


City of Alexandria, Virginia

MEMORANDUM

REVISED as of 6/11/09 (see page 2)

DATE: JUNE 3, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: RESOLUTION TO ADOPT CODE ADMINISTRATION FEE INCREASES

ISSUE: City Council consideration of a resolution to adopt Code Administration permit fee increases and changes as included in the FY 2010 operating budget.

RECOMMENDATION: That the City Council adopt the proposed resolution (Attachment 1) with the new fees effective July 1, 2009.

BACKGROUND: City Council, in the context of the FY 2010 budget deliberations, approved increasing the permit and inspection fees by \$383,000 to shift more of the cost for building permit and inspection activity to the users of the service. These increased fees were included in the FY 2010 Adopted Budget. Code Administration staff has been working, with the assistance of a consulting firm with the needed expertise to study operational cost and how this applies to fees. The study helped identify actual and overhead costs based on time allotted per activity. Although the study is still being finalized, drafts of the study have been useful in identifying activities that are not approaching cost recovery. The study has also indicated that new construction trade permit fees are significantly below cost recovery, and well below the regional average.

Fire Prevention and Operational Permits, which have not been increased for several years, are proposed to be increased. An Environmental and Industrial Unit of the Fire Marshal's section is being established in response to community needs. This unit will be staffed from existing positions by reallocating other Code Administration staff performing similar functions. Although there are no direct costs above what is budgeted, the fee increase will help recover the operational cost of this unit.

Code Administration staff has shared with representatives of the building and development community the need for fee increases to support existing services. Comparisons to other Northern Virginia localities continue to indicate that the City is at or below the average fee rate for compared projects. In general, the building and development community, along with recommendations from the Mayor's Economic Sustainability Report and the Small Business Taskforce Report, have noted the need to expand services and improve the customer experience. As a result, in general the building and

development community has **not** objected to date to these fee increases. Some limited expansion of Permit Center functions will be explored through existing staff and within the approved FY 2010 budget.

The proposed increases to the Code Administration fee schedule are as follows:

- (1) Increase the Administrative and Permit Center fee placed on all permits to cover increased cost in building permit services that were identified through the study. These include vehicle cost, information technology maintenance and upgrades, and customer service improvements. This increase does not address fees directly associated with a building plan review or building inspection activity.
- (2) Increase the permit fee surcharge for maintaining the full service permit center that includes staff from most agencies responsible for building permit review, business license activity, and single source permit services. The fee will provide for continued operational cost and salaries for one Planning and Zoning and one Transportation and Environmental Services employee that will be located in the center.
- (3) Raise the minimum permit fee from \$50 to \$65.
- (4) Place an emphasis on changing from a heavy fee related to a building permit and focus on expanding fees on trade related permits. Alexandria has been the only regional locality to offer plumbing, electrical, and mechanical permits at a base fee of \$50.00 regardless of project size or the number of activities performed.
- (5) Provide for the reduction of typical residential homeowner small project permit fees. A flat rate fee has been developed for decks and small alterations. In addition, a reduction in modification request fees, and maintaining existing residential trade and building permit fees at current levels are proposed.
- (6) Raise Fire Prevention Permit fees and fees associated with fire prevention activities for the first time in several years. This will allow for greater cost recovery and the initiation of the Environmental and Industrial Use unit.
- (7) Adjust certificate of occupancy fees to reflect actual cost to process.
- (8) Increase the hourly rate for overtime inspections and those related to the Fire Protection System Retesting Program. The per quarter hour rate increase, along with the implementation of a FPS testing documentation program fee for the years that City staff does not conduct the inspection, will bring this program to greater, if not full, cost recovery.
- (9) The proposed fee schedule has reduced several complicated categories of fees into a simpler, more customer friendly structure.

DISCUSSION: The City of Alexandria’s goal is to have a strong customer service orientation that helps both the experienced builder and designer along with the novice homeowner get through the system 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 enhancements that have been proposed by Code Administration staff continue to be the focus even in tough fiscal times. The Code Administration New Construction Section reorganization has already provided customer benefits and improved service delivery. The new Permit Center has provided greater coordination between departments for customers obtaining permits. The proposed “Remote Start” program, consolidating all of the Code Administration staff to start work from one location, will improve communication and coordination between new construction, existing building, and fire prevention staff. Enforcement gaps should be filled as the daily coordination evolves.

With the amount of construction within the City expected to remain at existing lower levels for the next twelve to eighteen months, Code Administration staff will continue to utilize this period to refocus customer service efforts. Efforts are underway to improve work flow and streamline permit review procedures within all agencies associated with the permit process. Training for both staff and the customer base will continue to improve the quality of construction documents that are received and improve inspection quality and consistency in the field.

Staff reviewed the existing fee schedule and recommends the following fees (a current and proposed fee comparison chart is detailed on Attachment 2).

1. **Increase the Administrative fee from 8% to 10%** – This fee is charged on all permits. The fee is intended to cover building permit services and associated overhead costs. These include direct and indirect costs for enforcement of the Virginia New Construction Code, Virginia Maintenance Code, Virginia Fire Prevention Code, and City Nuisance provisions.
2. **Increase the permit fee surcharge from 5% to 7% to maintain full service Permit Center** - This fee will provide continued funding for a P&Z and T&ES employees (one each) to work in the multi-agency permit center. The fee will provide for the cost recovery of the salaries, benefits and incidental costs.
3. **Increase the minimum permit fee from \$50 to \$65** – This increase is consistent with or below the minimum permit fee in regionally compared localities.
4. **Increase Building permit fees** – Provides for a slight increase to the new construction and alteration building permit fees.
5. **Increase Trade fees (Plumbing, Electrical, and Mechanical)** - Increases fees on trade related permits. Fee increase focuses on new construction projects while relatively maintaining the cost on alterations and renovations currently in the fee schedule. A concept of a flat rate for certain residential projects has been developed.

6. **Adjust miscellaneous fees** – Adjustments have been proposed to elevator permit fees, annual elevator certificates, reinspection fees, permit adjustments, plan change submittals, modification requests and appeal cases. In some cases, residential fees were reduced to reflect actual costs to perform.
7. **Institute a Site plan and SUP review fee** – A fee has been introduced to offset the cost of the Code Administration/Fire Department Site Plan Coordinator. This fee will be collected at one time when the Planning and Zoning collects fees from customers applying for these processes.
8. **Increase Fire Prevention Permit Fees** - Fire Prevention Permit fees and fees associated with fire prevention activities are proposed to be increased for the first time in several years. This will allow for greater cost recovery of this unit.
9. **Increase Certificate of Occupancy Fees** - Increases are proposed to adjust certificate of occupancy fees to reflect actual costs to process.
10. **Increase Fire Protection System Retesting Program fee** - Increases the hourly rate for inspections related to the Fire Protection System Retesting Program. The per hour rate increase, along with the implementation of an FPS testing documentation program fee for the years that City staff does not conduct the inspection will bring this program to full cost recovery.

The proposed fee schedule remains at or below Fairfax County and Arlington County for most types of development except single family homes where Fairfax County's fees are much lower reflecting a subsidy policy choice by Fairfax County. Attachment 3 provides sample interjurisdictional comparisons.

FISCAL IMPACT: It is anticipated that these proposed fee increases will generate at least \$383,000 based on current, reduced activity levels. These revenue estimates were contemplated and discussed as part of the FY 2010 budget process and are included in the FY 2010 Approved Operating budget, and if not adopted will result in a FY 2010 budget gap. Any changes in activity levels will impact these estimates. These fees can be reviewed annually for adjustments depending on activity level and desired level of revenue.

ATTACHMENTS:

Attachment 1. Resolution

Attachment 2. Current and Proposed Fee Comparison

Attachment 3. Code Administration Office Fee Schedule

Attachment 4. Code Administration Jurisdictional Fee Comparisons (Multi-Family Structures, Single Family Dwelling, Restaurant)

STAFF:

Mark Jinks, Deputy City Manager

Bruce Johnson, Director, Office of Management and Budget
Liz Wheel, Budget Analyst, Office of Management and Budget
John Catlett, Director, Office of Building and Fire Code Administration

RESOLUTION NO. _____

**Resolution to Adopt Fees Increases Administered by
the Office of Building and Fire Code Administration**

WHEREAS, pursuant to Section 2.07 of the City Charter, City Council has the authority to establish fees to be charged for services provided by the City; and

WHEREAS, the majority of fees charged by the Office of Building and Fire Code Administration fell within the Baltimore Washington CPI-U fee adjustment guidelines set forth by City Council in Fiscal 2008;

WHEREAS, the fees associated with the services provided by of the Office of Building and Code Administration are significantly below what other jurisdictions charge and the costs of maintaining the staff and programs therein;

WHEREAS, the costs of maintaining the staff, facilities and programs provided by the Office of Building and Fire Code Administration continue to increase year-by-year and the current fees do not cover the entire costs associated therewith;

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

- 1) That the fees charged by the Office of Building and Fire Code Administration for the various permits and inspection and other services shall be as updated beginning July 1, 2009, as set forth in Attachment 1.
- 2) That this resolution shall be effective on the date and at the time of adoption.

