per dwelling unit or non-residential occupancy plus two dollars ($2.00) each for the fourth and subsequent fixtures, but not less than one and two tenths percent (1.2%) of estimated cost.

5. **Mechanical Permit Fees**

a. **New Construction:** The mechanical fee for new construction in included in the base building permit fees. The mechanical contractor must obtain a mechanical permit at the minimum fee of forty dollars ($40).

b. **Existing Construction:** The permit fee for the installation of mechanical systems (which includes gas piping) and equipment shall be forty dollars ($40) or one and two tenths percent (1.2%) of the total cost of purchase and installation, including materials, overhead and labor, whichever is higher.

6. **Appliance Fees (Electrical or Mechanical)**

The total of permit fees to be collected for the installation of appliances such as garbage disposals, dishwashers, water heaters, air-conditioning units, heating appliances, furnaces and similar equipment shall be forty dollars ($40) or one and two tenths percent (1.2%) of the total purchase and installation costs, including overhead and labor, whichever is higher.

7. **Additional Special Service Fees**

a. **Overtime:** Overtime inspections, weekend inspections, holiday inspections, plans review or other use of Code Enforcement services shall be charged at the rate of fifty dollars ($50) per hour per employee involved in the special service. In the event that this use of special services requires the "call-back" of Code Enforcement employees, a minimum four hour service fee will be charged per employee.

b. **Work Without Permit:** For all work begun without a permit, for which a permit is necessary, a fee of two times the regular permit fee or two hundred dollars ($200), whichever is less, will be surcharged to the regular permit fee to offset the administrative costs.

8. **Fire Protection System Permit Fees**

a. **Fire Suppression Systems:** The permit fee for the installation or alteration of fire suppression systems such as fire sprinkler, standpipe or hood systems shall be forty dollars ($40) or three and one-half percent (3.5%) of the total purchase and installation costs including overhead and labor or seven dollars and seventy five cents ($7.75) per head charge, whichever is greater.

Exception: No fire protection system permit fee shall be charged for the replacement of Omega sprinkler heads manufactured by the Central Sprinkler Company between 1983 and 1996. All the required inspections following the completion of the work remain intact.

b. **Fire Alarm Systems:** The permit fee for the installation or alteration of fire alarm systems shall be seventy five dollars ($75) plus nine dollars ($9) per each indicating and initiating device or three and one-half percent (3.5%) of the total purchase and installation costs including overhead and labor, whichever is greater.

c. **Fire Hydrant Flow Rate Testing Fee:** The fee for fire hydrant flow rate testing shall be two hundred dollars ($200).

9. **Fire Protection System Retesting Fees**

a. **Retesting Fees:** The fee for fire protection systems required to be inspected and tested on an annual basis shall be twenty dollars ($20) per quarter hour or part thereof for each inspector required to witness the inspection and test.

b. **Cancellation Fees:** The fee for cancellation of scheduled retest or inspection of an existing fire protection system shall be one hundred dollars ($100) for each cancellation.

10. **Residential Rental Permit Fee**

The fee for the issuance or renewal of a residential rental permit shall be $3.00 per dwelling unit with a minimum fee of $30.00.

11. **Building Maintenance Code Compliance Date Extension Fee**

The fee for an extension of time in which to comply with a Notice of Violation of a building maintenance code violation shall be $25.

RESOLUTION NO. 2067

WHEREAS, Section 8-1-29(a) of The Code of the City of Alexandria, Virginia, 1981, as amended, provides that all fees for permits, inspections and certificates required by the Virginia Uniform Statewide Building Code shall be as established by resolution of the city council; and

WHEREAS, Resolution No. 2031, adopted by City Council on June 11, 2002, which incorporated an attached Fee Schedule, is the most recent establishment of such fees by the Council; and

WHEREAS, City Council has determined that the Fee Schedule set forth in Resolution No. 2031 is in need of amendment and adjustment to change the fees charged for permits that authorize the installation or alteration of fire protection systems;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA:

1. That the Fee Schedule attached hereto, entitled "City of Alexandria, Virginia, Code Enforcement Bureau, Fee Schedule," dated April 12, 2003, is deemed to contain fair and appropriate fees to be paid by persons seeking various permits, inspections and certificates, and other services, from the city's Code Enforcement Bureau;

2. That said Fee Schedule shall be, and hereby is, approved and incorporated by reference in this resolution, and shall, until amended or rescinded, set forth the fees to be charged for various permits, inspections and certificates that are required by the Virginia Uniform Statewide Building Code and are issued by the city's Code Enforcement Bureau, as well as for other services that are performed by the Bureau;

3. That Resolution No. 2031, adopted on June 11, 2002, shall be, and hereby is, rescinded; and

4. That this resolution shall be effective on the date of its adoption, and the attached fee schedule shall, from that date on, be in full force and effect.

