


*City of Alexandria, Virginia*

## MEMORANDUM

DATE: MAY 8, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: RESOLUTION TO ADOPT CODE ENFORCEMENT FEE INCREASES

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**ISSUE:** Resolution to adopt Code Enforcement permit fee increases and changes as approved in the FY 2009 operating budget.

**RECOMMENDATION:** That the City Council adopt the attached resolution (Attachment 1).

**BACKGROUND:** City Council, in the context of the FY 2009 budget deliberations, approved in concept increasing the fees associated with site plan processing and construction permits to offset the costs associated with the additional staff needed to handle the anticipated increase in development in the City and to shift more of the cost for building permit and inspection activity to the users of the service. These fees and costs (including four new positions) were included in the FY 2009 budget approved by Council on May 5. Over the past few months, City Code Enforcement staff has shared with representatives of the building and development community proposed programs and the need for fee increases to support these expanded services. In general, the building and development community, along with recommendations from the Mayor's Economic Sustainability Work Group Report and the Small Business Task Force Report, have noted the need to expand services and improve the customer experience. The proposed increases to the Code Enforcement fee schedule are as follows:

- (1) Add an 8% Administrative fee on all permits to cover increased cost in building permit services, additional sustained cost associated with the New Construction reorganization, and two contract inspector positions, that upon demand for increased inspection services, can complement full time staff without the cost of benefits or long term employment commitment;
- (2) Add a 5% permit fee surcharge for the establishment of a full service permit center that will include staff from most agencies responsible for building permit review for single source permit services. The fee will provide for the start-up cost and salaries for one Planning and Zoning and one Transportation and Environmental Services employee that will be located in the center;

- (3) Establish a 0.5% Customer Training Program levy to provide customer based training on code related topics as noted in the Small Business Taskforce Report;

**DISCUSSION:** A City of Alexandria goal in the building services area is to have a stronger customer service orientation that helps the experienced builder and designer, as well as the novice homeowner, get through the regulation systems as quickly and understandably as possible. This can translate into time and money savings for the customer as well as a positive experience.

Expanded services that have been requested by customers and customer service enhancement that have been proposed by Code Enforcement staff are the focus of the proposed fee changes. The Code Enforcement New Construction Section reorganization has already provided customer benefit and improved service delivery. Although the reorganization is being completed through conversion of existing positions utilizing staff vacancies, there are some continued staff costs to continue this effort.

With the amount of construction within the City expected to remain at current levels for the next eighteen months, we recommend utilizing this period to refocus efforts on improved informal City work flow processes and streamlining permit review procedures within all agencies associated with the permit process, and train our staff and customer base so as to improve the quality of construction documents and inspection quality in the field.

Significant customer improvements should be evident once the Permit Center, inclusive of Planning and Zoning, Finance, and T&ES staff, is established. Customers should be able to perform nearly all permit related business in one location removing the need to work their way through different offices in City Hall for various approvals.

Staff reviewed the existing fee schedule and recommends the added fees.

1. **8% Administrative fee** – This fee will be charged on all permits. The fee is intended to cover building permit services, additional sustained cost associated with the New Construction reorganization, and two contract inspector positions that, upon demand for increased inspection services, can complement full time staff without the cost of benefits or long term employment commitment. The contract positions will not add to the FTE position count and the positions will be filled only when permit and inspection indicators point to the need for additional inspection service delivery. The estimated fiscal impact to the City is an annual increase of \$350,000 in generated revenue.
2. **5% permit fee surcharge for the establishment of a full service permit center** - This fee will provide funding for a P&Z and T&ES (one each) employee to man positions in a new concept multi-agency permit center. The center will include staff from most agencies responsible for building permit review and business license for single source permit services. This concept was identified in the Small Business Task Force Report and is clearly a concept that can improve customer service. The fee will provide for the start-up cost, salaries and some minor incidental cost. The estimated fiscal impact to the

City is an annual increase of \$220,000 in generated revenue.

3. **0.5% Customer Training Program levy** - The levy will provide a funding source for customer based training on code and City process related topics. This concept, including the funding source, was noted in the Small Business Taskforce Report. The estimated fiscal impact to the City is an annual increase of \$20,000 in generated revenue.

Attachment 2 details the proposed FY 2009 Code Enforcement Fee Schedule. No Code fees other than those described above are proposed to be changed. The fees would become effective on July 1, 2008, as that is when the expenses that the fees are financing commence. It is not expected that there will be a rush of code applications prior to July 1 in order to avoid the fee increase.