ADOPTED: _____

WILLIAM D. EUILLE, MAYOR

ATTEST:

Jacqueline M. Henderson, CMC City Clerk

FEE COMPARISONS PROPOSED UNDER FEE SCHEDULE JULY 2009

Fee Name	Previous Fee	Proposed Fee
Minimum Permit Fee	\$50	\$65
Site Plan	0	150
SUP and DSUP	0	50
Plan review deposit	20%	25%
Modular Unit	150	250
New Construction - Building	\$6.00 per \$1000	\$6.15 per \$1,000
Alterations-Commercial	.15 per s.f. or \$15.00 per \$1,000	.165 per s.f. or \$15.25 per \$1,000
Special Construction - Commercial	.15 per s.f. or \$15.00 per \$1,000	.165 per s.f. or \$15.25 per \$1,000
Special Const.-Residential:Decks: i) up to 100 sf	.15 per s.f. or \$15.00 per \$1,000	65
ii) 101 sf and larger	.15 per s.f. or \$15.00 per \$1,000	95
Residential roofing, siding, window replacements in designated Historic Districts	Minimum Fee or \$15.00 per \$1,000	65
Pools	.15 per s.f. or \$15.00 per \$1,000	85
Chimney, Fireplace, Wood stove, Insert	Minimum Fee or \$15.00 per \$1,000	75
Demo - i) Res. accessory bldg or detached garage	100	65
ii) Res. structure or non-residential accessory structure	100	125
iii) Non-residential structures	100	175
Certificates of Occupancy: i) Residential Certificate of Occupancy (per individually permitted dwelling unit) and residential addition Certificate of Completion.	125	135
ii) Commercial space 1000 square feet and less	100	150
iii) Commercial space 1001 and 2500 sq. ft.	125	175
iv) Commercial space greater than 2501 sq. ft.	150	200
v) Shell and core areas of any building.	500	500
Temp.CO	50% of regular C of O	125% of regular C of O
Team inspection- change of use or existing building C of O	N/A	\$150 multiple; \$65.00 single
Electrical: New Residential	50	140
New Non-Residential Base Fee:		
i) Up to 3000 sf.	50	250
ii) 3001 to 10,000 sf.	50	375
iii) 10,001 to 20,000 sf.	50	500
iv) Greater than 20,000 sf.	50	675
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:		
Use groups A, F, I, H, R1		\$ 200.00 per floor
Use Groups B, M, E, S, U.		\$ 100.00 per floor
Apartment/Condominium units R2).		\$ 60.00 per unit
Special Electrical Permit Fees:Temp Const.:		
i) upto 100 Amp	50	40
ii) 101 to 400 Amp	50	80
iii) 401 Amp and above	50	120
Plumbing: New Residential	50	140
New Non-Residential Base Fee:		
i) Up to 3000 sf.	50	250
ii) 3001 to 10,000 sf.	50	375
iii) 10,001 to 20,000 sf.	50	500
iv) Greater than 20,000 sf.	50	675
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:		
Use groups A, F, I, H, R1		\$ 200.00 per floor
Use Groups B, M, E, S, U		\$ 100.00 per floor
Apartment/Condominium units R2).		\$ 60.00 per unit
Mechanical: New residential	50	140
New Non-Residential Base Fee:		
i) Up to 3000 sf.	50	250
ii) 3001 to 10,000 sf.	50	375
iii) 10,001 to 20,000 sf.	50	500
iv) Greater than 20,000 sf.	50	675

In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:		
Use groups A, F, I, H, R1		\$ 200.00 per floor
Use Groups B, M, E, S, U		\$ 100.00 per floor
Apartment/Condominium units (R2).		\$ 60.00 per unit
Elevators: i) New Install	\$12.00 per \$1,000 plus \$49.00	\$15.00 per \$1,000+\$49plan review
ii) Existing certificate	79	85
Administrative Fee	8%	10%
Permit Center Fee	5%	7%
Residential Code Modification	125	85
Residential appeal	125	125
Commercial Code Modification	125	150
Commercial Appeal	125	200
Administrative Amendment	25	35
Reinspection Fee	55	62.5
Overtime Inspection	\$70.00 per hour with minimum 4 hrs.	\$6.00 per hour with minimum 2 hrs.
Work without permit - Residential	250	125
Work without permit - Commercial	250	250
Permit extension - residential	30	35
Building Code Compliance-Extension-Commercial	35	50
FPS -Retesting per hour	\$80	\$96
FPS - Inspection Cancellation Fee	160	175
FPS - annual certification	N/A	40
Fire Prevention Permits:		
Assembly Uses, Places of; Educational Facilities:		
i) Up to 100 persons	\$50 to \$100 (up to 50)	100
ii) Occupancies of 100 persons to 150 persons	\$100 (up to 100)	200
iii) Occupancies over 150 persons	\$250 (over 100)	300
Child Day Care (Note this is an inspection fee only and no permit is issued.):		
When requested by Department of Human Services for exempt facilities.	0	35
When required for State licensing inspection/approval	0	75
Cutting, welding, soldering of pipes; other hot work:		
Per single occurrence	100	125
Annual Permit	100	350
Carnivals and fairs.	250	275
Explosives and fireworks. An operational permit is required for the manufacture, possession, storage, handling, sale or other disposition, transportation or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33, or to operate a terminal for handling explosive materials, or to deliver or receive delivery of explosives or explosive materials from a carrier between sunset and sunrise.	100	250
See the Alexandria Special Events policy for any additional fees.		
Open burning.	100	125
Open burning (bon fires) – Charitable organizations.	10	10
Special Outdoor Assembly and Events. (See special events policy for additional cost associated with additional staff.)	250	250
Temporary membrane structures, tents and canopies.	100	125
Aerosol products. Aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds (227 kg) net weight when manufacturing, storing or handling.	100	175
Amusement buildings.	100	175
Asphalt Kettles.	100	125
Aviation facilities.	100	125
Battery systems. Stationary lead-acid battery systems having a liquid capacity of more than 50 gallons (189L).	100	150

Cellulose nitrate film. Storage, handling or use in any assembly or educational occupancy (Group A and E)	100	125
Combustible dust-producing operations.	100	175
Combustible fibers. Storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m ²)	100	175
Exception: Not required for agricultural storage.		
Compressed gas. Storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed below. Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.	100	150
Covered mall buildings.	500	500
Corrosives. Storage, use, handling:	100	125
Cryogenic fluids. Produce, store, transport on site, use, handle or dispense.	100	175
Dry cleaning plants.	100	150
Exhibits and trade shows.	100	150
Explosive Vehicle Inspection. (Valid for 6 months only)	100	200
Emergency Vehicle Access Roadway.	100	125
Fire hydrants and valves. Operate or use any fire hydrants or valves used for fire suppression service.	100	125
Flammable and combustible liquids:	100	125
1. To use or operate a pipeline for the transportation with facilities or flammable or combustible liquids. This requirement shall not apply to the offsite transportation (DOTn) (see Section 3501.1.2) nor does it apply to piping systems (see Section 3503.6).		
2. To store, handle or use of Class I liquids in excess of 5 gallons (19L) in a building or in excess of 10 gallons (37.9L) outside of a building, except that a perm it is not required for the following:		
2.1 The storage or use of Class I liquids in the fuel tanks of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant unless such storage, in the opinion of the Fire Official would cause an unsafe condition.		
2.2 The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.		
3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons (95L) in a building or in excess of 60 gallons (227L) outside a building, except for fuel oil used in connection with oil-burning equipment.		
4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by means other than the approved, stationary on-site pumps normally used for dispensing purposes.		
5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.		
6. To install, alter, remove, abandon, place temporarily out of service (for more than 90 days) or otherwise dispose of an underground, protected above-ground or above-ground flammable or combustible liquid tank.		