ADOPTED: April 12, 2003

KERRY J. DONLEY **MAYOR**

ATTEST:

Beverly I. Jett, CMC City Clerk

CITY OF ALEXANDRIA, VIRGINIA

CODE ENFORCEMENT BUREAU

FEE SCHEDULE

April 12, 2003

The following is a description of the fees to be charged for various permits and certificates issued by, and for various services performed by , the Alexandria Code Enforcement Bureau. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full. Permits remain the property of the City of Alexandria from the time of issuance until time of expiration.

1. **Construction Fees:**

   a. **Basis of Fees:** The fee for each permit for new construction shall be six tenths per cent of (0.6%, or .006 times) the estimated total construction costs. The total construction cost shall **include all involved labor and material** valued at the current retail market value **plus overhead and** profit.

   Total construction costs for new construction shall be computed by multiplying the total gross square footage of the structure by the figure in Table 1 of the current "Building Valuation Data Report" as published by Building Officials and Code Administrators International, Incorporated, corresponding to the appropriate use group and type of construction. Total gross square footage is defined as the gross area of each floor, including basement and garage, in addition to the horizontal projection of the roof area including roof overhangs. Separate permits are required for specialty items as described below.

   Exception: Modular/factory built single family homes.

   b. **Modular** or **Factory-built homes:** The permit fee for modular or factory-built homes shall be one hundred dollars ($100).

   c. **Minimum Building Permit Fee:** The minimum building permit fee shall be $40.

   d. **All other structures**: The permit fee for non-residential tenant improvement (alterations, repairs) shall be calculated at .12 per square foot of gross floor area. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction. The permit fee for specialty items and residential alterations and repairs shall be calculated at one and two-tenths percent (1.2%) of the total construction cost.

(1) construction of footings and foundations (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction,

(2) installation of retaining walls, signs and other miscellaneous structures, and

(3) any other construction or installation not mentioned above.

Exception: Minimum permit fee for non-residential tenant improvements for spaces 1500 square feet and less is $75 unless construction affects structural members, structural loads or arrangement of means of egress, in which case, the fee shall be calculated at $0.12 per square foot. Category to be determined by the Building Official.

e. **Extension of Permit:** The fee to extend the life of a permit shall be twenty-five dollars ($25).

f. **Amendment of Permit:** The fee to amend a permit to reflect a change in property ownership and/or contractor shall be ten dollars ($10).

g **Building Code Modification Fee**: The fee to process an application for a modification to the Uniform Statewide Building Code shall be a hundred dollars ($100).

h. **Certification of Use and Occupancy**: The fee for a Certificate of Use and Occupancy for a one or two family dwelling shall be $125. The fee for a Certificate of Use and Occupancy for a commercial tenant space 500 square feet and less is $100; for a tenant space between 501 and 1500 square feet shall be $125, and any space greater that 1500 square feet shall be $150. A Certificate of Use and Occupancy for the shall and core areas of any building shall be $500 and the Master Certificate of Use and Occupancy shall be $150.

i. **Relocation:** The fee for a building permit to remove a building or structure from one lot to another or to a new location on the same lot shall be one and two-tenths percent (1.2%) of the estimated cost of moving plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.
Demolition: The fee for a permit to demolish a building or structure shall be one hundred dollars ($100) for each building or structure. A performance bond or cash deposit will be required in the amount of one dollar per square foot ($1.00/sq.ft.) for the gross square footage of the building to be razed, for the purpose of assuring the completion of demolition, securing the site for public

safety, finished grading, sodding/seeding of the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be one thousand dollars ($1,000). Should the bond/cash deposit not adequately fulfill this purpose, the City of Alexandria shall have the right to place a lien on the property in an amount sufficient to reimburse it for its expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

k. **Deposit for Plans Review:** For those permit application which require plans review, twenty percent (20%) fo the estimated permit fee will be deposited with the City of Alexandria at the time of submission as payment for the plans review. This deposit is non-refundable and the amount will be deducted from the total permit fee at the time of permit issuance.

l. **Fee for Plan Revisions and Amendments:** Applicants will be charged for all plan reviews subsequent to the initial plan review due to revisions or amendments in the plan, and for all changes to approved plans. A flat rate fee of $50 per trade discipline (i.e., plumbing, electrical, mechanical, structural and fire protection) will be assessed for new commercial and multi-family construction plan revisions/ amendments. A flat fee of $25 per trade discipline will be assessed for commercial alteration and single family residential plan revisions/amendments.

m. **Multiple Reinspections:** Routine inspections are defined as one inspection and one reinspection. In the event that more that one reinspection is required to approve any elements of construction, and administrative fee of $50 will be applied to the second and each subsequent reinspection. No second or subsequent reinspection will be conducted unless the applicant has paid any previous administrative reinspection fee.

2(A). **Electrical Fees - Residential**

a. The fee for services in residential use shall be as follows:

100 amperes or less	$ 48.00
101 to 200 amperes	$ 96.00
201 to 300 amperes	$144.00
301 to 400 amperes	$192.00

b. The fee for supplemental electrical work in one/two family use groups shall be forty dollars ($40).

2(B). **Electrical Fees (Other than One/Two Family Dwellings)**

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a. The fees for special electrical permits are as follows:

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