

Building Permit Process Flow Chart

My Permit Now Software

= The City of Alexandria manages all permits and projects through a web based software. An applicant can create a free account through the Customer Portal at www.mypermitnow.org to track permit status, exchange documents, pay fees and schedule inspections. Call 1.866.957.3764 with questions or for help to create your account.

Building Permit Application

= Provide a completed Building Permit Application and copies of ... one complete electronic copy (.pdf) of STAMPED State Fire Marshall reviewed drawings, Fire Marshall review letter and / or Fire Prevention Inspection Report, soil boring report, and Storm Water Pollution Prevention Plan and Application. Drawings should be scanned in black and white at 200 dpi. BP Application to include email addresses.

Building Code Compliance Review (Plan Review)

= Plan Review is held every week and the submittal deadline is every Monday at noon. Plan review maximum time limit is thirty (30) days to review and respond to the applicant. Plan review response time averages two (2) weeks from the submittal deadline. There is NO fee for Plan Review. Plans are to conform to adopted Codes and Ordinances.

Zoning Compliance & Development Permit

= Other issues addressed in Plan Review is to also confirm Zoning Compliance and Flood Hazard designation. If this is a new building, a physical address will be assigned. If a building permit is required, temporary utilities will not be turned on until the building permit is issued. If the building is in a Flood Hazard, an elevation certificate will be required.

Plan Review Mark-ups for Revision

= Usually within two weeks of Plan Review, comments are compiled and a letter is sent to the applicant via email. The letter will confirm status: pending (request for more information), approved status, or denied status. If revisions are necessary, plans shall be revised and resubmitted for another review.

Building Permit Issuance

= Once an "Approval to Permit" notification is granted, a building permit will be issued. Fees will be paid for the building permit and all utility fees as required. A stamped set of construction documents "Permitted" will be returned to the applicant and must remain on the jobsite throughout construction. Construction / renovation can begin.

Construction Inspections
COA Call Center
318.441.6333

= It is the responsibility of the permittee to manage and arrange inspections 24 hours in advance by contacting the Call Center at 31.441.6333. All inspections are managed through the City's Permitting software system called My Permit Now. You can create an account through the Customer Portal at www.mypermitnow.org. The actual Building Permit will list the required inspections in sequence.

Certificate of Occupancy Issuance

= After all required inspections are approved for code compliance, the permittee may contact the Call Center at 318.441.6333 to pick-up the Certificate of Occupancy. This certificate permits legal occupancy of the building and approves the transfer of utilities to permanent status.