**FISCAL IMPACT:** The Administrative fee is anticipated to generate \$350,000 in revenue from anticipated levels of building permit fees for FY 2009. As noted, the fee is being generated in part to cover increased cost associated with the Code Enforcement New Construction Reorganization that is underway. The impact from the remaining two fee changes, which total \$240,000 in new revenue, should provide steady revenue to support the Permit Center and pilot customer training program as planned. These fees can be reviewed annually for adjustments depending on activity level and desired level of revenue.

**ATTACHMENTS:**

Attachment 1 - Resolution

Attachment 2 - Code Enforcement Bureau Fee Schedule

**STAFF:**

Bruce Johnson, Director, Office of Management and Budget

Eric Eisinger, Budget/Management Analyst

John Catlett, Director, Office of Code Enforcement

Adam Thiel, Fire Chief

**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. 2179, adopted by city council on February 25, 2006, which incorporates 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. 2067 is in need of amendment and adjustment to change the fees charged for permits that authorize construction.

**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," 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. 2179, adopted on February 5, 2006, shall be, and hereby is, rescinded; and
4. That this resolution shall be effective July 1, 2008, and the attached fee schedule shall, from that date on, be in full force and effect.

Adopted: May 13, 2008

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WILLIAM D. EUILLE MAYOR

ATTEST:

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Jacqueline M. Henderson, CMC City Clerk

# CITY OF ALEXANDRIA CODE ENFORCEMENT

## FEE SCHEDULE



Effective July 1, 2008  
Council Resolution # \_\_\_\_\_

The following is a description of the fees 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.

<b>ADMINISTRATIVE FEE:</b>	A fee of 8% shall be charged on all permits issued by the Alexandria Code Enforcement Bureau.
<b>PERMIT CENTER SURCHARGE:</b>	A fee of 5% shall be charged on all permits issued by the Alexandria Code Enforcement Bureau.
<b>TRAINING PROGRAM LEVY:</b>	A levy of .5% shall be assessed on all fees related to permits to support staff training and customer training provided by the Bureau.
<b>VA. TRAINING ACADEMY LEVY:</b>	As established by the Virginia Uniform Statewide Building Code, a mandatory state levy as set by the Virginia Board of Housing and Community Development shall be assessed on all permit fees to support training provided by the Jack Proctor Virginia Building Code Academy.

### CONSTRUCTION FEES

**A. MINIMUM BUILDING PERMIT FEE . . . . . \$50.00**

**B. BASIS OF FEES:** The fee for each permit for new construction shall be six dollars (\$6.00) per thousand (\$1,000) of the estimated total construction cost. 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, **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 in the **Building Safety Journal** by 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, in addition to the horizontal projection of the roof area including roof including roof coverings and overhangs. Separate

permits are required for specialty items described below.

**EXCEPTION:** Modular/factory-built single family homes ..... **\$150.00**

#### **ALL OTHER STRUCTURES - (ALT/REPAIRS)**

**C. NON-RESIDENTIAL TENANT IMPROVEMENTS** - are calculated at \$0.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated construction costs, whichever is greater. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction.

**D. RESIDENTIAL ALTERATIONS/REPAIRS** - are calculated at \$0.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated construction costs, 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.**

**E. SPECIALTY ITEMS** - are calculated at \$0.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated construction costs, 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.**

Specialty items include the following:

- (1) excavation, sheathing, shoring, 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;
- (3) re-roofing;
- (4) installation of fireplace inserts; and
- (5) any other construction or installation not mentioned above.

#### **F. 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 fifteen dollars (\$15.00) per thousand (\$1,000) of the total 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.

#### **G. CERTIFICATE OF USE AND OCCUPANCY**

- one or two family dwellings ..... **\$125.00**
- commercial space 500 square feet and less ..... **\$100.00**
- commercial space 501 and 1500 sq. ft. .... **\$125.00**
- commercial space greater than 1500 sq. ft. .... **\$150.00**
- shell and core areas of any building ..... **\$500.00**
- Master Certificate of Use & Occupancy .... **\$150.00**

#### **Temporary Certificate of Occupancy**

Fees for Temporary Certificates of Occupancy shall be the same as for a permanent Certificate. The fee to extend an issued temporary Certificate of Use and Occupancy shall be 50% of the original fee paid for each extension. To convert a temporary Certificate of Occupancy to permanent status, the fee shall be 50% of the original fee paid.