7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than for which the tank was designed and constructed.		
8. To manufacture, process, blend, or refine flammable or combustible liquids.		
Flammable Gases.	100	125
Flammable Solids.	100	125
Floor Finishing. Using Class I or Class II liquids exceeding 350 square feet (33 m ²).	100	125
Fruit and crop ripening.	100	125
Fumigation and thermal insecticidal fogging.	100	125
Hazardous materials.	100	250
Heliports and Helistops.	100	125
Highly Toxic Materials.	100	250
High-piled storage. Use a building or portion exceeding 500 square feet (46 m ²).	100	175
Indoor display of vehicles or equipment.	100	125
Indoor Pyrotechnics.	250	250
Industrial ovens.	100	175
Lumber yards and woodworking plants. Storage or processing exceeding 100,000 board feet (8,333 ft ³) (236m ³).	100	175
Liquid or gas fueled vehicles in assembly buildings.	100	125
LP Gas. Storage and use inside or outside of any building.	100	125
Exception: 1. Individual containers with 500 gallons (1893L) water capacity or less serving occupancies in Use Group R-3. 2. Operation of cargo tankers that transport LP gas.		
Magnesium . Melt, cast, heat treat or grind more than 10 pounds (4.54 kg).	100	125
Miscellaneous combustible storage. Store in any building or upon any premises in excess of 2,500 cubic feet (71m ³) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber cork or similar combustible material.	100	175
Open flames, heat producing appliances, or torches for removing paint.	100	125
Organic coatings. Manufacturing operation producing more than 1 gallon (4L) of an organic coating in one day.	100	125
Organic peroxides.	100	175
Private fire hydrants.	100	125
Pyrophoric materials.	100	125
Pyroxylin plastics. Storage and handling of more than 25 pounds (11kg) or cellulose nitrate (pyroxylin) plastic and for the assembly or manufacture of articles involving pyroxylin plastics.	100	175
Refrigeration equipment.	100	125
Repair Garages, Service Stations and Motor Fuel Dispensing Facilities	100	175
Semiconductor Fabrication Facilities - HPM Facilities	250	250
Application of Flammable Finishes, Spraying and Dipping.	100	175
Storage of scrap tires and tire by-products. Establish, conduct or maintain storage of scrap tires and tire by-products exceeding 2,500 cubic feet (71m ³) of total volume of scrap tires and for indoor storage of tires and	100	175
Tire rebuilding plants.	250	250
Unstable (reactive) materials.	100	250
Waste material and junk yards.	100	200
Water reactive materials.	100	175



CITY OF ALEXANDRIA FIRE DEPARTMENT
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION

FY 2010 BUILDING AND FIRE CODE FEE SCHEDULE

July 1, 2009

City 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 Office of Building and Fire Code Administration. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full.

Note: Where the term "Residential" is used in this schedule, the fee is applicable to those residential buildings, structures and trades subject to the International Residential Code as adopted by the Virginia Uniform Statewide Building Code (USBC). Where the term "Non-residential" or "Commercial" occurs, it applies to all other buildings, structures and trades subject to the International Building Code as adopted by the USBC.

ADMINISTRATIVE FEE:	A fee of 10% on all permits (not certificates) issued by the Alexandria Office of Building and Fire Code Administration.
PERMIT CENTER FEE:	A fee of 7% shall be charged on all permits (not certificates) issued by the Alexandria Office of Building and Fire Code Administration.
TRAINING PROGRAM FEE:	A fee of .5% shall be assessed on all permits (not certificates) to support customer training provided by the Office of Building and Fire Code Administration.
VA. TRAINING ACADEMY LEVY:	As established by the Virginia Uniform Statewide Building Code, a mandatory state levy shall be assessed on all permit fees to support training provided by the Jack Proctor Virginia Building Code Academy. As of July 1, 2009 the fee will be increased to 2%.
MINIMUM PERMIT FEE:	The minimum fee for any permit issued by the Office of Building and Fire Code Administration shall be \$65.00 .

Code Administration Site Plan, Plan Review and Building Construction Fees

A. ~~Site Plan Review Fee:~~

~~A fee of \$150.00 shall be assessed for each initial Site Plan reviewed by the Alexandria Office of Building and Fire Code Administration. A fee of \$50.00 shall be assessed for each initial Special Use Permit and Development Special Use Permit reviewed.~~

B. Plan Review Deposit:

A non-refundable deposit of ~~25%~~ of the estimated permit fee is required with permit applications which require plan review. The remaining permit fee due shall be paid when the permit is approved. This deposit shall not be applied to permits that are intended to be processed in the Permit Center on a walk-thru basis.

C. Pass-through Fees for Plan Review and Inspections Services:

At the discretion of the Director, 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.

D. Plan Revisions and 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. The fee will be for a maximum of 15 sheets per submittal:

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

~~The Director of the Office of Building and Fire Code Administration (or designee) may waive the fee for plan revision and amendment review if the work is deemed minor in nature. (This will generally be a single sheet revision or minor clarification.)~~

E. New Construction Fee:

The fee for each permit for new construction shall be ~~six dollars and fifteen cents (\$6.15)~~ 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 coverings and overhangs. New Construction permit fees are intended to be applied to the cost of building inspections and building/trade plan review. Fees are charged for the inspection of each trade area associated with new construction as found in the remainder of this fee schedule.

~~F. Modular/factory-built one and two family dwellings are not subject to the above fees as their review and inspections are conducted off site by a state approved third party. The fee for the foundation, setup, inspection of grading and subsequent features added on site shall be \$250.00. Trade permits are required for the connection to water, sewer, and electricity, and to set exterior mechanical equipment.~~

**All Other Construction
(Plan Review and Inspection Fees)**

A. Relocation of a Building or Structure

The fee 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 (\$1000) 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.

B. Non-residential Tenant Improvements, Alterations and Repairs:

~~Non-residential tenant improvements, alterations and repairs are calculated at \$0.165 per square foot of gross floor area, fifteen dollars and twenty-five cents (\$15.25) per thousand (\$1,000) of the total construction cost, or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).~~

The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction.

C. Residential Alterations and Repairs (Plan Review and Inspection Fees):

Residential alterations and repairs are calculated at \$0.15 per square foot of gross floor area, fifteen dollars (\$15.00) per thousand (\$1,000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

D. Special Construction:

Special construction items not listed above are calculated at \$0.165 per square foot of gross floor area, fifteen dollars and twenty-five cents (\$15.25) per thousand (\$1,000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

Specialty construction items include (but are not limited) to the following:

1. Excavation, sheeting, shoring, construction of footings and foundations (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction;
2. Installation of retaining walls, signs and other miscellaneous structures;
3. Re-roofing; or
4. Any construction or installation not mentioned in the previous fee areas.

E. Residential Special Construction:

The following areas of construction for residential projects subject to the International Residential Code shall have an established fee based on project type. The fee includes the cost of plan review and inspections.

Decks to 100 sf	\$65.00
Decks 101 sf and larger	\$95.00
Residential roofing, siding, or window replacements in designated Historic Districts	\$65.00
Roofs	\$85.00
Chimney, Fireplace, Wood stove, Insert (Not part of new construction)	\$75.00

F. Demolition:

The following fees shall apply for the demolition of a building or structure:

Residential accessory building or detached garage	\$65.00
Residential structure or non-residential accessory structure	\$125.00
Non-residential structures	\$175.00

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.

G. Amusement Rides (Definition and fee established by the USBC):

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 ten percent (10%) as administrative fees.

Certificates of Use and Occupancies; Certificate of Completion

A. Permanent Certificate of Use and Occupancy, or Certificate of Completion:

The following fees shall apply to the issuance of a certificate of use and occupancy or certificate of completion for any of the following projects:

Residential Certificate of Occupancy (per individually permitted dwelling unit) and residential addition; Certificate of Completion.	\$ 135.00
Commercial space 1000 square feet and less	\$ 150.00
Commercial space 1001 and 2500 sq. ft.	\$ 175.00
Commercial space greater than 2501 sq. ft.	\$ 200.00
Shell and core areas of any building.	\$ 500.00

B. Temporary Certificate of use and Occupancy or Certificate of Completion:

Fees for Temporary Certificates of Occupancy shall be 125% of the Certificate of Use and Occupancy fee stated above. 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 Temporary C of O fee paid.

C. Team Inspections (Change of Use and Special Request):

A fee shall be paid for each inspection involving an application for a change in use or other special request such as a Certificate of Occupancy for an existing building when one does not exist. This fee shall be applicable when it is determined that an inspection is required to document existing uses or conditions and the inspection is to be conducted by one or more of the following disciplines:

- Building;
- Electrical;
- Plumbing;
- Mechanical (gas);
- Fire Protection Systems;
- Maintenance Code Inspection; and/or
- Fire Marshal/Fire Inspector.

The fee for an inspection requiring all disciplines conducted at one time shall be \$150.00. Should the inspections not involve all disciplines, a fee of \$65.00 per discipline shall be paid if only one or two disciplines are required to satisfy the inspection. These fees are not credited toward the cost of any future permits necessary for compliance with the USBC or other applicable city ordinances. If the inspection is canceled one working day in advance of the scheduled inspection by the applicant, the fee is refundable upon application in writing to the Director within three months of the date of payment if it is not performed.

The Director of the Office of Building and Fire Code Administration (or designee) may waive the fee for courtesy inspections conducted as part of a future project consultation.

Fire Protection Systems Fees

A. Fire Suppression Systems:

The fee for fire suppression systems shall be the minimum permit fee or 3.5% of the total system construction costs, or ten dollars (\$10.00) per head, whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

Exception: No permit fee will be charged for the replacement of sprinkler heads as part of any Virginia Department of Housing and Community Development or Virginia Department of Fire Programs recognized recall. However, all required inspections shall be performed following the completion of work performed under a recall.

