


## City of Alexandria, Virginia

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MEMORANDUM

DATE: APRIL 23, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: RESOLUTION TO ADOPT CODE ADMINISTRATION FEE INCREASES

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**ISSUE:** A resolution to revise the Office of Building and Fire Code Administration fees.

**RECOMMENDATION:** That the City Council adopt the attached Resolution (Attachment 1), with an effective date of June 1, 2010.

**BACKGROUND:** This memo provides detailed information regarding proposed Code fee increases for FY 2011. The fee adjustments will be included as technical amendments, together with corresponding downward adjustments of \$4.2 million in General Fund expenditures and \$3.8 million of General Fund revenues as they are moved to a special revenue fund account that is fully funded by Code Administration fees for new construction-related activities. This will result in a General Fund savings of \$0.4 million in FY 2011. These savings have been reflected in the City Manager's technical reestimates of the FY 2011 budget presented to City Council in Budget Memos #66 and 67.

**DISCUSSION:** Code Administration, in the context of the FY 2011 budget deliberations, has proposed increasing permit and inspection fees to create a cost recovery system for the New Construction and Administrative programs of the Office of Building and Fire Code Administration. Beginning in FY 2011, a special revenue account would be established and the entire direct costs of using new construction plan review, the Permit Center, and inspection services (similar to fees and costs passed on by designer, engineers, contractors, material suppliers, and 3<sup>rd</sup> party plan review and inspection services) would be paid for by users. During FY 2011, Code projects that the special revenue account would raise approximately \$4.4 to \$4.5 million in fees of which around \$800,000 are new fees or fee increases. The revenues would offset an estimated \$4.4 million<sup>1</sup> in program expenditures to be paid out of the account. FY 2011 General Fund Revenues and Expenditures would decrease to reflect the transfer of Code Program related expenditures and revenues to a special revenue account. Any surplus of revenues over expenditures in FY 2011 and beyond would remain in the Special Revenue account to be used by Code in future years, as necessary, to help fund Code in "slow" development years, as well as help pay for additional staff which may need to be added in "heavy" development years. It could also be used to fund customer service initiatives.

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<sup>1</sup> The \$4.4 million in expenditures includes \$4.2 million in General Fund expenditures and \$0.2 million in expenditures from the Carlyle/Eisenhower special revenues account. The Carlyle/Eisenhower account will be discontinued.

The proposed Code fee increases will allow full direct cost recovery, and will enable Code not to depend on the General Fund for annual operating support. This will reduce the proposed General Fund operating budget \$0.4 million in FY 2011.<sup>2</sup> It will also help shift some General Fund costs (financed by taxpayers) to the users who benefit from Code services. It also puts Code on more of a business basis as over the long term, as Code revenues and expenditures will need to balance.

Code Administration staff has been reviewing Code Administration and Fire Department budgets to fully capture operational costs, to determine how they apply fees, and to develop a cost recovery fee schedule. The study undertaken in 2009 is being updated to identify actual and overhead costs based on time allotted per activity. Costs have been identified and can now be recovered through permit fees. Results of the review have concluded that new construction permits remained below cost recovery and below the regional average.

Full cost recovery programs currently exist in building inspection programs including Arlington County and Montgomery County regionally. Other regional localities are proposing fee increases to pass more costs on to user supported fee structures. Prince William County, Falls Church, Herndon, and Fairfax have proposed FY 2011 fee increases from minor adjustments to twenty percent increases. Because of concerns over turnaround times, Arlington County made a significant increase to their fees three years ago to develop a cost recovery, enterprise based system. They have adjusted them annually until this proposed fiscal year. Arlington added a substantial number of staff positions to improve plan review times, inspection delivery, and overall customer service delivery as a result of their cost recovery fees. Attachment 4 provides fee data which compares Alexandria fees with those of Arlington and Fairfax Counties. The full cost recovery system would isolate Code expenditures and add revenues so that it was clear that Code was being self-sufficient and that any excess revenues were carried over for customer service as enhancements or to enable Code to adjust staffing to meet changing demand.

Retention and expansion of customer service enhancements will remain a goal for Code Administration. On April 8, Code staff members provided representatives of the building and development community a presentation regarding the proposed fees, services returned through fee, and the need for fee increases to support existing expanded services and increase service capability as construction activity increases. There was no opposition stated or communicated to Code Administration. In fact, the general tenor of the meeting was positive as the building industry's priority is for quality and responsive Code services which this fee increase will provide. The Mayor's Economic Sustainability Report and the Small Business Task Force Report have noted the need to expand and improve services, and improve the customer experience by providing expedient, transparent, and easy to access services. Expansion of Permit Center functions to include additional on-line applications and permits, preparation for an electronic plan submittal and review project in FY 2012, processing larger projects, and the linking of the Code and Health Department through on-

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<sup>2</sup> \$0.4 million is the difference between OMB estimated revenues of approximately \$3.8 million (before any fee increases) and current General Fund expenditures of approximately \$4.2 million. Under this proposal, both these fee revenues and the General Fund expenditures are being shifted to a special revenues account, so the savings to the General Fund is approximately \$400,000. In calculating its projected fee increase of \$800,000, City Staff used a base of \$3.65 million based on year-to-date revenues, slightly less than the base of \$3.8 million assumed in the Proposed Budget. This downward estimate reflects lower than expected construction activity in FY 2010.

line and One-Stop offerings will continue to be planned and implemented through existing staff and within the approved FY 2011 budget.

Construction within the City is expected to start a steady recovery during the next twelve to eighteen months. The City of Alexandria's goal to have an excellent customer service orientation that facilitates customers through the permit and inspection processes efficiently and with easy to understand requirements remains a priority.

However, the service delivery improvements currently implemented can only continue if the City is able to sustain the programs as service demands and service expectations increase. This requires consideration of a cost recovery system that maintains an already reduced work force (reduced 17 percent since 2007) and which can quickly expand capacity as construction activity increases so that service needs can be met. Implementation of development projects currently under consideration and staff expansion with service demand increases will be difficult without a dedicated self-adjusting funding mechanism. Comparisons to other Northern Virginia localities continue to indicate that Code staff has proposed a fee schedule that remains competitive for comparable projects.

### **FEE ADJUSTMENTS:**

Staff recommends the following fee changes for the next fiscal year.