#### **H. DEMOLITION ..... \$100.00 per building or structure**

A performance bond or cash deposit is 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 the demolition, securing the site for public safety, finished grading, sodding/seeding the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be \$1,000.00. 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 the expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

#### **I. AMUSEMENT RIDES**

- **Kiddie Rides** ..... **\$25.00 each**
- **Major Rides** ..... **\$35.00 each**
- **Spectacular Ride** ..... **\$55.00 each**

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, a \$50.00 administrative fee is charged to cover the cost of processing the permit application. Proof of financial responsibility, (bond or Certificate of Insurance) in the amount of \$300,000 must be provided.

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 cost to the City of Alexandria plus seven percent (7%) as administrative fees.

#### **FIRE PROTECTION SYSTEMS**

##### **A. FIRE SUPPRESSION SYSTEMS**

**\$50.00 or 3.5%** of estimated cost of total purchase and installation costs including overhead and labor or ten dollars (\$10.00) per head, whichever is greater. **Exception:** No permit fee will be charged for the replacement of Omega sprinkler heads manufactured by Central Sprinkler Company. All required inspections shall be performed following the completion of work.

##### **B. FIRE ALARMS ..... \$75 + \$13.00** per initiating and indicating device **or** 3.5% of the total purchase and installation costs, whichever is greater.

##### **C. FIRE HYDRANT FLOW RATE TESTING FEE \$200.00**

## **FIRE PROTECTION SYSTEMS RETESTING FEES**

### **A. RETESTING FEES**

Required annual inspections and testing of fire protection systems fees shall be twenty dollars (\$20) per quarter hour or part thereof for each inspector required to witness the inspection.

### **B. CANCELLATION FEES \$160.00**

A fee of one hundred and sixty \$160.00 will be charged for each cancellation of a scheduled retest or inspection of an existing fire protection system.

## **ELECTRICAL PERMIT FEES**

### **A. MINIMUM ELECTRICAL FEE ..... \$50.00**

### **B. New Construction - Other than One & Two Family Dwelling**

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 fifty dollars (\$50.00).

### **C. Residential - One & Two Family Dwellings**

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

• 100 Amperes or less .....	<b>\$ 50.00</b>
• 101 to 200 Amperes .....	<b>100.00</b>
• 201 to 300 Amperes .....	<b>150.00</b>
• 301 to 400 Amperes .....	<b>200.00</b>
• 401 Amperes or greater .....	<b>250.00</b>

### **b. Supplemental electrical work ..... \$50.00**

New appliance/fixture installation; relocation of fixtures, outlets, sub-panels, wiring, service; and/or the replacement of ungrounded outlets with grounded (3-prong) type.

### **D. Non-residential and other than One/Two Family Dwellings**

a. **Renovation, Conversion, General Reconstruction** shall be charged at \$3.00 per kilovolt ampere (\$3.00/kVA) rating of each circuit at the service panel, but not less than fifteen dollars \$15.00 per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

b. **Replacement of Equipment, Appliances & Devices** not requiring replacement or new circuits shall be \$3.00 per kilovolt ampere (\$3.00/kVA) rating of the replacement item, but not less than \$15.00 per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

c. **Service Panel Replacement** shall be \$3.00 per kilovolt-ampere (\$3.00/kVA) rating of the new panel less the kilovolt-ampere (kVA) rating of the old panel, but not less than fifteen (\$15.00) per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

### **E. Special Electrical Permit Fees**

The minimum fees for special electrical permits are as follows:

- **Electric Signs** ..... **\$50.00**
- **Transformers** ..... **\$0.20/kVA rating or \$50.00**
- **Indoor expositions, exhibitions** ..... **\$7.00 per 3,000 sq.ft. or \$50.00 - whichever is greater**

### • **Special Electrical Equipment**

The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code (USBC).

## **ELEVATOR PERMIT AND INSPECTION FEES**

Elevator, escalator, dumbwaiter, chairlift, manlift, and moving walkway inspection and permit fees are based upon the award of an annual contract to a qualified third party elevator inspection services. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria **plus** a seven percent (7%) administrative fee.

**A. INSTALLATIONS** - 1.2% of the total installation cost **plus** \$49.00 per unit.

**B. ANNUAL ELEVATOR CERTIFICATES** ..... **\$79.00**  
per elevator or escalator \$39.50 per dumbwaiter, chairlift, manlift.

