City of Alexandria, Virginia

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MEMORANDUM

DATE: AUGUST 11, 2022

TO: PERMIT CENTER CUSTOMERS AND STAFF

FROM: WAYNE LIGHTFOOT, PERMIT CENTER OPERATIONS DIVISION CHIEF,
            DEPARTMENT OF CODE ADMINISTRATION

SUBJECT: ELECTRONIC PLAN SUBMISSION REQUIREMENTS FOR BUILDING AND
            TRADE PERMITS

This memorandum serves to provide the necessary requirements for a successful online submission of electronic plans and supporting documents. Several key elements must be present in your uploaded files if they are to be eligible for review. If the documents do not follow the guidelines listed below, they may be rejected and required to be re-submitted. Please use the following guidelines to prepare and submit documents for electronic plan review.

PLAN DOCUMENTS VS. SUPPORTING DOCUMENTS

Plan documents are required as part of the permit application submission that displays proposed design, layout, and/or construction details. Examples: demolition plans, architectural plans, structural plans, traffic control plans, site plans, landscape plans and mechanical plans. Plan document file types are accepted as **pdf only**, they must be unlocked and have no encryptions or passwords. Plans that contain layers or comments will not be accepted.

Supporting documents are files other than plans documents that are submitted with the completed permit application for review. Examples: affidavits, certifications, licenses, letters, forms, reports, maps, product specifications, photos, and other non-drawing files. Supporting documents are submitted individually as separate files.

ONLINE SUBMISSION GUIDELINES

- Submittal Checklists – the relevant checklist and/or a comment response letter **must** be submitted with the plans as an additional attachment. APEX Document Library
- No File Size Limitations.
- Scalable vector PDF drawings are required.
- Plans under 50 pages are **required** to be submitted as one pdf file.

- Plans <u>over</u> 50 pages are **required** to be submitted as separate pdf files per discipline. For example, Structural plan and details should all be grouped in one pdf and named *Structural Plan*; Architectural plans should be grouped in one pdf and named *Architectural Plan*. Plans include all trade disciplines in a single pdf file. Complete FPS plans must be submitted independently and not included with MEP plans.
- Site and/or Grading plans must be separate from the building plan and should include all pages in one pdf.
- Each plan sheet must illustrate a typical graphical scale and all plans must be drawn to scale.
- File Types Accepted – PDF Only.
- File must be unlocked, have no encryptions and have no passwords.
- Each 'Plan' (or 'Plan set') must be saved as a flattened/optimized PDF. Flatten the drawing layers in your CAD program prior to creating the PDF or use the 'SAVE AS/FLATTENED' and/or optimized PDF option available in your PDF tool. <u>Plans that have 'layers' are not acceptable.</u>
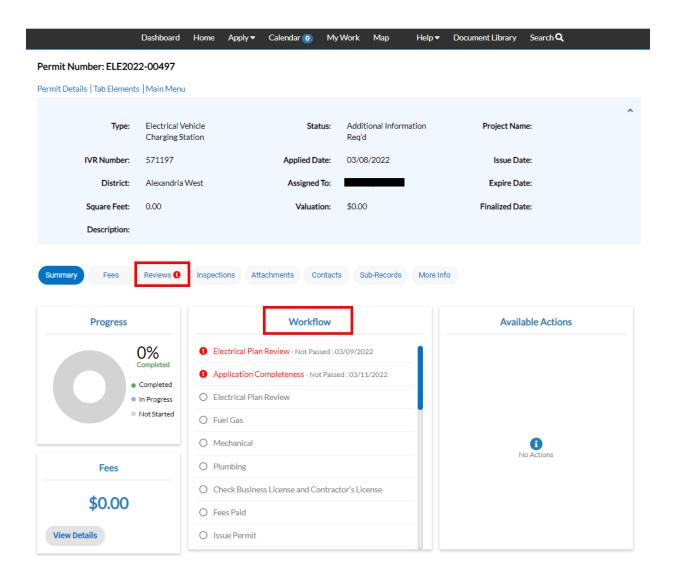
FILE NAMING CONVENTIONS

Files for the first submission, resubmissions, and revisions shall be named in accordance with the table below. Resubmissions and Revisions will be rejected if not submitted with a filename that exactly matches the original submittal filename.