1. **Increase from 10% to 13.5% for the Administrative fee** – 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, Fire Prevention Code, and City Nuisance provisions. The estimated fiscal impact to the City is an increase of \$161,000 in generated revenue.
2. **Increase from 7% to 9% the permit fee surcharge to maintain a full service Permit Center** – This fee will provide continued funding for a P&Z and T&ES (one each) employee to staff positions in the multi-agency permit center. The fee will provide for the salaries, benefits and incidental costs. This increase should provide for full cost recovery of these activities. The estimated fiscal impact to the City is an annual increase of \$98,600 in generated revenue.
3. **Minimum permit fee** – Increases the minimum permit fee from \$65 to \$75. This is consistent with or below the minimum permit fee in regionally compared localities. The estimated fiscal impact to City generated revenue is included in the various building permit projections.
4. **Building permit fees** – Provides for increases to the new construction and alteration building permit fees. New residential buildings and additions will increase 8%, and multi-family and non-residential will increase 14%. Other fee areas, including alterations and renovations will increase 30%. The estimated fiscal impact to the City is an annual increase of \$271,800 in generated revenue.

5. **Trade (Plumbing, Electrical, Fire Protection Systems, and Mechanical)** – Increases fees on trade related permits by an average of 22%. The estimated fiscal impact to the City is an annual revenue increase of \$73,800 for electrical permits, \$28,000 for plumbing permits, \$15,000 for fire protection system permits, and \$75,000 for mechanical permits.
6. **Site plan and SUP review fee** – The estimated fiscal impact is an annual increase of \$2,000 in generated revenue.
7. **Fire Prevention permit fees** – Minor adjustments are proposed to Fire Prevention permit fees implemented during FY 2010. This includes clarification of hot work permits, the consolidation to one permit for tents and canopy structures from the current practice of separate building and fire prevention permits, and the creation of a single permit for temporary cooking operations for special event food providers. This replaces the multiple fire prevention permits currently required. The estimated fiscal impact to the City is an annual decrease of \$5,000 in generated revenue, but places these fees more in line with service delivery cost.
8. **Certificate of Occupancy fees** – Minor increases of 5% are proposed to adjust certificate of occupancy fees. The estimated fiscal impact to the City is an annual increase of \$4,800 in generated revenue.
9. **Implementation of an Accelerated Plan Review Fee** – Adding this new fee will formalize a pre-land use approval review process. This will allow some cost recovery for a new expedited plan review service. The estimated fiscal impact to the City is an annual increase of \$10,000 in generated revenue.
10. **Fire Protection System Retesting Program/Overtime Inspection fee** – Increases the hourly rate for inspections related to inspection requested outside of normal business operations and the Fire Protection System Retesting Program. The per hour rate increase to \$28 from \$24 will bring the FPO retesting program to full cost recovery including a portion of a dedicated Fire Prevention Program Engineering Aide position.
11. **Elevator permits and annual certificates** – Administrative fees will be increased from 7% to 15% along with increasing new elevator permit fees. The estimated fiscal impact to the City is an annual increase of \$20,000 in generated revenue.
12. **Creation of Information Technology Fee** – A new 2.5% levy on all permits will generate an estimated \$82,000 in the first year to support increased customer improvements to include advanced on-line application and permits for all permit related departments, electronic plan submission and review software and necessary support hardware (for all permit related departments), and permit software replacement. Similar fees have been implemented in other regional localities.

13. **Reinspection Fees and Overtime Inspection Fees** – Minor increases (around 16%) are proposed to adjust these fees that have limited application. The estimated fiscal impact to the City is an annual increase of \$3,000 in generated revenue.
14. **Rental Inspection Program Inspection Fee** – Increased from \$50 to \$75 for initial inspections. Limited fiscal impact for FY 2011 as most properties in the program are in their four year certification cycle. Later years will see a 50% increase in revenue (about \$15,000 in FY 2011)

**FISCAL IMPACT:** The fiscal impact of the proposed resolution is an increase of approximately \$800,000 annually.

**ATTACHMENTS:**

- Attachment 1 – Resolution
- Attachment 2 – Proposed revised fee schedule
- Attachment 3 – Revenue effects of Code fee increases
- Attachment 4 – Comparative jurisdictional information

**STAFF:**

John Catlett, Director, Office of Building and Fire Code Administration

**RESOLUTION NO. \_\_\_\_\_**

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

**WHEREAS**, Resolution No. 2347, adopted by city council on June 13, 2009, which incorporated an attached fee schedule, is the most recent establishment of fees charged for various permits and certificates issued by, and for various services performed by, the City of Alexandria Office of Building and Fire Code Administration; and

**WHEREAS**, city council has determined that the fee schedule set forth in Resolution No. 2347 is in need of amendment and adjustment;

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

1. That the fee schedule attached hereto, entitled "City of Alexandria, Virginia, Office of Building and Fire Code Administration, Fee Schedule," dated June 1, 2010, is deemed to contain fair and appropriate fees to be paid by persons seeking various permits, inspections and certificates, and other services, from the city's Office of Building and Fire Code Administration;
2. That said fee schedule shall be, and hereby is, approved and incorporated by reference in this resolution, and shall, until amended or rescinded, set forth the fees to be charged for various permits, inspections and certificates, and for various services performed by, the City of Alexandria Office of Building and Fire Code Administration, beginning June 1, 2010;
3. That Resolution No. 2347, adopted on June 13, 2009, shall be, and hereby is, rescinded; and
4. That this resolution shall be effective on the date and at the time of adoption.

ADOPTED: \_\_\_\_\_

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MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk



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

June 1, 2010  
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 or International Existing Building Code as adopted by the USBC.

When fees are based on construction value, the Building Official or designee reserves the right to ask for supporting documentation of the 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 contract price.) A copy of a ratified contract between the party providing services (applying for permit) and the receiver of those services will satisfy this requirement. When work involves a property owner exempt from state and local licensing and/or tradesmen certification, a copy of material estimates and/or contracts with applicable contractors will satisfy the requirements when requested.