B. Fire Alarm Systems

The fee for a fire alarm system shall be \$75.00 plus \$13.00 per initiating and indicating device or 3.5% of the 3.5% of the total 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 (total contract price.)

C. Fire Hydrant Flow Rate Test

The fee to conduct a fire hydrant flow rate test shall be \$200.00.

Electrical Permit Fees

The following fees shall be charged for permits involving electrical work:

A. New Residential

The electrical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be \$140.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell

Base Fee	
Up to 3000 sf.	\$250.00
3001 to 10,000 sf.	\$375.00
10,001 to 20,000 sf.	\$500.00
Greater than 20,000 sf.	\$675.00
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	\$200.00 per floor
Use Groups B, M, E, S, U	\$100.00 per floor
Apartment/Condominium units (R2)	\$60.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be fifteen dollars \$15.00 per thousand (\$1000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

D. Special Electrical Permit Fees:

The minimum fees for special electrical permits for temporary construction site electrical services and temporary generators shall be:

Up to 100 Amp	\$ 40.00
101 to 400 Amp	\$ 80.00
401 Amp and above	\$120.00

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).

Plumbing Permit Fees

The following fees shall be charged for permits involving plumbing work:

A. New Residential

The electrical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be \$ 140.00 per dwelling unit.

B. New Construction Non-Residential and Building Core and Shell:

Base Fee	
Up to 3000 sf.	\$ 250.00
3001 to 10,000 sf.	\$ 375.00
10,001 to 20,000 sf.	\$ 500.00
Greater than 20,000 sf.	\$ 675.00
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:	
Use groups A, F, J, H, R1	\$ 200.00 per floor
Use Groups B, M, E, S, U	\$ 100.00 per floor
Apartment/Condominium units (R2)	\$ 60.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:

The fee to replace, extend, add or modify water and drainage pipe, relocate existing fixtures or install fixtures where plumbing is roughed in shall be fifteen dollars \$15.00 per thousand (\$1000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.) Permits are not required for the replacement of plumbing fixtures when exempted from permit in accordance with the USBC.

Mechanical Permit Fees

The following fees shall be charged for permits involving mechanical work:

A. New Residential:

The electrical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be \$ 140.00 per dwelling unit.

B. New Construction Non-Residential and Building Core and Shell:

Base Fee	
Up to 3000 sf	\$250.00
3001 to 10,000 sf	\$375.00
10,001 to 20,000 sf	\$500.00
Greater than 20,000 sf	\$675.00
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:	
Use groups A, F, H, R1	\$200.00 per floor
Use Groups B, M, E, S, U	\$100.00 per floor
Apartment/Condominium units (R2)	\$60.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:

The fee 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 shall be fifteen dollars (\$15.00) per thousand (\$1000) of shall be fifteen dollars \$15.00 per thousand of the total construction cost or the minimum permit fee whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

Elevator Permit and Annual Certification Fees

A. Annual Elevator Inspection Program; Initial Elevator Inspection:

The fee for state mandated semi-annual and annual inspections and the initial inspection of an elevator, escalator, dumbwaiter, chairlift, manlift, and moving walkway are based upon the award of an annual contract to a qualified third party elevator inspection service. 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.

B. Initial Installation and Construction Permit Fee:

The fee for the initial installation of one of the above listed devices shall be fifteen dollars \$15.00 per thousand (\$1000) of the total construction cost or the minimum permit fee whichever is higher, plus \$49.00 per unit. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price). The inspection fee noted above shall also apply.

C. Annual Elevator Certificate:

The cost for an annual operating certificate shall be \$85.00 per elevator, escalator or moving walk, or \$45.00 per dumbwaiter, chairlift, manlift.

Additional Service Fees

A. Code Modifications and Appeal.

The fee for a code modification request for a residential construction project or residential application of the Virginia Maintenance Code shall be \$85.00. The fee to file an appeal to the Local Building Code Board of Appeals shall be \$125.00.

The fee for a code modification request for all other construction projects or the application of the Virginia Maintenance Code or Fire Prevention Code shall be \$150.00. The fee to file an appeal to the Local Building Code Board of Appeals shall be \$200.00.

B. Existing Permit Administrative Amendment.

The fee to make administrative changes to an existing permit to reflect a change in property ownership, address, ~~lien holder information~~ or change in contractor information shall be \$35.00.

C. Inspections Not Covered In Permit Fees

a. **Reinspection Fees** – Each permit issued by the Office of Building and Fire Code Administration defines an inspection for each phase of work as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction for the same violations found in the first inspection or if access cannot be achieved for a requested inspection, a reinspection fee of \$62.50 will be applied to the subsequent inspections to satisfy the code requirements.

b. **Inspections Outside of Normal Work Hours** – Inspections, plan review, or other Code Administration service requested to be conducted outside of normal work hours (including overtime during a normal work day, weekend and holiday periods), will be charged a minimum fee of \$192.00 for the first two hours and \$96.00 per hour thereafter per employee involved with the requested service. These services will be authorized only if there is staff available and no other means is available to perform the service during normal work hours. The first two hour period must be paid in advance of the requested inspection and any additional hours will be billed to the permit holder.

c. **Outstanding Inspection Fees** – No reinspection will be conducted until the applicant has paid all pending reinspection fees. No permanent Certificate of Occupancy shall be issued if there are outstanding overtime inspections or reinspection fees for the project.

D. Work With Out Permits and Other Stop Work Orders:

An administrative fee shall be applied to work begun without a permit when a permit is required, or for work that exceeds what was approved with an issued permit when a Stop Work order has been issued. The administrative fee shall be \$125.00 for residential work and \$250.00 for all other work. The administrative fee will be charged in addition to the regular permit fee to offset the additional administrative costs.

In addition, when the building official finds that work on any building or structure is being executed contrary to the provisions of this code or any pertinent laws or ordinances, or in a manner endangering the general public, a written stop work order may be issued. There is no fee associated with this type of Stop Work Order and the order shall only stop work specified in the order.

E. Building Code Compliance and Permit Date Extension:

The fee to request an extension to the compliance date for a building code case or permit is \$35.00 for residential projects constructed under the International Residential Code and \$50.00 for all others. This request must be made prior to the expiration of the original compliance date. The fee is non-refundable.

**Fire Prevention Code Permits; Fire Protection System Retesting Program;
Maintenance Code Inspections and Registrations.**

A. Fire Protection System Retesting Fees:

a. **Retesting Fee** - Required inspections and retesting of fire protection systems shall be based on a fee of twenty-four dollars (\$24.00) per quarter hour or part thereof for each inspector required to witness the inspection. The frequency of inspection and testing witnessed by fire inspectors shall

be established by a schedule established by the Office of Building and Fire Code Administration, but it shall not be more frequent than annually.

b. **Cancellation Fee** - A fee of one hundred and seventy-five (\$175.00) will be charged for each cancellation of a scheduled retest or inspection of an existing fire protection system.

c. **Annual Inspection and Testing Certificate** - A certificate fee of forty dollars (\$40.00) shall be charged each year that the staff from the Office of Building and Fire Code Administration does not witness the annual testing of a fire protection system. The owner or person responsible for the maintenance of the system shall provide documentation that the required annual inspection and/or test have been conducted by an approved agent in accordance with the Virginia Fire Prevention Code.

B. Residential Rental Inspection Permits:

A fee of 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.

C. Registration of Vacant Buildings:

A registration fee of \$25.00 shall be assessed to any building which has been continuously vacant for a period of 12 months or more and is required to be registered with the Office of Building and Fire Code Administration by City Ordinance.

D. Fire Prevention Code Permits (FPP) and Fees for Fire Prevention Inspection Services:

The Virginia Fire Prevention Code (and any local amendments there to) and other City Ordinances shall be utilized in determining when there is a requirement for a Fire Prevention Permit or other required inspection. The fee assessed for each permit shall be as provided herein based on the attached table.

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.

