

# Alexandria Permit Center Team Plan Review Checklist



## Remember:

1. Once this document has been completed electronically, the permit center team member establishing the appointment must attach this checklist to the coordinated plan review appointment within Outlook.
2. Outlook appointment invitees shall include the "TPR Group" and the applicant's email.
3. Appointments are provided one per address on the same day. Individual units **MUST** have separate appointments for each unit.
4. All Team Plan Review appointments **MUST** meet these requirements, **no exceptions.**
5. Advise the customer that depending on their project scope, a separate Health Department Review may be required and refer to the Wiki page – "Health Department Reviews, Projects Requiring."
6. **All** information on this form must be completed by City staff.

Project Name

Project  
Address

Applicant  
E-mail & Phone

Team Plan  
Review Location

Appointment  
(Date/Time)

Code Administration (select all that apply)  
Use Type

Business (B) (Excluding Restaurants)  $\leq$  20,000 SF

Mercantile (M)  $\leq$  7,500 SF

Storage (S1 or S2)  $\leq$  15,000 SF

Factory (F1 or F2)  $\leq$  15,000 SF

1 Unit within a Residential Multi-Family Building (R2 or R3)

1 Residential Single Family House or Townhouse (R5)

Other (Approved by PRS Div. Chief) \_\_\_\_\_

Applicant has been provided the necessary submittal & screening checklist for their project and the Team Plan Review Program Memorandum

Team Plan Review Group has been e-mailed this checklist via Outlook as a confirmation.

**Planning & Zoning** (select all that apply)

- No Special Use Permit Exists for the Parcel
- The project consists of interior work only. If it is within any Historic District, there is no mechanical venting to the exterior
- There will be no HVAC roof top units being installed

**Transportation & Environmental Services** (select all that apply)

- The parcel is not within a Flood Plain
- The parcel is not within a Resource Protection Area (RPA)

**Finance/ Business License** (select all that apply)

- The applicant has selected a contractor with an appropriate Commonwealth of Virginia contractor's license that allows them to perform the work under review by the Team Plan Review
- The applicant has not selected a contractor with an appropriate Commonwealth of Alexandria contractor's license that permits them to perform the work requested by the Coordinated Plan Review
- The contractor has an active Alexandria Business License number
- The contractor does not have an active Alexandria Business License Number
- The applicant/contractor has been provided the required information to obtain an Alexandria Business License.

# City of Alexandria, Virginia

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## MEMORANDUM TO INDUSTRY 2020-03

DATE: MARCH 18, 2020

TO: PERMIT CENTER CUSTOMERS AND STAFF

FROM: CHRIS EVANS, DEPUTY DIRECTOR,  
DEPARTMENT OF CODE ADMINISTRATION

SUBJECT: TEAM PLAN REVIEW PROCESS

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The purpose of this memorandum is to provide updates and changes to the team plan review process offered by the Department of Code Administration for commercial building permits. With the deployment of our new permitting system, APEX, we are now capable of performing fully electronic plan reviews. With this advancement in technology we can save customers valuable time and resources by removing the necessity for printing multiple plan sets and cutting travel costs of attending the physical meetings. The in-person meetings will be eliminated from the process, but the concurrent review process will continue.

We will continue to use the scheduled one-hour time slots for teleconference calls allowing the customer and the plan review team to discuss any outstanding questions or concerns. Currently the team plan review process offers six scheduled time slots a week.

- Tuesday
  - 1:30PM to 2:30PM
  - 2:30PM to 3:30PM
- Wednesday
  - 8:30AM-9:30AM
  - 9:30AM-10:30AM
  - 10:30AM-11:30AM
  - 11:30AM-12:30PM

### Process

1. Applicant reviews and verifies that the project qualifies for a team plan review
2. Applicant submits application through APEX Customer Self Service portal to include complete plan set
3. Permit Center to review and process qualified applications
4. Permit Center schedules team plan review conference calls using one of the available time slots

5. Plan review team performs concurrent plan review on project prior to conference call
  - Only plan reviewers that have comments or questions will participate in the team plan review conference call (all other plan reviewers will provide an approval for plan review)
6. Permit Center completes permit application process and issues permit