- ADMINISTRATIVE FEE:** A fee of ~~10%~~**13.5%** on all permits (not certificates) issued by the Alexandria Office of Building and Fire Code Administration.
- PERMIT CENTER FEE:** A fee of ~~7%~~**9%** 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%~~**.3%** shall be assessed on all permits (not certificates) to support customer training provided by the Office of Building and Fire Code Administration.
- INFORMATION TECHNOLOGY FEE:** A fee of **2.5%** shall be assessed on all permits and certificates to be dedicated to information technology and customer access enhancements.
- VA. TRAINING ACADEMY LEVY:** As established by the Virginia Uniform Statewide Building Code, a mandatory **2%** state levy shall be assessed on all permit fees to support training provided by the Jack Proctor Virginia Building Code Academy.
- MINIMUM PERMIT FEE:** The minimum fee for any permit issued by the Office of Building and Fire Code Administration shall be ~~\$65.00~~ **\$75.00**.
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## Code Administration Site Plan, Plan Review and Building Construction Fees

### A. Site Plan Review Fee:

A fee of ~~\$150.00~~ **\$200.00** shall be assessed for each initial Site Plan reviewed by the Alexandria Office of Building and Fire Code Administration. A fee of ~~\$50.00~~ **\$75.00** shall be assessed for each initial Special Use Permit and Development Special Use Permit reviewed.

### B. Permit Application 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. Plan Review Fee:

Plan review services are provided for all building construction and associated trades through the building and trade permit fees unless otherwise specified. No additional plan review fee will be charged unless there are plan revisions or amendments provided after a permit is approved in accordance with Part E of this section.

#### Accelerated Plan Review:

Application can be made for Advanced Plan Review Services. This service can be requested while a project is in the pre-permit land use approval process, but before the construction project is eligible to apply for a building permit. The Accelerated Plan Review Services fee shall be \$0.04 per square foot for residential buildings constructed and \$0.08 for non-residential buildings. Alterations or renovations constructed under the International Building Code or International Existing Buildings Code shall be \$0.05 per square foot. There shall be no minimum fee. No Accelerated Review fee shall exceed \$7,500 regardless of project size. Accelerated Plan Review Services fees are not eligible for refund and are not applied to building permit fees.

### D. 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.

### E. 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.)

### F. New Construction Fee:

The fee for each permit for new construction shall be ~~six dollars and fifteen cents (\$6.15)~~ **\$6.65** per \$1,000 of estimated total construction cost for residential buildings and \$7.00 per \$1,000 of the estimated total construction cost for non-residential buildings and structures constructed. 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.

**G. 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 (\$1,000) of the total estimated cost of moving, plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.

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

Non-residential tenant improvements, alterations and repairs constructed under the International Building Code or International Existing Building Code are calculated at ~~\$0.165~~ \$0.215 per square foot of gross floor area, ~~\$15.25~~ \$19.75 per \$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~~ \$0.195 per square foot of gross floor area, ~~\$15.00~~ \$18.00 per \$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~~ \$0.215 per square foot of gross floor area, ~~\$15.25~~ \$19.75 per \$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	<del>\$ 65.00</del> <u>\$75.00</u>
Decks 101 sf and larger	<del>\$ 95.00</del> <u>\$110.00</u>
Residential roofing, siding, or window replacements in designated Historic Districts	\$ 65.00
Pools	<del>\$ 85.00</del> <u>\$110.00</u>
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	<del>\$ 65.00</del> <u>\$85.00</u>
Residential structure or non-residential accessory structure	<del>\$125.00</del> <u>\$150.00</u>
Non-residential structures	<del>\$175.00</del> <u>\$230.00</u>

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

The Virginia Training Academy Levy shall apply to all amusement device permits.

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 the 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.	<del>\$ 135.00</del> <u>\$141.75</u>
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Commercial space 1000 square feet and less	<del>\$ 150.00</del> <u>\$157.50</u>
Commercial space 1001 and 2500 sq. ft.	<del>\$ 175.00</del> <u>\$183.75</u>
Commercial space greater than 2501 sq. ft.	<del>\$ 200.00</del> <u>\$210.00</u>
Shell and core areas of any building.	<del>\$ 500.00</del> <u>\$525.00</u>

**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%~~ 3.7% of the total fire suppression system construction costs, or ~~\$40.00~~ \$10.50 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.) Non building code required residential sprinkler systems constructed in accordance with the International Residential Code shall be 50% of the above fees.

**Exception:** ~~No~~ A \$100 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~~ \$78.75 plus ~~\$43.00~~ \$13.65 per initiating and indicating device or ~~3-5%~~ 3.7% of the total fire alarm 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~~ \$182.00 per dwelling unit.

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

Base Fee	
Up to 3000 sf.	<del>\$ 250.00</del> <u>\$325.00</u>
3001 to 10,000 sf.	<del>\$ 375.00</del> <u>\$487.50</u>
10,001 to 20,000 sf.	<del>\$ 500.00</del> <u>\$650.00</u>
20,001 sf. 30,000 sf.	<del>\$ 675.00</del> <u>\$877.50</u>
Over 30,000 sf.	<u>\$1,140.00</u>
<b>In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	<del>\$ 200.00</del> <u>\$260.00</u> per floor
Use Groups B, M, E, S, U	<del>\$ 100.00</del> <u>\$130.00</u> per floor
Apartment/Condominium units R2).	<del>\$ 60.00</del> <u>\$90.00</u> 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 ~~\$15.00~~ \$19.50 per \$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 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	<del>\$ 40.00</del> <u>\$54.00</u>
101 to 400 Amp	<del>\$ 80.00</del> <u>\$108.00</u>
401 Amp and above	<del>\$120.00</del> <u>\$162.00</u>

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~~ \$182.00 per dwelling unit.

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

Base Fee	
Up to 3000 sf.	<del>\$ 250.00</del> <u>\$325.00</u>
3001 to 10,000 sf.	<del>\$ 375.00</del> <u>\$487.50</u>
10,001 to 20,000 sf.	<del>\$ 500.00</del> <u>\$650.00</u>
20,001 sf. 30,000 sf.	<del>\$ 675.00</del> <u>\$877.50</u>
Over 30,000 sf.	<u>\$1,140.00</u>
<b>In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	<del>\$ 200.00</del> <u>\$260.00</u> per floor
Use Groups B, M, E, S, U	<del>\$ 100.00</del> <u>\$130.00</u> per floor
Apartment/Condominium units R2).	<del>\$ 60.00</del> <u>\$90.00</u> 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 ~~\$15.00~~ \$19.50 per \$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.)