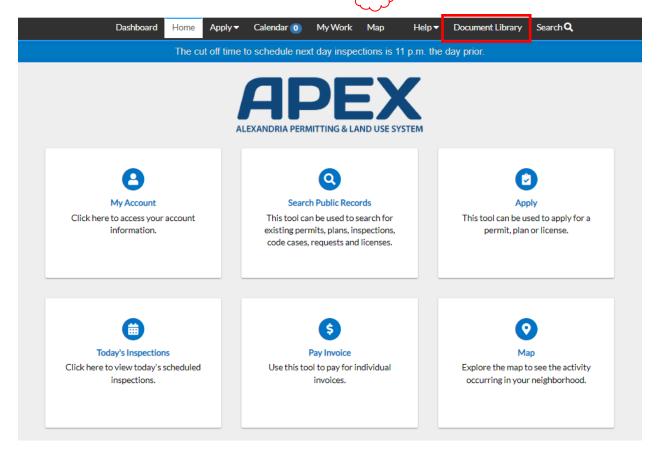| Document	Submission	Filename
Plans over 50 pages	First Submission	Submit separate pdf files per plan type (i.e., *Architectural Plan, Structural Plan, Mechanical Plan, Electrical Plan, Plumbing Plan, Fire Protection Plan, etc.*)
Plans under 50 pages	First Submission	*Complete plan set Month-Day-Year* (should include trades)
BAR Approval	First Submission	*BAR Month-Day-Year*
Site or Grading Plan	First Submission	*Site Plan Month-Day-Year* *Grading Plan Month-Day-Year*
Shop Drawings	First Submission	*Shop Drawing Month-Day-Year*
Subdivision or Parcel Plat and Wallchecks	First Submission	*Property Survey Month-Day-Year*
Floor Area Ratio and Open Space Calculation forms	First Submission	*FAR Month-Day-Year* *Open Space Calculations Month-Day-Year*
Structural Calculations	First Submission	*Structural Calcs Month-Day-Year*
Geotechnical Reports	First Submission	*Geotechnical Report Month-Day-Year*
Others Required Documents	First Submission	Applications, ADU Approvals, Photographs, Calculations, Manufacturer Specifications, Ownership or Disclosure Statements, Waivers, Insurance Documents, etc.
All Documents	Resubmissions/Amendments (permit under review) –	*(Previous Filename) Month-Day-Year*
All Documents	Revisions (permit issued)	*(Previous Filename) Month-Day-Year*

PLAN REVISIONS AND RE-SUBMITTALS

When corrections are required for plans already under review, the applicant will be notified that the plan currently under review *"**Requires Re-submit**"*. Notification will be sent to the applicants email and the status of the review will be updated in the Workflow section of the Permit Summary screen. Details of the review to include reviewer comments, can also be obtained by selecting the "*Reviews*" tab under the permit number located in the "*My Permits*" section of the dashboard.

If any reviewer from any department requires a resubmit, the applicant will be required to **resubmit the entire plan** with all comments addressed. Upon receipt of the new submission, the new plan will be routed to all previous reviewers. The reviewers are required to provide a repeated review regardless of prior approvals. This process will repeat until the applicant has addressed all review comments and all departmental approvals are provided to the same plan set.

When revisions are necessary, the applicant must submit a complete "Revision" application to the Permit Center at permit.center@alexandriava.gov. The Revision application is located in the Document Library tab on the **APEX** homepage. Once the application is approved, the applicant will receive an e-mail notification that new files can now be uploaded to the permit. Upon receipt of notification, the applicant should log-in to the **APEX** portal to begin uploading plans under the *Attachments* tab of the permit.

Revisions are required to include the entire approved plan set with the additional revised pages labeled "REVISION" with a cloud around the revised area.

For assistance submitting plans and documents, applicants should contact the City of Alexandria Permit Center at permit.center@alexandriava.gov or by calling **703.746.4200**.