## **PLUMBING PERMIT FEES**

**A. MINIMUM PERMIT FEE** ..... **\$50.00**

### **B. 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 fifty dollars (\$50.00).

### **C. EXISTING CONSTRUCTION**

Replace, extend or modify water pipe, relocate existing fixtures or install fixtures where plumbing is roughed in, is \$50.00 per dwelling unit or non-residential occupancy plus \$3 each for the fourth and each subsequent fixture, but not less than fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated cost, whichever is greater. Permits are not required for the exact replacement of plumbing fixtures.

## **MECHANICAL PERMIT FEES**

**A. MINIMUM PERMIT FEE** ..... **\$50.00**

### **B. NEW CONSTRUCTION**

The mechanical fee for new construction is included in the base building permit fee. The mechanical contractor must obtain a mechanical permit at the minimum fee of fifty dollars (\$50.00).

### **C. EXISTING CONSTRUCTION**

\$50.00 or fifteen dollars (\$15.00) per thousand (\$1000) of estimated cost of purchase and installation, including materials, overhead and labor, whichever is greater for the installation of mechanical systems (which includes gas piping

and/or the relocation, extension, modification or replacement of ductwork, piping, venting or wiring) and equipment.

**FIRE PREVENTION CODE PERMITS**

The article of the Fire Prevention Code being permitted determines the fee. **With the exception of Assembly/Educational permits, the minimum fee for FPC permits is \$100.00.** Hazardous Use permits for Fireworks require proof of financial responsibility (certificate of insurance naming the City as co-insured) in the amount of \$1,000,000.

**Assembly/Educational permit fees are based on the occupancy as follows:**

- less than 50 occupants ..... **\$ 50.00**
- 50-100 occupants ..... **\$ 100.00**
- over 100 occupants ..... **\$ 250.00**
- Carnivals and Fairs ..... **\$ 250.00**
- Outdoor Assembly & Events ..... **\$ 250.00**

**ANNUAL RESIDENTIAL RENTAL PERMITS**

Fifty dollars (\$50.00) shall be charged for each residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected.

For Multi-family developments 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 fifty dollars (\$50.00) 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 fifty dollars (\$50.00) per unit. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected. All fees must be paid before a Certificate of Compliance will be issued.

**REGISTRATION OF VACANT BUILDINGS ..... **\$25.00****

A building which has been continuously vacant for a period of 12 months or more must be registered with the Director of Code Enforcement.

**ADDITIONAL SPECIAL SERVICE FEES FOR ALL PERMIT TYPES / TRADES**

- A. Deposit for Plan Review** ..... 20% of estimated permit fee for those permit applications which require plans review. This deposit is non-refundable. The amount will be deducted from the total permit fee when the permit is issued.
- B. Plan Revisions & Amendments**

Plan reviews subsequent to the initial plan review due to revisions of the plan or amendments to the approved plans will be charged a flat fee per trade discipline (ie: plumbing, electrical, fire protection, mechanical or structural) by use:

- **\$100** per trade discipline for new commercial, single family and multi-family construction;
- **\$50** per trade discipline for single family residential & commercial alteration.

**C. Code Modification Fee** ..... **\$125.00**

To process an application for a modification to the Uniform Statewide Building Code, Property Maintenance, or to the Fire Prevention Code.

**D. Extension of Permit** ..... **\$30.00**

Per 6 month extension. **NOTE:** Expired permits cannot be extended.

**E. Amendment of a Permit** ..... **\$25.00**

To reflect a change in property ownership, address, and/or a change in contractor information.

**F. Inspections**

**a. Multiple Reinspections** ..... **\$55.00/hr**

Routine inspections are defined as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction, an administrative fee of \$55.00 will be applied to the second and sub-sequent reinspection. No second or subsequent reinspection will be conducted until the applicant has paid all administrative reinspection fees.

**b. Overtime**

Overtime inspections, weekend inspections, holiday inspections, plans review or other use of Code Enforcement services **will be charged a minimum fee of \$280.00 for the first four hours and seventy dollars (\$70.00) per hour, per employee, involved in the special service thereafter.**

**G. Work Without Permits - STOP WORK ORDERS**

For work begun without a permit when a permit is required, a fee of two times the regular permit fee, or \$250.00, whichever is lesser, will be charged, **in addition to the regular permit fee**, to offset the administrative costs.