## Mechanical Permit Fees

### 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~~ \$182.00 per dwelling unit.

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

Base Fee	
Up to 3000 sf.	<del>\$ 250.00</del> <u>\$325.00</u>
3001 to 10,000 sf.	<del>\$ 375.00</del> <u>\$487.50</u>
10,001 to 20,000 sf.	<del>\$ 500.00</del> <u>\$650.00</u>
20,001 sf. 30,000 sf.	<del>\$ 675.00</del> <u>\$877.50</u>
Over 30,000 sf.	<u>\$1,140.00</u>
<b>In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	<del>\$ 200.00</del> <u>\$260.00</u> per floor
Use Groups B, M, E, S, U	<del>\$ 100.00</del> <u>\$130.00</u> per floor
Apartment/Condominium units R2).	<del>\$ 60.00</del> <u>\$90.00</u> per unit

**C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; Gas Permits (New and Existing); All Uses:**

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be ~~\$15.00~~ \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher. The fee to alter or install new natural or LP gas piping systems when not included in another mechanical permit for the same project shall be \$16.50 per \$1,000 of total construction cost for systems constructed under the International Residential Code; or \$19.50 per \$1,000 of total construction cost for all other systems.. In no case shall a the fee for a mechanical permit to install natural or LP gas piping systems exceed the cost for a new construction mechanical permit. 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 ~~7%~~ 15% administrative fee.

**B. Initial Installation and Construction Permit Fee:**

The fee for the initial installation of one of the above listed devices shall be ~~45.00~~ \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher, **plus** \$25.00 per unit.floor. 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~~ \$72.00 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~~ \$224.00 for the first two hours and ~~\$96.00~~ \$112.00 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~~ \$100.00 for residential projects constructed under the International Residential Code and ~~\$50.00~~ \$150.00 for all others. This request must be made prior to the expiration date for the permit. The fee is non-refundable.

**Maintenance Code Inspections and Registrations**

**A. Residential Rental Inspection Permits:**

A fee of ~~\$50.00~~ \$75.00 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 ~~f~~\$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 ~~\$50.00~~ \$75.00 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.

**B. 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.

**Fire Prevention Code Permits; Fire Protection System Retesting Program**

**A. Fire Protection System Retesting Fees:**

- a. **Retesting Fee** - Required inspections and retesting of fire protection systems shall be based on a fee of ~~\$24.00~~ \$28.00 per quarter hour or part thereof for each inspector required to witness the inspection. The rate shall be \$42.00 per quarter hour for inspections that must be conducted outside of the retesting teams normal work schedule. 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. 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 below include one inspection and one reinspection per fire prevention permit, per address. A reinspection fee of \$62.50 shall be charged for any reinspection beyond the first two for items not corrected from the first set of facts. Not more than one reinspection fee shall be charged per address, per reinspection regardless of the number of fire prevention permits issued for that address.

**C. Code Modifications and Appeal.**

The fee for a code modification request of the 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.

**D. Fire Prevention Permit Fees.**

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 <u>or fixed based operation.</u>		<del>\$125</del> <del>\$135</del>
Annual Permit (multiple job locations in City annually)		<del>\$350</del> <del>\$275</del>
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
<u>Temporary membrane structures, tents and canopies. This is a combined building code and fire prevention code permit. No additional fire prevention code permits are required for cooking operations, fuel tanks, heating devices, etc. that are installed with a tent or canopy when it is first erected. An electrical permit from the building official is required if temporary lighting, generators, or other electrical devices are to be provided. All inspection will be coordinated through the Fire Marshal Office.</u>	2403.2	<del>\$125</del> <del>\$150</del>
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 <sup>2</sup> )	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.  Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.	3001.2	\$150
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	3401.4	\$125

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 <sup>2</sup> ).	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 <sup>2</sup> ).	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 <sup>3</sup> ) (236m <sup>3</sup> )	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 <sup>3</sup> ) 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 <sup>3</sup> ) 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

Code Administration Fee Increases - Attachment 3

Program	Projected 2010 Revenue Code	Average % Fee Increase	Projected 2011 Fees Actual 2010 Estimate
Building Permits (8% to 14% new construction and additions; 30% all other)	1,941,180.00	14.00%	2,213,000.00
Plumbing Permits (30%)	93,136.00	30.00%	121,000.00
Electrical Permits (30%)	246,176.00	30.00%	320,000.00
Hydrants	2,000.00	0.00%	2,000.00
Mechanical Permits (30%)	252,230.00	30.00%	327,000.00
FPS Permits (5%)	299,592.00	5.00%	315,000.00
<b>Total</b>	<b>2,834,314.00</b>		<b>3,298,000.00</b>
Administration (Currently 10% to 13.5%)	283,400.00	35.00%	445,000.00
Permit Center (Currently 7% to 9%)	198,401.00	30.00%	297,000.00
IT Fee 2.5% (New)	0.00	New	82,000.00
Training Levy (From .5% to .3%)	14,000.00	-40.00%	10,000.00
Certificates of Occupancy (5%)	97,000.00	5.00%	101,800.00
Elevator Program (Admin Fee adjusted from 7% to 15%; New installation increased 30%)	220,539.00	10.00%	220,000.00
Misc. Fees	10,000.00	0.00%	10,000.00
<b>Total</b>	<b>3,657,654.00</b>		<b>4,463,800.00</b>

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Projected New  
Construction Program  
Cost  

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\$4,400,000.00

**FY2010- FY2011 Code Administration Permit Fee Comparison  
(Single Family Dwelling)**

Type of Permit	City of Alexandria		Arlington County		Fairfax County
	FY 2010 Current Surcharge	Current Fee	FY 2011 Surcharge Increase	FY 2011 Fee Proposal	Current Fee
Building		\$2,337		\$2,527	\$2,202
Plumbing		\$140		\$182	\$365
Gas Fitting		Included		Included	\$164
Mechanical- General		\$140		\$182	\$549
Electrical		\$140		\$182	\$1,508
Fire Protection- Sprinkler		N/A		N/A	N/A
Fire Protection- Alarm		N/A		N/A	N/A
Plan Review Fees		Included		Included	Included
<b>Subtotal:</b>		<b>\$2,757</b>		<b>\$3,073</b>	<b>\$4,788</b>
Training Program Levy	0.30%	\$8	0.30%	\$9	
Permit Center Levy	7%	\$193	9%	\$277	
Automation/ Admin. Fee	10%	\$276	13.5%	\$415	\$479
Information Technology Fee			2.5%	\$77	
Indirect Fee 15%(Arlington)	15%				\$718
VBCA Fee (State)	2%	\$55	2%	\$61	\$96
<b>Total Permit Fee:</b>		<b>\$3,289</b>		<b>\$3,912</b>	<b>\$6,080</b>
					<b>\$1,589</b>

