

City of Alexandria's Code Consultation Request Form



To offer our customers the best service possible, we offer multiple time slots throughout the week to provide a courtesy code compliance analysis for your future project. The results of a code consultation are not official or binding, as it is not a part of the permit process.

A code consultation covers topics related to:

- Architectural and systems design during the preliminary/schematic design phase
- Topics involving the Building Code

Please complete this form to schedule an appointment.

CONTACT INFORMATION

First Name		Last Name		Date	
Proposed Business Address				Unit/Suite #	
City		State		ZIP	
Phone (Required)		E-mail Address (Required)			
Current use group of space/building (Retail, Office, etc.)					
Proposed use group of space/building (Daycare, Restaurant, etc.)					
Provide Construction Type					
Are you a Registered Design Professional?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you the Building Owner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you the Tenant/Business Owner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you a Contractor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Total area/ number of stories/ building height					

AVAILABLE MEETING TIMES

Please select one of the time slots listed below

Tuesday	am <input type="checkbox"/>	pm <input type="checkbox"/>	Request*:
Wednesday	am <input type="checkbox"/>	pm <input type="checkbox"/>	Request*:
Thursday	am <input type="checkbox"/>	pm <input type="checkbox"/>	Request*:

**Request for other days/times will be reviewed and arranged upon the availability of staff*

ADDITIONAL INFORMATION REQUIRED

Please come prepared for our meeting with the following information

<input type="checkbox"/> Existing floorplan (layout) of the space with dimensions	<input type="checkbox"/> Proposed floorplan (layout) of the space with dimensions
<input type="checkbox"/> Location of exits and accessibility features	<input type="checkbox"/> Indicate building codes applicable to the project
<input type="checkbox"/> Indicate whether space is separated or non-separated mixed-use	<input type="checkbox"/> Number and location of plumbing fixtures/restrooms
<input type="checkbox"/> Indicate whether the space/building is protected by an automatic sprinkler system or a fire alarm system	

Please provide a design narrative and describe as specifically as possible your code issue and questions:

Please email the form to Permit.center@alexandriava.gov or to the plan reviewer who assisted you. Scheduled Code Consultation Date/Time _____