**H. Building Code Compliance Date Extension**

The fee to request an extension to the compliance date for a building code case is \$35.00. This request must be made **prior** to the expiration of the original compliance date. The fee is non-refundable.

**I. Building Code Board of Appeals Hearing Fee:**

The filing fee for an appeal to the Alexandria Building Code Board of Appeals shall be one hundred and twenty-five dollars (\$125) for appeals relating to the Uniform Statewide Building Code, Fire Prevention Code or the Property Maintenance Code. The fee must be paid at the time of

submitting the application for the appeal and is non-refundable.

**J. Pass-through Fees for Plan Review and Inspections Services**

At the discretion of the Building Official, projects may be approved for third party plan review and inspection services with the understanding that 100% of the fees associated with these services will be recovered and paid to the City **in addition** to the regular permit fees



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**Temporary Certificate of Occupancy**

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**H. DEMOLITION ..... \$100.00 per building or structure**

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**I. AMUSEMENT RIDES**

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**C. FIRE HYDRANT FLOW RATE TESTING FEE \$200.00**

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### **A. RETESTING FEES**

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### **B. CANCELLATION FEES \$160.00**

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## **ELECTRICAL PERMIT FEES**

### **A. MINIMUM ELECTRICAL FEE ..... \$50.00**

### **B. New Construction - Other than One & Two Family Dwelling**

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 fifty dollars (\$50.00).

### **C. Residential - One & Two Family Dwellings**

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

• 100 Amperes or less .....	<b>\$ 50.00</b>
• 101 to 200 Amperes .....	<b>100.00</b>
• 201 to 300 Amperes .....	<b>150.00</b>
• 301 to 400 Amperes .....	<b>200.00</b>
• 401 Amperes or greater .....	<b>250.00</b>

### **b. Supplemental electrical work ..... \$50.00**

New appliance/fixture installation; relocation of fixtures, outlets, sub-panels, wiring, service; and/or the replacement of ungrounded outlets with grounded (3-prong) type.

### **D. Non-residential and other than One/Two Family Dwellings**

a. **Renovation, Conversion, General Reconstruction** shall be charged at \$3.00 per kilovolt ampere (\$3.00/kVA) rating of each circuit at the service panel, but not less than fifteen dollars \$15.00 per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

b. **Replacement of Equipment, Appliances & Devices** not requiring replacement or new circuits shall be \$3.00 per kilovolt ampere (\$3.00/kVA) rating of the replacement item, but not less than \$15.00 per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

c. **Service Panel Replacement** shall be \$3.00 per kilovolt-ampere (\$3.00/kVA) rating of the new panel less the kilovolt-ampere (kVA) rating of the old panel, but not less than fifteen (\$15.00) per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

### **E. Special Electrical Permit Fees**

The minimum fees for special electrical permits are as follows:

• Electric Signs .....	<b>\$50.00</b>
• Transformers .....	<b>\$0.20/kVA rating or \$50.00</b>
• Indoor expositions, exhibitions .....	<b>\$7.00 per 3,000 sq.ft. or \$50.00 - whichever is greater</b>

### **• Special Electrical Equipment**

The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code (USBC).

## **ELEVATOR PERMIT AND INSPECTION FEES**

Elevator, escalator, dumbwaiter, chairlift, manlift, and moving walkway inspection and permit fees are based upon the award of an annual contract to a qualified third party elevator inspection services. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria plus a seven percent (7%) administrative fee.

**A. INSTALLATIONS** - 1.2% of the total installation cost plus \$49.00 per unit.

**B. ANNUAL ELEVATOR CERTIFICATES ..... \$79.00**  
per elevator or escalator \$39.50 per dumbwaiter, chairlift, manlift.

## **PLUMBING PERMIT FEES**

**A. MINIMUM PERMIT FEE ..... \$50.00**

### **B. 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 fifty dollars (\$50.00).

### **C. EXISTING CONSTRUCTION**

Replace, extend or modify water pipe, relocate existing fixtures or install fixtures where plumbing is roughed in, is \$50.00 per dwelling unit or non-residential occupancy plus \$3 each for the fourth and each subsequent fixture, but not less than fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated cost, whichever is greater. Permits are not required for the exact replacement of plumbing fixtures.