\*House value \$380,000

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**FY2010- FY2011 Code Administration Permit Fee Comparison (Restaurant-tenant)**

Type of Permit	City of Alexandria			Arlington County	Fairfax County	
	FY 2010 Surcharge	Current Fee	FY 2011 Surcharge Increase	FY 2011 Fee Proposal	Current Fee	
Building		\$2,806		\$3,634	\$1,639	\$5,888
Plumbing		\$300		\$390	\$559	\$275
Gas Fitting		\$65		\$75	\$301	\$138
Mechanical- General		\$1,335		\$1,736	\$1,424	\$1,061
Electrical		\$210		\$273	\$1,119	\$488
Fire Protection- Sprinkler		\$320		\$336	\$892	\$640
Fire Protection- Alarm		\$244		\$256	\$495	\$640
Plan Review Fees		Included		Included	\$729	\$256
<b>Subtotal Permit Fee:</b>		<b>\$5,280</b>		<b>\$6,700</b>	<b>\$7,159</b>	<b>\$9,386</b>
Training Program Levy	0.30%	\$16	0.30%	\$20		
Permit Center Levy	7%	\$370	9%	\$603		
Automation/ Admin. Fee	10%	\$528	13.5%	\$904	\$716	
Information Technology Fee			2.5%	\$167		
Indirect Fee 15%(Arlington)	15%				\$1,074	
VBCA Fee (State)	2%	\$106	2%	\$134	\$143	
<b>Total Permit Fee:</b>		<b>\$6,299</b>		<b>\$8,529</b>	<b>\$9,092</b>	<b>\$9,386</b>

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\*\* Non-Residential Alteration  
 \$19.75/ \$1000  
 A2 tenant in existing space, 3000 SF, Type 2B

## FY2010- FY2011 Code Administration Permit Fee Comparison (Multi- Family Structure)

Type of Permit	City of Alexandria			Arlington County	Fairfax County	
	FY 2010 Surcharge	Current Fee	FY 2011 Surcharge Increase	FY 2011 Fee Proposal	Current Fee	
Building		\$136,297		\$147,378	\$123,624	\$32,830
Plumbing		\$1,515		\$2,400	\$28,065	\$6,803
Gas Fitting		\$1,515		\$2,400	Included	\$2,572
Mechanical- General		\$1,515		\$2,400	\$36,595	\$157,918
Mechanical- Heating/ AC		Included		Included	\$7,378	included
Mechanical- Equipment		Included		Included	Included	included
Electrical		\$1,515		\$2,400	\$67,789	\$23,054
Fire Protection- Sprinkler		\$7,046		\$7,448	\$7,635	\$8,704
Fire Protection- Alarm		\$5,250		\$5,550	\$12,813	\$7,168
Plan Review Fees		Included		Included	\$3,731	\$5,120
<b>Permit Fee Subtotal:</b>		<b>\$154,652</b>		<b>\$169,976</b>	<b>\$287,628</b>	<b>\$244,169</b>
Training Program Levy	0.30%	\$464	0.30%	\$510		
Permit Center Levy	7%	\$10,826	9%	\$15,298		
Automation/ Admin. Fee	10%	\$15,465	13.5%	\$22,947	\$27,482	
Information Technology Fee			2.5%	\$4,249		
Indirect Fee 15%(Arlington)	15%				\$43,144	
VBCA Fee (State)	2%	\$3,093	2%	\$3,400	\$5,753	
<b>Permit Fee Total:</b>		<b>\$184,500</b>		<b>\$216,379</b>	<b>\$364,006</b>	<b>\$244,169</b>

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14 Story, 160 unit R2, 169000 SF, Type 1B  
2013 sprinklers

**RESOLUTION NO. 2396**

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

**WHEREAS**, Resolution No. 2347, adopted by city council on June 13, 2009, which incorporated an attached fee schedule, is the most recent establishment of fees charged for various permits and certificates issued by, and for various services performed by, the City of Alexandria Office of Building and Fire Code Administration; and

**WHEREAS**, city council has determined that the fee schedule set forth in Resolution No. 2347 is in need of amendment and adjustment;

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

1. That the fee schedule attached hereto, entitled "City of Alexandria, Virginia, Office of Building and Fire Code Administration, Fee Schedule," dated June 1, 2010, is deemed to contain fair and appropriate fees to be paid by persons seeking various permits, inspections and certificates, and other services, from the city's Office of Building and Fire Code Administration;

2. That said fee schedule shall be, and hereby is, approved and incorporated by reference in this resolution, and shall, until amended or rescinded, set forth the fees to be charged for various permits, inspections and certificates, and for various services performed by, the City of Alexandria Office of Building and Fire Code Administration, beginning June 1, 2010;

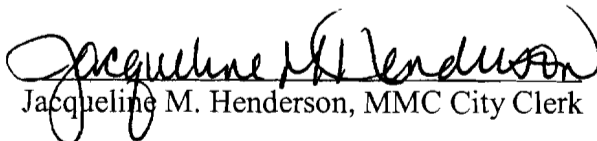
3. That Resolution No. 2347, adopted on June 13, 2009, shall be, and hereby is, rescinded; and

4. That this resolution shall be effective on the date and at the time of adoption.

ADOPTED: May 3, 2010

  
**WILLIAM D. EULLE MAYOR**

ATTEST:

  
Jacqueline M. Henderson, MMC City Clerk





# CITY OF ALEXANDRIA FIRE DEPARTMENT

## OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION

### FY 2010 BUILDING AND FIRE CODE FEE SCHEDULE

June 1, 2010  
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 or International Existing Building Code as adopted by the USBC.

When fees are based on construction value, the Building Official or designee reserves the right to ask for supporting documentation of the 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 contract price.) A copy of a ratified contract between the party providing services (applying for permit) and the receiver of those services will satisfy this requirement. When work involves a property owner exempt from state and local licensing and/or tradesmen certification, a copy of material estimates and/or contracts with applicable contractors will satisfy the requirements when requested.

**ADMINISTRATIVE FEE:** A fee of ~~10%~~**13.5%** on all permits (not certificates) issued by the Alexandria Office of Building and Fire Code Administration.

**PERMIT CENTER FEE:** A fee of ~~7%~~**9%** 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%~~**.3%** shall be assessed on all permits (not certificates) to support customer training provided by the Office of Building and Fire Code Administration.