~~The Fire Prevention Permit fees that follow replace any previously adopted fees found in Title 4 Chapter 2 of the Code of the City of Alexandria~~

**Fire Prevention Code Permit (Fire Prevention Permit and/or Operational Permits);
Other Fire Prevention Code Fees**

Based on the Virginia Fire Prevention Code Table 107.2 for Operational Permit Requirements

Description	Code Section	Permit Fee
Assembly Uses, Places of, Educational Facilities: Up to 100 persons Occupancies of 100 persons to 150 persons Occupancies over 150 persons	408.1.1	\$ 100 \$ 200 \$ 300
Child Day Care. (Note this is an inspection fee only and no permit is issued.) When requested by Department of Human Services for exempt facilities. When required for State licensing/inspection/approval		\$35 \$75
Cutting, welding, soldering of pipes; other hot work: Per single occurrence Annual Permit	2601.2	\$125 \$350
Carnivals and fairs.	403.2	\$275
Explosives and fireworks. An operational permit is required for the manufacture, possession, storage, handling, sale or other disposition, transportation or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33, or to operate a terminal for handling explosive materials, or to deliver or receive delivery of explosives or explosive materials from a carrier between sunset and sunrise. See the Alexandria Special Events policy for any additional fees.	3301.2	\$250
Open burning. Open burning (bon fires) – Charitable organizations.	307.2	\$125 \$10
Special Outdoor Assembly and Events. (See special events policy for additional cost associated with additional staff.)	403.1.2	\$250
Temporary membrane structures, tents and canopies.	2403.2	\$125
Aerosol products. Aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds (227 kg) net weight when manufacturing, storing or handling.	2801.2	\$175
Amusement buildings.	403.3	\$175
Asphalt Kettles.	303.10	\$125
Aviation facilities.	1101.3	\$125
Battery systems. Stationary lead-acid battery systems having a liquid capacity of more than 50 gallons (189L).	608.1.1	\$150
Cellulose nitrate film. Storage, handling or use in any assembly or educational occupancy (Group A and E)	306.3	\$125
Combustible dust-producing operations.	1301.2	\$175
Combustible fibers. Storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m ²) Exception: Not required for agricultural storage.	2901.3	\$175
Compressed gas. Storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed below. Exception: Vehicles equipped for and using compressed gas as a fuel for	3001.2	\$150

propelling the vehicle.		
Covered mall buildings.	408.11.4	\$500
Corrosives. Storage, use, handling:	3101.2	\$125
Cryogenic fluids. Produce, store, transport on site, use, handle or dispense.	3201.2	\$175
Dry cleaning plants.	1201.2	\$150
Exhibits and trade shows.	403.3	\$150
Explosive Vehicle Inspection. (Valid for 6 months only)		\$200
Emergency Vehicle Access Roadway.	503.1.1	\$125
Fire hydrants and valves. Operate or use any fire hydrants or valves used for fire suppression service.	508.5.1.1	\$125
Flammable and combustible liquids. 1. To use or operate a pipeline for the transportation with facilities or flammable or combustible liquids. This requirement shall not apply to the offsite transportation (DOTn) (see Section 3501.1.2) nor does it apply to piping systems (see Section 3503.6). 2. To store, handle or use of Class I liquids in excess of 5 gallons (19L) in a building or in excess of 10 gallons (37.9L) outside of a building, except that a perm it is not required for the following: 2.1 The storage or use of Class I liquids in the fuel tanks of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant unless such storage, in the opinion of the Fire Official would cause an unsafe condition. 2.2 The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days. 3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons (95L) in a building or in excess of 60 gallons (227L) outside a building, except for fuel oil used in connection with oil-burning equipment. 4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by means other than the approved, stationary on-site pumps normally used for dispensing purposes. 5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. 6. To install, alter, remove, abandon, place temporarily out of service (for more than 90 days) or otherwise dispose of an underground, protected above-ground or above-ground flammable or combustible liquid tank. 7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than for which the tank was designed and constructed. 8. To manufacture, process, blend, or refine flammable or combustible liquids.	3401.4	\$125
Flammable Gases.	3501.2	\$125
Flammable Solids.	3601.2	\$125
Floor Finishing. Using Class I or Class II liquids exceeding 350 square feet (33 m ²).	1510.1.2	\$125
Fruit and crop ripening.	1601.2	\$125

Fumigation and thermal insecticidal fogging.	1701.2	\$125
Hazardous materials.	2701.5	\$250
Heliports and Helistops.	1107.1.1	\$125
Highly Toxic Materials.	3701.2	\$250
High-piled storage. Use a building or portion exceeding 500 square feet (46 m ²).	2301.2	\$175
Indoor display of vehicles or equipment.	314.4.1	\$125
Indoor Pyrotechnics.	3308.2	\$250
Industrial ovens.	2101.2	\$175
Lumber yards and woodworking plants. Storage or processing exceeding 100,000board feet (8,333 ft ³) (236m ³)	1901.2	\$175
Liquid or gas fueled vehicles in assembly buildings.	3803.2.2.1	\$125
LP Gas. Storage and use inside or outside of any building. Exception: 1. Individual containers with 500 gallons (1893L) water capacity or less serving occupancies in Use Group R-3. 2. Operation of cargo tankers that transport LP gas.	3801.2	\$125
Magnesium . Melt, cast, heat treat or grind more than 10 pounds (4.54 kg).	3606.1.2	\$125
Miscellaneous combustible storage. Store in any building or upon any premises in excess of 2,500 cubic feet (71m ³) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber cork or similar combustible material.	315.1.2	\$175
Open flames, heat producing appliances, or torches for removing paint.	308.4.1	\$125
Organic coatings. Manufacturing operation producing more than 1 gallon (4L) of an organic coating in one day.	2001.2	\$125
Organic peroxides.	3901.2	\$175
Private fire hydrants.	508.5.1.1	\$125
Pyrophoric materials.	4101.2	\$125
Pyroxylin plastics. Storage and handling of more that 25 pounds (11kg) or cellulose nitrate (pyroxylin) plastic and for the assembly or manufacture of articles involving pyroxylin plastics.	4201.2	\$175
Refrigeration equipment.	606.1.2	\$125
Repair Garages, Service Stations and Motor Fuel Dispensing Facilities	2201.2	\$175
Semiconductor Fabrication Facilities - HPM Facilities	1801.5	\$250
Application of Flammable Finishes, Spraying and Dipping.	1501.2	\$175
Storage of scrap tires and tire by-products. Establish, conduct or maintain storage of scrap tires and tire by-products exceeding 2,500 cubic feet (71m ³) of total volume of scrap tires and for indoor storage of tires and tire by-products.	2509.3	\$175
Tire rebuilding plants.	2501.2	\$250
Unstable (reactive) materials.	4301.2	\$250
Waste material and junk yards.	316.2	\$200
Water reactive materials.	4402	\$175

FY 2009- FY 2010 Code Administration Permit Fee Comparison (Multi- Family Structure)

Type of Permit	City of Alexandria				Arlington County	Fairfax County
	7/1/2009 Surcharge Proposal	7/1/2009 Permit Fee Proposal	Current Surcharges	Current Fees	7/1/2009 Permit Fee Proposal	7/1/2009 Permit Fee Proposal
Building		\$ 98,813.20		\$ 98,323.20	\$ 123,623.50	\$ 28,730.00
Plumbing		\$ 2,530.00		\$ 700.00	\$ 28,064.52	\$ 6,803.00
Gas Fitting		\$ 2,530.00		\$ 700.00	Included	\$ 2,572.00
Mechanical- General		\$ 2,355.00		\$ 700.00	\$ 36,594.86	\$ 157,918.00
Mechanical- Heating/ AC		Included		Included	\$ 7,377.70	included
Mechanical- Equipment		Included			Included	included
Electrical		\$ 2,530.00		\$ 1,500.00	\$ 67,789.15	\$ 23,054.00
Fire Protection- Sprinkler		\$ 21,505.00		\$ 21,050.00	\$ 7,634.77	\$ 5,376.00
Fire Protection- Alarm		\$ 5,080.00		\$ 4,625.00	Included	\$ 3,584.00
Plan Review Fees		Included		Included	\$ 3,730.65	\$ 2,432.00
Permit Fee Subtotal:		\$ 135,343.20		\$ 127,598.20	\$ 274,815.15	\$ 230,469.00
Training Program Levy (Alexandria)	0.50%	\$ 676.72	0.50%	\$ 637.99		
Permit Center Levy (Alexandria)	7%	\$ 9,474.02	5%	\$ 6,379.91		
Automation/ Admin. Fee (Alexandria)	10%	\$ 13,534.32	8%	\$ 10,207.86	\$ 27,481.50	
Indirect Fee- Arlington (15%)					\$ 41,222.27	
VBCA Fee (Virginia)	2%	\$ 2,706.86	1.50%	\$ 1,913.97	\$ 5,496.30	\$ 4,609.38
Permit Fee Total:		\$ 161,735.12		\$ 146,737.93	\$ 349,015.22	\$ 235,078.38

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Attachment 4

FY2009- FY2010 Code Administration Permit Fee Comparison (Single Family Dwelling)