## **MECHANICAL PERMIT FEES**

**A. MINIMUM PERMIT FEE ..... \$50.00**

### **B. NEW CONSTRUCTION**

The mechanical fee for new construction is included in the base building permit fee. The mechanical contractor must obtain a mechanical permit at the minimum fee of fifty dollars (\$50.00).

### **C. EXISTING CONSTRUCTION**

\$50.00 or fifteen dollars (\$15.00) per thousand (\$1000) of estimated cost of purchase and installation, including materials, overhead and labor, whichever is greater for the installation of mechanical systems (which includes gas piping

and/or the relocation, extension, modification or replacement of ductwork, piping, venting or wiring) and equipment.

### **FIRE PREVENTION CODE PERMITS**

The article of the Fire Prevention Code being permitted determines the fee. **With the exception of Assembly/Educational permits, the minimum fee for FPC permits is \$100.00.** Hazardous Use permits for Fireworks require proof of financial responsibility (certificate of insurance naming the City as co-insured) in the amount of \$1,000,000.

**Assembly/Educational permit fees are based on the occupancy as follows:**

- less than 50 occupants ..... \$ 50.00
- 50-100 occupants ..... \$ 100.00
- over 100 occupants ..... \$ 250.00
- Carnivals and Fairs ..... \$ 250.00
- Outdoor Assembly & Events. .... \$ 250.00

### **ANNUAL RESIDENTIAL RENTAL PERMITS**

Fifty dollars (\$50.00) shall be charged for each residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected.

For Multi-family developments 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 fifty dollars (\$50.00) 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 fifty dollars (\$50.00) per unit. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected. All fees must be paid before a Certificate of Compliance will be issued.

### **REGISTRATION OF VACANT BUILDINGS ..... \$25.00**

A building which has been continuously vacant for a period of 12 months or more must be registered with the Director of Code Enforcement.

### **ADDITIONAL SPECIAL SERVICE FEES FOR ALL PERMIT TYPES / TRADES**

**A. Deposit for Plan Review** ..... 20%  
of estimated permit fee for those permit applications which require plans review. This deposit is non-refundable. The amount will be deducted from the total permit fee when the permit is issued.

#### **B. Plan Revisions & Amendments**

Plan reviews subsequent to the initial plan review due to revisions of the plan or amendments to the approved plans will be charged a flat fee per trade discipline (ie: plumbing, electrical, fire protection, mechanical or structural) by use:

- **\$100** per trade discipline for new commercial, single family and multi-family construction;
- **\$50** per trade discipline for single family residential & commercial alteration.

**C. Code Modification Fee** ..... **\$125.00**  
To process an application for a modification to the Uniform Statewide Building Code, Property Maintenance, or to the Fire Prevention Code.

**D. Extension of Permit** ..... **\$30.00**  
Per 6 month extension. **NOTE:** Expired permits cannot be extended.

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To reflect a change in property ownership, address, and/or a change in contractor information.

#### **F. Inspections**

**a. Multiple Reinspections** ..... **\$55.00/hr**  
Routine inspections are defined as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction, an administrative fee of \$55.00 will be applied to the second and sub-sequent reinspection. No second or subsequent reinspection will be conducted until the applicant has paid all administrative reinspection fees.

**b. Overtime**  
Overtime inspections, weekend inspections, holiday inspections, plans review or other use of Code Enforcement services **will be charged a minimum fee of \$280.00 for the first four hours and seventy dollars (\$70.00) per hour, per employee, involved in the special service thereafter.**

**G. Work Without Permits - STOP WORK ORDERS**  
For work begun without a permit when a permit is required, a fee of two times the regular permit fee, or \$250.00, whichever is lesser, will be charged, **in addition to the regular permit fee**, to offset the administrative costs.

**H. Building Code Compliance Date Extension**  
The fee to request an extension to the compliance date for a building code case is \$35.00. This request must be made **prior** to the expiration of the original compliance date. The fee is non-refundable.

**I. Building Code Board of Appeals Hearing Fee:**  
The filing fee for an appeal to the Alexandria Building Code Board of Appeals shall be one hundred and twenty-five dollars (\$125) for appeals relating to the Uniform Statewide Building Code, Fire Prevention Code or the Property Maintenance Code. The fee must be paid at the time of

submitting the application for the appeal and is non-refundable.