**INFORMATION TECHNOLOGY FEE:** A fee of 2.5% shall be assessed on all permits and certificates to be dedicated to information technology and customer access enhancements.

**VA. TRAINING ACADEMY LEVY:** As established by the Virginia Uniform Statewide Building Code, a mandatory **2%** state levy shall be assessed on all permit fees to support training provided by the Jack Proctor Virginia Building Code Academy.

**MINIMUM PERMIT FEE:** The minimum fee for any permit issued by the Office of Building and Fire Code Administration shall be ~~\$65.00~~**\$75.00**.

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### Code Administration Site Plan, Plan Review and Building Construction Fees

**A. Site Plan Review Fee:**

A fee of ~~\$150.00~~**\$200.00** shall be assessed for each initial Site Plan reviewed by the Alexandria Office of Building and Fire Code Administration. A fee of ~~\$50.00~~**\$75.00** shall be assessed for each initial Special Use Permit and Development Special Use Permit reviewed.

**B. Permit Application 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. Plan Review Fee:**

Plan review services are provided for all building construction and associated trades through the building and trade permit fees unless otherwise specified. No additional plan review fee will be charged unless there are plan revisions or amendments provided after a permit is approved in accordance with Part E of this section.

Accelerated Plan Review:

Application can be made for Advanced Plan Review Services. This service can be requested while a project is in the pre-permit land use approval process, but before the construction project is eligible to apply for a building permit. The Accelerated Plan Review Services fee shall be \$0.04 per square foot for residential buildings constructed and \$0.08 for non-residential buildings. Alterations or renovations constructed under the International Building Code or International Existing Buildings Code shall be \$0.05 per square foot. There shall be no minimum fee. No Accelerated Review fee shall exceed \$7,500 regardless of project size. Accelerated Plan Review Services fees are not eligible for refund and are not applied to building permit fees.

**D. 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.

**E. 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.)

**F. New Construction Fee:**

The fee for each permit for new construction shall be ~~six dollars and fifteen cents (\$6.15)~~ **\$6.65** per \$1,000 of estimated total construction cost for residential buildings and \$7.00 per \$1,000 of the estimated total construction cost for non-residential buildings and structures constructed. 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.

**G. 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 (\$1,000) of the total estimated cost of moving, plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.

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

Non-residential tenant improvements, alterations and repairs constructed under the International Building Code or International Existing Building Code are calculated at ~~\$0.165~~ **\$0.215** per square foot of gross floor

area, ~~\$15.25~~ \$19.75 per \$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~~ \$0.195 per square foot of gross floor area, ~~\$45.00~~ \$18.00 per \$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~~ \$0.215 per square foot of gross floor area, ~~\$45.25~~ \$19.75 per \$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	<del>\$65.00</del> <u>\$75.00</u>
Decks 101 sf and larger	<del>\$95.00</del> <u>\$110.00</u>
Residential roofing, siding, or window replacements in designated Historic Districts	\$ 65.00
Pools	<del>\$ 85.00</del> <u>\$110.00</u>
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	<del>\$65.00</del> <u>\$85.00</u>
Residential structure or non-residential accessory structure	<del>\$125.00</del> <u>\$150.00</u>
Non-residential structures	<del>\$175.00</del> <u>\$230.00</u>

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

The Virginia Training Academy Levy shall apply to all amusement device permits.

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 the 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.	<del>\$ 135.00</del> <u>\$141.75</u>
Commercial space 1000 square feet and less	<del>\$ 150.00</del> <u>\$157.50</u>
Commercial space 1001 and 2500 sq. ft.	<del>\$ 175.00</del> <u>\$183.75</u>
Commercial space greater than 2501 sq. ft.	<del>\$ 200.00</del> <u>\$210.00</u>
Shell and core areas of any building.	<del>\$ 500.00</del> <u>\$525.00</u>

### 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%~~ 3.7% of the total fire suppression system construction costs, or ~~\$40.00~~ \$10.50 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.) Non building code required residential sprinkler systems constructed in accordance with the International Residential Code shall be 50% of the above fees.

**Exception:** ~~No~~ A \$100 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~~ \$78.75 plus ~~\$13.00~~ \$13.65 per initiating and indicating device or ~~3.5%~~ 3.7% of the total fire alarm 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~~ \$182.00 per dwelling unit.

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

Base Fee		
Up to 3000 sf.	<del>\$ 250.00</del>	<u>\$325.00</u>
3001 to 10,000 sf.	<del>\$ 375.00</del>	<u>\$487.50</u>
10,001 to 20,000 sf.	<del>\$ 500.00</del>	<u>\$650.00</u>
20,001 sf. 30,000 sf.	<del>\$ 675.00</del>	<u>\$877.50</u>
Over 30,000 sf.		<u>\$1,140.00</u>
<b>In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:</b>		
Use groups A, F, I, H, R1	<del>\$ 200.00</del>	<u>\$260.00</u> per floor
Use Groups B, M, E, S, U	<del>\$ 100.00</del>	<u>\$130.00</u> per floor
Apartment/Condominium units R2).	<del>\$ 60.00</del>	<u>\$90.00</u> 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 ~~\$15.00~~ \$19.50 per \$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 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	<del>\$ 40.00</del>	<u>\$54.00</u>
101 to 400 Amp	<del>\$ 80.00</del>	<u>\$108.00</u>
401 Amp and above	<del>\$120.00</del>	<u>\$162.00</u>

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~~ \$182.00 per dwelling unit.

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

Base Fee		
Up to 3000 sf.	<del>\$ 250.00</del>	<u>\$325.00</u>
3001 to 10,000 sf.	<del>\$ 375.00</del>	<u>\$487.50</u>
10,001 to 20,000 sf.	<del>\$ 500.00</del>	<u>\$650.00</u>
20,001 sf. 30,000 sf.	<del>\$ 675.00</del>	<u>\$877.50</u>

Over 30,000 sf.	\$1,140.00
<b>In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	<del>\$ 200.00</del> \$260.00 per floor
Use Groups B, M, E, S, U	<del>\$ 100.00</del> \$130.00 per floor
Apartment/Condominium units R2).	<del>\$ 60.00</del> \$90.00 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 ~~\$45.00~~ \$19.50 per \$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.)