Type of Permit	City of Alexandria				Arlington County	Fairfax County
	7/1/2009 Surcharge Proposal	7/1/2009 Permit Fee Proposal	Current Surcharges	Current Fee	7/1/2009 Fee Proposal	7/1/2009 Fee Proposal
Building		\$ 2,337.00		\$ 2,280.00	\$ 2,202.34	\$ 670.00
Plumbing		\$ 140.00		\$ 50.00	\$ 364.71	\$ 183.00
Gas Fitting		\$ 140.00		\$ 50.00	\$ 164.07	Included
Mechanical- General		\$ 140.00		\$ 50.00	\$ 548.63	\$ 224.00
Mechanical- Heating/ AC		Included		Included	Included	Included
Mechanical- Equipment		Included		Included	Included	Included
Electrical		\$ 140.00		\$ 50.00	\$ 1,507.94	\$ 423.90
Fire Protection- Sprinkler		N/A		N/A	\$ -	N/A
Fire Protection- Alarm				N/A	\$ -	N/A
Plan Review Fees		Included		Included	Included	Included
Subtotal:		\$ 2,897.00		\$ 2,480.00	\$ 4,787.67	\$ 1,500.90
Training Program Levy	0.50%	\$ 14.49	0.50%	\$ 12.40		
Permit Center Levy	7%	\$ 202.79	5%	\$ 124.00		
Automation/ Admin. Fee	10%	\$ 289.70	8%	\$ 198.40	478.76	
Indirect Fee (15%)(Arlington)					718.15	
VBCA Fee	2%	\$ 57.94	1.50%	\$ 37.20	95.75	
Total Permit Fee:		\$ 3,461.92		\$ 2,852.00	\$ 6,080.33	\$ 1,500.90

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FY 2009- FY2010 Code Administration Permit Fee Comparison (Restaurant)

Type of Permit	City of Alexandria				Arlington County	Fairfax County
	7/1/2009 Surcharge Proposal	7/1/2009 Permit Fee Proposal	Current Surcharges	Current Fees	7/1/2009 Fee Proposal	7/1/2009 Fee Proposal
Building		\$ 2,795.00		\$ 2,760.00	\$ 1,639.08	\$ 5,888.00
Plumbing		\$ 285.00		\$ 50.00	\$ 559.08	\$ 275.00
Gas Fitting		\$ 285.00		\$ 50.00	\$ 226.77	\$ 138.00
Mechanical- General		\$ 285.00		\$ 50.00	\$ 843.32	\$ 1,061.00
Mechanical- Heating/ AC		Included		Included		Included
Mechanical- Equipment		Included		Included	Included	Included
Electrical		\$ 535.00		\$ 240.00	\$ 1,119.20	\$ 487.76
Fire Protection- Sprinkler		\$ 375.00		\$ 340.00	\$ 892.43	\$ 640.00
Fire Protection- Alarm		\$ 204.00		\$ 179.00	Included	Included
Plan Review Fees		Included		Included	\$ 729.41	\$ 256.00
Subtotal Permit Fee:		\$ 4,764.00		\$ 3,669.00	\$ 6,009.27	\$ 7,171.55
Training Program Levy	0.50%	\$ 23.82	0.50%	\$ 18.35		
Permit Center Levy	7%	\$ 333.48	5%	\$ 183.45		
Automation/ Admin. Fee	10%	\$ 476.40	8%	\$ 293.52	\$ 600.92	
Indirect Fee- Arlington (15%)					\$ 901.39	
VBCA Fee	2%	\$ 95.28	1.50%	\$ 55.04	\$ 120.18	
Total Permit Fee:		\$ 5,692.98		\$ 4,219.35	\$ 7,631.76	\$ 7,171.55

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RESOLUTION NO. 2347

**Resolution to Adopt Fees Increases Administered by
the Office of Building and Fire Code Administration**

WHEREAS, pursuant to Section 2.07 of the City Charter, City Council has the authority to establish fees to be charged for services provided by the City; and

WHEREAS, the majority of fees charged by the Office of Building and Fire Code Administration fell within the Baltimore Washington CPI-U fee adjustment guidelines set forth by City Council in Fiscal 2008; and

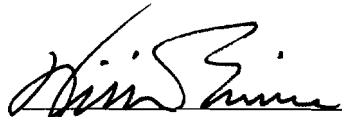
WHEREAS, the fees associated with the services provided by the Office of Building and Code Administration are significantly below what other jurisdictions charge and the costs of maintaining the staff and programs therein; and

WHEREAS, the costs of maintaining the staff, facilities and programs provided by the Office of Building and Fire Code Administration continue to increase year-by-year and the current fees do not cover the entire costs associated therewith;

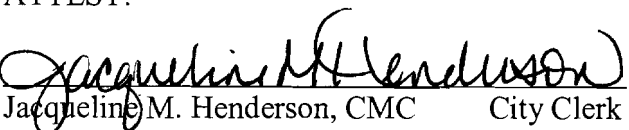
NOW, THEREFORE, BE IT RESOLVED
BY THE CITY COUNCIL OF THE CITY OF ALEXANDRIA, VIRGINIA:

- 1) That the fees charged by the Office of Building and Fire Code Administration for the various permits and inspection and other services shall be as updated beginning July 1, 2009, as set forth in Attachment 1.
- 2) That this resolution shall be effective on the date and at the time of adoption.

ADOPTED: June 13, 2009


WILLIAM D. EULLE MAYOR

ATTEST:


Jacqueline M. Henderson, CMC City Clerk

CITY OF ALEXANDRIA FIRE DEPARTMENT
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION
FY 2010 BUILDING AND FIRE CODE FEE SCHEDULE

July 1, 2009

The following is a description of the fees charged for various permits and certificates issued by, and for various services performed by, the Alexandria Office of Building and Fire Code Administration. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full.

Note: Where the term "Residential" is used in this schedule, the fee is applicable to those residential buildings, structures and trades subject to the International Residential Code as adopted by the Virginia Uniform Statewide Building Code (USBC). Where the term "Non-residential" or "Commercial" occurs, it applies to all other buildings, structures and trades subject to the International Building Code as adopted by the USBC.

ADMINISTRATIVE FEE:	A fee of 10% on all permits (not certificates) issued by the Alexandria Office of Building and Fire Code Administration.
PERMIT CENTER FEE:	A fee of 7% shall be charged on all permits (not certificates) issued by the Alexandria Office of Building and Fire Code Administration.
TRAINING PROGRAM FEE:	A fee of .5% shall be assessed on all permits (not certificates) to support customer training provided by the Office of Building and Fire Code Administration.
VA. TRAINING ACADEMY LEVY:	As established by the Virginia Uniform Statewide Building Code, a mandatory state levy shall be assessed on all permit fees to support training provided by the Jack Proctor Virginia Building Code Academy. As of July 1, 2009 the fee will be increased to 2%.
MINIMUM PERMIT FEE:	The minimum fee for any permit issued by the Office of Building and Fire Code Administration shall be \$65.00 .

Code Administration Site Plan, Plan Review and Building Construction Fees

A. Site Plan Review Fee:

A fee of \$150.00 shall be assessed for each initial Site Plan reviewed by the Alexandria Office of Building and Fire Code Administration. A fee of \$50.00 shall be assessed for each initial Special Use Permit and Development Special Use Permit reviewed.

B. Plan Review Deposit:

A non-refundable deposit of **25%** of the estimated permit fee is required with permit applications which require plan review. The remaining permit fee due shall be paid when the permit is approved. This deposit shall not be applied to permits that are intended to be processed in the Permit Center on a walk-thru basis.

C. Pass-through Fees for Plan Review and Inspections Services:

At the discretion of the Director, 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.

D. Plan Revisions and 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. The fee will be for a maximum of 15 sheets per submittal:

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

The Director of the Office of Building and Fire Code Administration (or designee) may waive the fee for plan revision and amendment review if the work is deemed minor in nature. (This will generally be a single sheet revision or minor clarification.)

E. New Construction Fee:

The fee for each permit for new construction shall be six dollars and fifteen cents (\$6.15) 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 coverings and overhangs. New Construction permit fees are intended to be applied to the cost of building inspections and building/trade plan review. Fees are charged for the inspection of each trade area associated with new construction as found in the remainder of this fee schedule.

F. Modular/factory-built one and two family dwellings are not subject to the above fees as their review and inspections are conducted off site by a state approved third party. The fee for the foundation, setup, inspection of grading and subsequent features added on site shall be **\$250.00**. Trade permits are required for the connection to water, sewer, and electricity and to set exterior mechanical equipment.

All Other Construction (Plan Review and Inspection Fees)

A. Relocation of a Building or Structure

The fee 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 (\$1000) 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.

B. Non-residential Tenant Improvements, Alterations and Repairs:

Non-residential tenant improvements, alterations and repairs are calculated at \$0.165 per square foot of gross floor area, fifteen dollars and twenty-five cents (\$15.25) per thousand (\$1,000) of the of the total construction cost, or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction.

C. Residential Alterations and Repairs (Plan Review and Inspection Fees):

Residential alterations and repairs are calculated at \$0.15 per square foot of gross floor area, fifteen dollars (\$15.00) per thousand (\$1,000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

D. Special Construction:

Special construction items not listed above are calculated at \$0.165 per square foot of gross floor area, fifteen dollars and twenty-five cents (\$15.25) per thousand (\$1,000) of the of the total construction cost, or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

Specialty construction items include (but are not limited) to the following:

1. Excavation, sheeting, shoring, construction of footings and foundations (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction;
2. Installation of retaining walls, signs and other miscellaneous structures;
3. Re-roofing; or
4. Any construction or installation not mentioned in the previous fee areas.