**J. Pass-through Fees for Plan Review and Inspections Services**

At the discretion of the Building Official, projects may be approved for third party plan review and inspection services with the understanding that 100% of the fees associated with these services will be recovered and paid to the City In addition to the regular permit fees



**RESOLUTION NO. 2275**

**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. 2179, adopted by city council on February 25, 2006, which incorporates 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. 2067 is in need of amendment and adjustment to change the fees charged for permits that authorize construction.


**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," 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. 2179, adopted on February 5, 2006, shall be, and hereby is, rescinded; and
4. That this resolution shall be effective July 1, 2008, and the attached fee schedule shall, from that date on, be in full force and effect.

ADOPTED: May 13, 2008

  
WILLIAM D. EUILLE                      MAYOR

ATTEST:

  
Jacqueline M. Henderson, CMC    City Clerk

# CITY OF ALEXANDRIA CODE ENFORCEMENT

## FEE SCHEDULE



Effective July 1, 2008  
Council Resolution # \_\_\_\_\_

The following is a description of the fees 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.

<b>ADMINISTRATIVE FEE:</b>	A fee of 8% shall be charged on all permits issued by the Alexandria Code Enforcement Bureau.
<b>PERMIT CENTER SURCHARGE:</b>	A fee of 5% shall be charged on all permits issued by the Alexandria Code Enforcement Bureau.
<b>TRAINING PROGRAM LEVY:</b>	A levy of .5% shall be assessed on all fees related to permits to support staff training and customer training provided by the Bureau.
<b>VA. TRAINING ACADEMY LEVY:</b>	As established by the Virginia Uniform Statewide Building Code, a mandatory state levy as set by the Virginia Board of Housing and Community Development shall be assessed on all permit fees to support training provided by the Jack Proctor Virginia Building Code Academy.

### CONSTRUCTION FEES

**A. MINIMUM BUILDING PERMIT FEE . . . . . \$50.00**

**B. BASIS OF FEES:** The fee for each permit for new construction shall be six dollars (\$6.00) per thousand (\$1,000) of the estimated total construction cost. 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, **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 in the **Building Safety Journal** by 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, in addition to the horizontal projection of the roof area including roof including roof coverings and overhangs. Separate

permits are required for specialty items described below.

**EXCEPTION:** Modular/factory-built single family homes ..... **\$150.00**

**ALL OTHER STRUCTURES - (ALT/REPAIRS)**

**C. NON-RESIDENTIAL TENANT IMPROVEMENTS** - are calculated at \$0.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated construction costs, whichever is greater. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction.

**D. RESIDENTIAL ALTERATIONS/REPAIRS** - are calculated at \$0.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated construction costs, 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.**

**E. SPECIALTY ITEMS** - are calculated at \$0.15 per square foot of gross floor area or fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated construction costs, 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.**

Specialty items include the following:

- (1) excavation, sheathing, shoring, 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;
- (3) re-roofing;
- (4) installation of fireplace inserts; and
- (5) any other construction or installation not mentioned above.

**F. 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 fifteen dollars (\$15.00) per thousand (\$1,000) of the total 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.

**G. CERTIFICATE OF USE AND OCCUPANCY**

- one or two family dwellings ..... **\$125.00**
- commercial space 500 square feet and less ..... **\$100.00**
- commercial space 501 and 1500 sq. ft. .... **\$125.00**
- commercial space greater than 1500 sq. ft. .... **\$150.00**
- shell and core areas of any building ..... **\$500.00**
- Master Certificate of Use & Occupancy .... **\$150.00**

**Temporary Certificate of Occupancy**

Fees for Temporary Certificates of Occupancy shall be the same as for a permanent Certificate. The fee to extend an issued temporary Certificate of Use and Occupancy shall be 50% of the original fee paid for each extension. To convert a temporary Certificate of Occupancy to permanent status, the fee shall be 50% of the original fee paid.

**H. DEMOLITION ..... \$100.00 per building or structure**

A performance bond or cash deposit is 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 the demolition, securing the site for public safety, finished grading, sodding/seeding the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be \$1,000.00. 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 the expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

**I. AMUSEMENT RIDES**

- Kiddie Rides ..... **\$25.00 each**
- Major Rides ..... **\$35.00 each**
- Spectacular Ride ..... **\$55.00 each**

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, a \$50.00 administrative fee is charged to cover the cost of processing the permit application. Proof of financial responsibility, (bond or Certificate of Insurance) in the amount of \$300,000 must be provided.

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 cost to the City of Alexandria plus seven percent (7%) as administrative fees.