**Mechanical Permit Fees**

**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~~ \$182.00 per dwelling unit.

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

Base Fee	
Up to 3000 sf.	<del>\$ 250.00</del> \$325.00
3001 to 10,000 sf.	<del>\$ 375.00</del> \$487.50
10,001 to 20,000 sf.	<del>\$ 500.00</del> \$650.00
20,001 sf. 30,000 sf.	<del>\$ 675.00</del> \$877.50
Over 30,000 sf.	\$1,140.00
<b>In addition to the base fee above, a per floor or per unit fee shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	<del>\$ 200.00</del> \$260.00 per floor
Use Groups B, M, E, S, U	<del>\$ 100.00</del> \$130.00 per floor
Apartment/Condominium units R2).	<del>\$ 60.00</del> \$90.00 per unit

**C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; Gas Permits (New and Existing); All Uses:**

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be ~~\$45.00~~ \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher. The fee to alter or install new natural or LP gas piping systems when not included in another mechanical permit for the same project shall be \$16.50 per \$1,000 of total construction cost for systems constructed under the International Residential Code; or \$19.50 per \$1,000 of total construction cost for all other systems.. In no case shall a the fee for a mechanical permit to install natural or LP gas piping systems exceed the cost for a new construction mechanical permit. 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 ~~7%~~ 15% administrative fee.

**B. Initial Installation and Construction Permit Fee:**

The fee for the initial installation of one of the above listed devices shall be ~~45.00~~ \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher, **plus** \$25.00 per unit.floor 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~~ \$72.00 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~~ \$224.00 for the first two hours and ~~\$96.00~~ \$112.00 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~~ \$100.00 for residential projects constructed under the International Residential Code and ~~\$50.00~~ \$150.00 for all others. This request must be made **prior to the expiration date for the permit**. The fee is non-refundable.

## **Maintenance Code Inspections and Registrations**

### **A. Residential Rental Inspection Permits:**

A fee of ~~\$50.00~~ \$75.00 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 ~~f\$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 ~~\$50.00~~ \$75.00 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.

**B. 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.

**Fire Prevention Code Permits; Fire Protection System Retesting Program**

**A. Fire Protection System Retesting Fees:**

- a. **Retesting Fee** - Required inspections and retesting of fire protection systems shall be based on a fee of ~~\$24.00~~ \$28.00 per quarter hour or part thereof for each inspector required to witness the inspection. The rate shall be \$42.00 per quarter hour for inspections that must be conducted outside of the retesting teams normal work schedule. 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. 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 below include one inspection and one reinspection per fire prevention permit, per address. A reinspection fee of \$62.50 shall be charged for any reinspection beyond the first two for items not corrected from the first set of facts. Not more than one reinspection fee shall be charged per address, per reinspection regardless of the number of fire prevention permits issued for that address.

**C. Code Modifications and Appeal.**

The fee for a code modification request of the 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.

**D. Fire Prevention Permit Fees.**

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 or fixed based operation.		\$125 \$135
Annual Permit (multiple job locations in City annually)		\$350-\$275
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. <u>This is a combined building code and fire prevention code permit. No additional fire prevention code permits are required for cooking operations, fuel tanks, heating devices, etc. that are installed with a tent or canopy when it is first erected. An electrical permit from the building official is required if temporary lighting, generators, or other electrical devices are to be provided. All inspection will be coordinated through the Fire Marshal Office.</u>	2403.2	\$125-\$150
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 <sup>2</sup> )	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
1. To use or operate a pipeline for the transportation with facilities or		

<p>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 or 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> <p>8. To manufacture, process, blend, or refine flammable or combustible liquids.</p>		
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 <sup>2</sup> ).	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 <sup>2</sup> ).	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 <sup>3</sup> ) (236m <sup>3</sup> )	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.	3801.2	\$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).	3606.1.2	\$125
Miscellaneous combustible storage. Store in any building or upon any premises in excess of 2,500 cubic feet (71m <sup>3</sup> ) 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	2001.2	\$125

gallon (4L) of an organic coating in one day.		
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 than 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 <sup>3</sup> ) 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

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**Docket Item #2**

**Motion to Adopt the Annual Operating Budget for FY 2011 (including Schools) and the Capital Improvements Program for FY 2011 – 2020**

Mr. Mayor, I move the adoption of the annual general fund operating budget for FY 2011 of \$531,611,539 with the following amendments to the City Manager's Proposed Budget. The details of each amendment are described in the April 30, 2010, memo from the City Manager "FY 2011 Budget Adoption – Draft of Tentative Actions for Monday Night" accompanying docket item #2:

Technical expenditure decreases (net of increases) of \$4,554,481

Other expenditure increases (net of decreases) of \$2,038,021

Revenue Re-estimate decreases (net of increases) of \$4,546,480 and

Tax and fee rate and new revenue increases of \$2,030,020.

The total increase in expenditures compared to the City Manager's Proposed Budget is \$2,516,460, including an increase in cash capital funding of the FY 2011 – 2020 Capital Improvement Program of \$295,000 and an increase in Contingent Reserves of \$1,600,000.

In addition, I move that we authorize the City Manager to make technical adjustments to each affected Departmental Budget from the Non-Departmental Budget to reflect the proper allocation to departmental budgets of the adjustments related to items such as health insurance premiums, travel and education, fuel, postage and consulting services, details of these adjustments will be presented for approval by City Council in the context of the FY 2011 Appropriations Ordinance in the June.

**Motion to Assign Special Projects to the  
Budget and Fiscal Affairs Advisory Committee (BFAAC) in FY 2011**

Mr. Mayor, I move that the City Council assign the Budget and Fiscal Affairs Advisory Committee (BFAAC) the following special projects in the 2011 Fiscal Year:

1. BFAAC should work with City staff to develop adequate metrics to evaluate the total financial burden from all taxes, fees, fines and charges on the average resident in the City of Alexandria.
2. BFAAC should work with City staff to propose an amendment to the City's debt-related financial guidelines that includes a policy, similar to other guidelines, on the use of Cash Capital from current revenues, prior year surpluses, and other sources to fund the Capital Improvement Program.
3. BFAAC should work with City staff to examine the use and funding of City contracts and consultant services and the provision of funding for employee travel and education expenses.