E. Residential Special Construction:

The following areas of construction for residential projects subject to the International Residential Code shall have an established fee based on project type. The fee includes the cost of plan review and inspections.

Decks to 100 sf	\$ 65.00
Decks 101 sf and larger	\$ 95.00
Residential roofing, siding, or window replacements in designated Historic Districts	\$ 65.00
Pools	\$ 85.00
Chimney, Fireplace, Wood stove, Insert (Not part of new construction)	\$ 75.00

F. Demolition:

The following fees shall apply for the demolition of a building or structure:

Residential accessory building or detached garage	\$ 65.00
Residential structure or non-residential accessory structure	\$125.00
Non-residential structures	\$175.00

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.

G. Amusement Rides (Definition and fee established by the USBC):

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 ten percent (10%) as administrative fees.

Certificates of Use and Occupancies; Certificate of Completion

A. Permanent Certificate of Use and Occupancy, or Certificate of Completion:

The following fees shall apply to the issuance of a certificate of use and occupancy or certificate of completion for any of the following projects:

Residential Certificate of Occupancy (per individually permitted dwelling unit) and residential addition Certificate of Completion.	\$ 135.00
Commercial space 1000 square feet and less	\$ 150.00
Commercial space 1001 and 2500 sq. ft.	\$ 175.00
Commercial space greater than 2501 sq. ft.	\$ 200.00
Shell and core areas of any building.	\$ 500.00

B. Temporary Certificate of use and Occupancy or Certificate of Completion:

Fees for Temporary Certificates of Occupancy shall be 125% of the Certificate of Use and Occupancy fee stated above. 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 Temporary C of O fee paid.

C. Team inspections (Change of Use and Special Request):

A fee shall be paid for each inspection involving an application for a change in use or other special request such as a Certificate of Occupancy for an existing building when one does not exist. This fee shall be applicable when it is determined that an inspection is required to document existing uses or conditions and the inspection is to be conducted by one or more of the following disciplines:

- Building;
- Electrical;
- Plumbing;
- Mechanical (gas);
- Fire Protection Systems;
- Maintenance Code Inspection; and/or
- Fire Marshal/Fire Inspector.

The fee for an inspection requiring all disciplines conducted at one time shall be \$150.00. Should the inspections not involve all disciplines, a fee of \$65.00 per discipline shall be paid if only one or two disciplines are required to satisfy the inspection. These fees are not credited toward the cost of any future permits necessary for compliance with the USBC or other applicable city ordinances. If the inspection is canceled one working day in advance of the

scheduled inspection by the applicant, the fee is refundable upon application in writing to the Director within three months of the date of payment if it is not performed.

The Director of the Office of Building and Fire Code Administration (or designee) may wave the fee for courtesy inspections conducted as part of a future project consultation.

Fire Protection Systems Fees

A. Fire Suppression Systems:

The fee for fire suppression systems shall be the minimum permit fee or **3.5%** of the total system construction costs, or ten dollars (\$10.00) per head, whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

Exception: No permit fee will be charged for the replacement of sprinkler heads as part of any Virginia Department of Housing and Community Development or Virginia Department of Fire Programs recognized recall. However, all required inspections shall be performed following the completion of work performed under a recall.

B. Fire Alarm Systems

The fee for a fire alarm system shall be \$75.00 plus \$13.00 per initiating and indicating device or **3.5%** of the total 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 (total contract price.)

C. Fire Hydrant Flow Rate Test

The fee to conduct a fire hydrant flow rate test shall be \$200.00.

Electrical Permit Fees

The following fees shall be charged for permits involving electrical work:

A. New Residential

The electrical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be \$ 140.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell

Base Fee	
Up to 3000 sf.	\$ 250.00
3001 to 10,000 sf.	\$ 375.00
10,001 to 20,000 sf.	\$ 500.00
Greater than 20,000 sf.	\$ 675.00
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	\$ 200.00 per floor
Use Groups B, M, E, S, U	\$ 100.00 per floor
Apartment/Condominium units (R2).	\$ 60.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be fifteen dollars \$15.00 per thousand (\$1000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

D. Special Electrical Permit Fees:

The minimum fees for special electrical permits for temporary construction site electrical services and temporary generators shall be:

Up to 100 Amp	\$ 40.00
101 to 400 Amp	\$ 80.00
401 Amp and above	\$120.00

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).

Plumbing Permit Fees

The following fees shall be charged for permits involving plumbing work:

A. New Residential

The plumbing permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be \$ 140.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell:

Base Fee	
Up to 3000 sf.	\$ 250.00
3001 to 10,000 sf.	\$ 375.00
10,001 to 20,000 sf.	\$ 500.00
Greater than 20,000 sf.	\$ 675.00
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	\$ 200.00 per floor
Use Groups B, M, E, S, U	\$ 100.00 per floor
Apartment/Condominium units (R2).	\$ 60.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:

The fee to replace, extend, add or modify water and drainage pipe, relocate existing fixtures or install fixtures where plumbing is roughed in shall be fifteen dollars \$15.00 per thousand (\$1000) of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.) Permits are not required for the replacement of plumbing fixtures when exempted from permit in accordance with the USBC.

Mechanical Permit Fees

The following fees shall be charged for permits involving mechanical work:

A. New Residential:

The mechanical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be \$ 140.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell.

Base Fee	
Up to 3000 sf.	\$ 250.00
3001 to 10,000 sf.	\$ 375.00
10,001 to 20,000 sf.	\$ 500.00
Greater than 20,000 sf.	\$ 675.00
In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	\$ 200.00 per floor
Use Groups B, M, E, S, U	\$ 100.00 per floor
Apartment/Condominium units (R2).	\$ 60.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:

The fee 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 shall be fifteen dollars (\$15.00) per thousand (\$1000) of shall be fifteen dollars \$15.00 per thousand of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

Elevator Permit and Annual Certification Fees

A. Annual Elevator Inspection Program; Initial Elevator Inspection:

The fee for state mandated semi-annual and annual inspections, and the initial inspection of an elevator, escalator, dumbwaiter, chairlift, manlift, and moving walkway are based upon the award of an annual contract to a qualified third party elevator inspection service. 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.

B. Initial Installation and Construction Permit Fee:

The fee for the initial installation of one of the above listed devices shall be fifteen dollars \$15.00 per thousand (\$1000) of the total construction cost or the minimum permit fee, whichever is higher, **plus** \$49.00 per unit. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.). The inspection fee noted above shall also apply.

C. Annual Elevator Certificate:

The cost for an annual operating certificate shall be \$85.00 per elevator, escalator or moving walk, or \$45.00 per dumbwaiter, chairlift, manlift.

Additional Service Fees

A. Code Modifications and Appeal.

The fee for a code modification request for a residential construction project or residential application of the Virginia Maintenance Code shall be \$85.00. The fee to file an appeal to the Local Building Code Board of Appeals shall be \$125.00.

The fee for a code modification request for all other construction projects or the application of the Virginia Maintenance Code or Fire Prevention Code shall be \$150.00. The fee to file an appeal to the Local Building Code Board of Appeals shall be \$200.00.

B. Existing Permit Administrative Amendment.

The fee to make administrative changes to an existing permit to reflect a change in property ownership, address, Lien Holder information or change in contractor information shall be \$35.00.

C. Inspections Not Covered In Permit Fees

- a. **Reinspection Fees** – Each permit issued by the Office of Building and Fire Code Administration defines an inspection for each phase of work as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction for the same violations found in the first inspection or if access cannot be achieved for a requested inspection, a reinspection fee of \$62.50 will be applied to the subsequent inspections to satisfy the code requirements.
- b. **Inspections Outside of Normal Work Hours** – Inspections, plan review, or other Code Administration service requested to be conducted outside of normal work hours (including overtime during a normal work day, weekend and holiday periods), will be charged a minimum fee of \$192.00 for the first two hours and \$96.00 per hour thereafter, per employee, involved with the requested service. These services will be authorized only if there is staff available and no other means is available to perform the service during normal work hours. The first two hour period must be paid in advance of the requested inspection and any additional hours will be billed to the permit holder.
- c. **Outstanding Inspection Fees** - No reinspection will be conducted until the applicant has paid all pending reinspection fees. No permanent Certificate of Occupancy shall be issued if there are outstanding overtime inspections or reinspection fees for the project.

D. Work With Out Permits and Other Stop Work Orders:

An administrative fee shall be applied to work begun without a permit when a permit is required, or for work that exceeds what was approved with an issued permit when a Stop Work order has been issued. The administrative fee shall be \$125.00 for residential work and \$250.00 for all other work. The administrative fee will be charged **in addition to the regular permit fee** to offset the additional administrative costs.

In addition, when the building official finds that work on any building or structure is being executed contrary to the provisions of this code or any pertinent laws or ordinances, or in a manner endangering the general public, a written stop work order may be issued. There is no fee associated with this type of Stop Work Order and the order shall only stop work specified in the order.