**FIRE PROTECTION SYSTEMS**

**A. FIRE SUPPRESSION SYSTEMS**

**\$50.00 or 3.5%** of estimated cost of total purchase and installation costs including overhead and labor or ten dollars (\$10.00) per head, whichever is greater. **Exception:** No permit fee will be charged for the replacement of Omega sprinkler heads manufactured by Central Sprinkler Company. All required inspections shall be performed following the completion of work.

**B. FIRE ALARMS ..... \$75 + \$13.00 per initiating and indicating device or 3.5% of the total purchase and installation costs, whichever is greater.**

**C. FIRE HYDRANT FLOW RATE TESTING FEE \$200.00**

## **FIRE PROTECTION SYSTEMS RETESTING FEES**

### **A. RETESTING FEES**

Required annual inspections and testing of fire protection systems fees shall be twenty dollars (\$20) per quarter hour or part thereof for each inspector required to witness the inspection.

### **B. CANCELLATION FEES \$160.00**

A fee of one hundred and sixty \$160.00 will be charged for each cancellation of a scheduled retest or inspection of an existing fire protection system.

## **ELECTRICAL PERMIT FEES**

### **A. MINIMUM ELECTRICAL FEE ..... \$50.00**

### **B. New Construction - Other than One & Two Family Dwelling**

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 fifty dollars (\$50.00).

### **C. Residential - One & Two Family Dwellings**

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

• 100 Amperes or less .....	<b>\$ 50.00</b>
• 101 to 200 Amperes .....	<b>100.00</b>
• 201 to 300 Amperes .....	<b>150.00</b>
• 301 to 400 Amperes .....	<b>200.00</b>
• 401 Amperes or greater .....	<b>250.00</b>

### **b. Supplemental electrical work ..... \$50.00**

New appliance/fixture installation; relocation of fixtures, outlets, sub-panels, wiring, service; and/or the replacement of ungrounded outlets with grounded (3-prong) type.

### **D. Non-residential and other than One/Two Family Dwellings**

a. **Renovation, Conversion, General Reconstruction** shall be charged at \$3.00 per kilovolt ampere (\$3.00/kVA) rating of each circuit at the service panel, but not less than fifteen dollars \$15.00 per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

b. **Replacement of Equipment, Appliances & Devices** not requiring replacement or new circuits shall be \$3.00 per kilovolt ampere (\$3.00/kVA) rating of the replacement item, but not less than \$15.00 per thousand (\$1000) of the estimated cost nor less than fifty dollars (\$50.00).

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### **E. Special Electrical Permit Fees**

The minimum fees for special electrical permits are as follows:

• <b>Electric Signs</b> .....	<b>\$50.00</b>
• <b>Transformers</b> .....	<b>\$0.20/kVA rating or \$50.00</b>
• <b>Indoor expositions, exhibitions</b> .....	<b>\$7.00 per 3,000 sq.ft. or \$50.00 - whichever is greater</b>

### **• Special Electrical Equipment**

The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code (USBC).

## **ELEVATOR PERMIT AND INSPECTION FEES**

Elevator, escalator, dumbwaiter, chairlift, manlift, and moving walkway inspection and permit fees are based upon the award of an annual contract to a qualified third party elevator inspection services. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria **plus** a seven percent (7%) administrative fee.

**A. INSTALLATIONS** - 1.2% of the total installation cost **plus** \$49.00 per unit.

**B. ANNUAL ELEVATOR CERTIFICATES** ..... **\$79.00**  
per elevator or escalator \$39.50 per dumbwaiter, chairlift, manlift.

## **PLUMBING PERMIT FEES**

**A. MINIMUM PERMIT FEE ..... \$50.00**

### **B. 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 fifty dollars (\$50.00).

### **C. EXISTING CONSTRUCTION**

Replace, extend or modify water pipe, relocate existing fixtures or install fixtures where plumbing is roughed in, is \$50.00 per dwelling unit or non-residential occupancy plus \$3 each for the fourth and each subsequent fixture, but not less than fifteen dollars (\$15.00) per thousand (\$1,000) of the estimated cost, whichever is greater. Permits are not required for the exact replacement of plumbing fixtures.

## **MECHANICAL PERMIT FEES**

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The mechanical fee for new construction is included in the base building permit fee. The mechanical contractor must obtain a mechanical permit at the minimum fee of fifty dollars (\$50.00).

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Fifty dollars (\$50.00) shall be charged for each residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit reinspected.

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