**Motion to Express the Intent and Understanding of City Council that the School Board Will Set-Aside a Portion of the Schools Operating Budget Transfer for Future Virginia Retirement System Costs**

It is the intent and understanding of the City Council in adopting the FY 2011 General Fund Operating Budget:

1. That the Schools realized \$2.0 million in savings in FY 2010 from the waiver of their 4th quarter Virginia Retirement System (VRS) payment provided by General Assembly action;
2. That the Schools need \$4.9 million less in FY 2011 than requested in the School Board approved budget and provided by the adopted budget due to the lower than budgeted VRS rate.
3. That these artificially low rates of payment being required in FY 2010 and FY 2011 will lead to large future cost increases for the Schools as the VRS rates increase to make up for years of underfunding;
4. That the Schools Staff and School Board are to be commended for considering a responsible way to use these funds to minimize future increases in the Schools budget for the cost of VRS benefits;
5. That it is Council's intent in including \$4.9 million in the operating transfer to the Schools, that those funds are for purposes of minimizing increases in the Schools' budget for the future cost of VRS benefits;
6. That it is the understanding of City Council that the School Board will include in its motion adopting a FY 2011 operating budget language setting aside \$4.9 million in funds for future VRS payments in accord with the April 12<sup>th</sup> and April 28<sup>th</sup> memoranda from Schools Staff suggesting this course of action.
7. That the Schools will face costs in implementing a Federally required transformation plan to address the designation of T.C. Williams as an persistently lowest-achieving school;
8. That the Schools Staff believes that \$2.0 million in the Schools' fund balance available from the FY 2010 VRS 4<sup>th</sup> quarter payment waiver may need to be used in funding the costs of a transformation plan for secondary schools in a plan addressing the designation of T.C. Williams as a persistently lowest-achieving (PLA) school;
9. That to the extent this \$2.0 million is not needed for this transformation plan for secondary schools, such funds shall also be set-aside for future VRS rate increases; and
10. That nothing in this addendum shall be construed as imposing a legal obligation on the Schools to spend these funds in any particular manner.

**Motion to Increase the Sanitary Sewer Fee from \$1.00 to \$1.25**

I move that City Council authorize the increase of the Sanitary Sewer Fee from \$1.00 to \$1.25 as proposed in the City Manager’s Operating and Capital Improvement Program Budgets. The revenues generated from the Sanitary Sewer Fee are segregated in a Special Revenue Fund and are used to support both operating and capital expenses related to the Sanitary Sewer system. *This change will be reflected in a subsequent ordinance to be introduced in May.*

**Motion to Appropriate General Fund Balance to support the operations of the City government in FY 2011**

I move that City Council authorize the appropriation from General Fund Balance of \$5,499,291. This reflects an increase of \$755,000 compared to the City Manager’s Proposed budget. The source of this increase will be from cancelled Contingent Reserves projects currently budgeted in FY 2010.

**Motion to Adopt the Revised the Capital Improvement Program**

Mr. Mayor, I move the adoption of the proposed FY 2011 to FY 2020 Capital Improvement Program of \$707.1 million in total and \$691.8 million in local funding, with \$106.1 million in total and \$100.7 million in local funding in FY 2011; \$65.1 million in total and \$60.9 million in local funding in FY 2012; \$72.0 million in total and \$71.6 million in local funding in FY 2013; \$59.3 million in total and \$59.2 million in local funding in FY 2014; \$62.3 million in total and \$62.2 million in local funding in FY 2015; \$73.0 million in total and \$72.0 million in local funding in FY 2016; \$68.4 million in total and \$67.4 million in local funding in FY 2017; \$66.9 million in total and \$65.9 million in local funding in FY 2018; \$66.7 million in total and \$65.7 million in local funding in FY 2019; and \$67.2 million in total and \$66.2 million in local funding in FY 2020. The specific dollar amounts for each year of the Capital Improvement Program will be equal to the amounts provided to Council members as part of this motion and will be reflected in the action docket for this meeting.

[Note to reader: the total amounts budgeted for the CIP are as follows. These will be included in the action docket.]

Fiscal Year	Local Funds	All Funds
2011	\$100,676,926	\$106,126,923
2012	\$60,948,447	\$65,103,447
2013	\$71,639,776	\$72,044,776
2014	\$59,186,616	\$59,341,616
2015	\$62,191,026	\$62,346,026
2016	\$72,002,706	\$73,002,706
2017	\$67,408,843	\$68,408,843
2018	\$65,876,697	\$66,876,697
2019	\$65,666,406	\$66,666,406
2020	\$66,215,607	\$67,215,607
Total	\$691,813,050	\$707,133,050

**Docket Item #3**  
**Motion to Establish the Real Estate and**  
**Personal Property Tax Rates for Calendar Year 2010**

Mr. Mayor, I move final passage of an ordinance to set the City's 2010 blended real property tax rate at \$0.978 (ninety-seven point eight cents) on each \$100 of assessed value, an increase of \$0.075 (seven and a half cents) from the 2009 rate. \$0.973 (ninety-seven point three cents) will provide general fund revenues in support of City government operations. The sum of \$0.006 (six tenths of one cent) on each \$100 of assessed value of the \$0.973 (ninety-seven point three cents) real property tax rate will be dedicated for affordable housing purposes to continue to pay budgeted debt service on affordable housing bonds, beginning July 1, 2010. *This change will be reflected in a subsequent ordinance amending City Code Section 3-1-5, to be introduced in May.* In addition, the sum of 0.3% (three tenths of a percent) of real property tax revenue will continue to be dedicated to the Open Space Trust Fund to continue to pay budgeted debt services on borrowing for open space purposes. **The sum of \$0.005 (five tenths of one cent) on each \$100 of assessed value of real property tax will be collected for stormwater management and established as a separate special revenue fund to address operating and capital needs related to stormwater management. This change will be reflected in a subsequent ordinance to be introduced in May. The total blended real property tax rate for the City in 2010 will be \$0.978.** Personal property tax rates remain unchanged from 2009.

**Docket Item #4**  
**Motion to Increase the Annual Fee for the City's Collection and Disposal of Solid Waste, Yard**  
**Debris and Recyclable Materials**

Mr. Mayor, I move that we adopt this resolution to increase the residential refuse fee from \$331 per household to \$336. This increase enables the City to continue the City's policy of 100 percent cost recovery of the full cost of residential refuse collection and disposal and provides \$9 to fund the use of larger recycling bins to increase recycling rates and improve convenience and service to users.

**Docket Item #5**  
**Motion to Adopt Code Administration Fee Increases and to Establish a Special Revenue Fund for**  
**New Construction Activities**

Mr. Mayor, I move that we adopt this resolution to increase Code Administration Fees by the amounts described in Docket Item #5 and that we establish a Special Revenue Fund for New Construction-related activities that is fully funded by permit and inspection fees.