E. Building Code Compliance and Permit Date Extension:

The fee to request an extension to the compliance date for a building code case or permit is \$35.00 for residential projects constructed under the International Residential Code and \$50.00 for all others. This request must be made **prior** to the expiration of the original compliance date. The fee is non-refundable.

Fire Prevention Code Permits; Fire Protection System Retesting Program; Maintenance Code Inspections and Registrations.

A. Fire Protection System Retesting Fees:

- a. **Retesting Fee** - Required inspections and retesting of fire protection systems shall be based on a fee of twenty-four dollars (\$24.00) per quarter hour or part thereof for each inspector required to witness the inspection. The frequency of inspection and testing witnessed by fire inspectors shall

be established by a schedule established by the Office of Building and Fire Code Administration, but it shall not be more frequent than annually.

- b. **Cancellation Fee** - A fee of one hundred and seventy-five (\$175.00) will be charged for each cancellation of a scheduled retest or inspection of an existing fire protection system.
- c. **Annual inspection and Testing Certificate** - A certificate fee of forty dollars (\$40.00) shall be charged each year that the staff from the Office of Building and Fire Code Administration does not witness the annual testing of a fire protection system. The owner or person responsible for the maintenance of the system shall provide documentation that the required annual inspection and/or test have been conducted by an approved agent in accordance with the Virginia Fire Prevention Code.

B. Residential Rental Inspection Permits:

A fee of 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.

C. Registration of Vacant Buildings:

A registration fee of \$25.00 shall be assessed to any building which has been continuously vacant for a period of 12 months or more and is required to be registered with the Office of Building and Fire Code Administration by City Ordinance.

D. Fire Prevention Code Permits (FPP) and Fees for Fire Prevention Inspection Services:

The Virginia Fire Prevention Code (and any local amendments there to) and other City Ordinances shall be utilized in determining when there is a requirement for a Fire Prevention Permit or other required inspection. The fee assessed for each permit shall be as provided herein based on the attached table.

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.

The Fire Prevention Permit fees that follow replace any previously adopted fees found in Title 4, Chapter 2 of the Code of the City of Alexandria.

**Fire Prevention Code Permit (Fire Prevention Permit and/or Operational Permits);
Other Fire Prevention Code Fees**

Based on the Virginia Fire Prevention Code Table 107.2 for Operational Permit Requirements

Description	Code Section	Permit Fee
Assembly Uses, Places of; Educational Facilities:	408.1.1	
Up to 100 persons		\$ 100
Occupancies of 100 persons to 150 persons		\$ 200
Occupancies over 150 persons		\$ 300
Child Day Care (Note this is an inspection fee only and no permit is issued.):		
When requested by Department of Human Services for exempt facilities.		\$35
When required for State licensing inspection/approval		\$75
Cutting, welding, soldering of pipes; other hot work:	2601.2	
Per single occurrence		\$125
Annual Permit		\$350
Carnivals and fairs.	403.2	\$275
Explosives and fireworks. An operational permit is required for the manufacture, possession, storage, handling, sale or other disposition, transportation or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33, or to operate a terminal for handling explosive materials, or to deliver or receive delivery of explosives or explosive materials from a carrier between sunset and sunrise.	3301.2	\$250

See the Alexandria Special Events policy for any additional fees.		
Open burning.	307.2	\$125
Open burning (bon fires) – Charitable organizations.		\$10
Special Outdoor Assembly and Events. (See special events policy for additional cost associated with additional staff.)	403.1.2	\$250
Temporary membrane structures, tents and canopies.	2403.2	\$125
Aerosol products. Aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds (227 kg) net weight when manufacturing, storing or handling.	2801.2	\$175
Amusement buildings.	403.3	\$175
Asphalt Kettles.	303.10	\$125
Aviation facilities.	1101.3	\$125
Battery systems. Stationary lead-acid battery systems having a liquid capacity of more than 50 gallons (189L).	608.1.1	\$150
Cellulose nitrate film. Storage, handling or use in any assembly or educational occupancy (Group A and E)	306.3	\$125
Combustible dust-producing operations.	1301.2	\$175
Combustible fibers. Storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m ²)	2901.3	\$175
Exception: Not required for agricultural storage.		
Compressed gas. Storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed below.	3001.2	\$150
Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.		
Covered mall buildings.	408.11.4	\$500
Corrosives. Storage, use, handling:	3101.2	\$125
Cryogenic fluids. Produce, store, transport on site, use, handle or dispense.	3201.2	\$175
Dry cleaning plants.	1201.2	\$150
Exhibits and trade shows.	403.3	\$150
Explosive Vehicle Inspection. (Valid for 6 months only)		\$200
Emergency Vehicle Access Roadway.	503.1.1	\$125
Fire hydrants and valves. Operate or use any fire hydrants or valves used for fire suppression service.	508.5.1.1	\$125
Flammable and combustible liquids.	3401.4	\$125
<p>1. To use or operate a pipeline for the transportation with facilities or flammable or combustible liquids. This requirement shall not apply to the offsite transportation (DOTn) (see Section 3501.1.2) nor does it apply to piping systems (see Section 3503.6).</p> <p>2. To store, handle or use of Class I liquids in excess of 5 gallons (19L) in a building or in excess of 10 gallons (37.9L) outside of a building, except that a perm it is not required for the following:</p> <p>2.1 The storage or use of Class I liquids in the fuel tanks of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant unless such storage, in the opinion of the Fire Official would cause an unsafe condition.</p> <p>2.2 The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.</p> <p>3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons (95L) in a building or in excess of 60 gallons (227L) outside a building, except for fuel oil used in connection with oil-burning equipment.</p> <p>4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by means other than the approved, stationary on-site pumps normally used for dispensing purposes.</p> <p>5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.</p> <p>6. To install, alter, remove, abandon, place temporarily out of service (for more than 90 days) or otherwise dispose of an underground, protected above-ground or above-ground flammable or combustible liquid tank.</p> <p>7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than for which the tank was designed and constructed.</p>		

8. To manufacture, process, blend, or refine flammable or combustible liquids.		
Flammable Gases.	3501.2	\$125
Flammable Solids.	3601.2	\$125
Floor Finishing. Using Class I or Class II liquids exceeding 350 square feet (33 m ²).	1510.1.2	\$125
Fruit and crop ripening.	1601.2	\$125
Fumigation and thermal insecticidal fogging.	1701.2	\$125
Hazardous materials.	2701.5	\$250
Heliports and Helistops.	1107.1.1	\$125
Highly Toxic Materials.	3701.2	\$250
High-piled storage. Use a building or portion exceeding 500 square feet (46 m ²).	2301.2	\$175
Indoor display of vehicles or equipment.	314.4.1	\$125
Indoor Pyrotechnics.	3308.2	\$250
Industrial ovens.	2101.2	\$175
Lumber yards and woodworking plants. Storage or processing exceeding 100,000board feet (8,333 ft ³) (236m ³)	1901.2	\$175
Liquid or gas fueled vehicles in assembly buildings.	3803.2.2.1	\$125
LP Gas. Storage and use inside or outside of any building. Exception: 1. Individual containers with 500 gallons (1893L) water capacity or less serving occupancies in Use Group R-3. 2. Operation of cargo tankers that transport LP gas.	3801.2	\$125
Magnesium . Melt, cast, heat treat or grind more than 10 pounds (4.54 kg).	3606.1.2	\$125
Miscellaneous combustible storage. Store in any building or upon any premises in excess of 2,500 cubic feet (71m ³) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber cork or similar combustible material.	315.1.2	\$175
Open flames, heat producing appliances, or torches for removing paint.	308.4.1	\$125
Organic coatings. Manufacturing operation producing more than 1 gallon (4L) of an organic coating in one day.	2001.2	\$125
Organic peroxides.	3901.2	\$175
Private fire hydrants.	508.5.1.1	\$125
Pyrophoric materials.	4101.2	\$125
Pyroxylin plastics. Storage and handling of more that 25 pounds (11kg) or cellulose nitrate (pyroxylin) plastic and for the assembly or manufacture of articles involving pyroxylin plastics.	4201.2	\$175
Refrigeration equipment.	606.1.2	\$125
Repair Garages, Service Stations and Motor Fuel Dispensing Facilities	2201.2	\$175
Semiconductor Fabrication Facilities - HPM Facilities	1801.5	\$250
Application of Flammable Finishes, Spraying and Dipping.	1501.2	\$175
Storage of scrap tires and tire by-products. Establish, conduct or maintain storage of scrap tires and tire by-products exceeding 2,500 cubic feet (71m ³) of total volume of scrap tires and for indoor storage of tires and tire by-products.	2509.3	\$175
Tire rebuilding plants.	2501.2	\$250
Unstable (reactive) materials.	4301.2	\$250
Waste material and junk yards.	316.2	\$200