

# BULLELTIN

## PERMITTING TIPS

### ( 4/2014 )

**This bulletin is to make you aware of issues that have been identified the or other retailers and Tenant's Architect and pursue further as it relates to Tenant's contract documents.**

- Permitting time is approximately 8 weeks.
- Refer to pre-construction sheet for additional information regarding County websites and other permitting information.

#### **Interior Alterations (Commercial)**

- Three (3) copies of the complete Construction Documents including architectural, structural, mechanical, electrical and plumbing plans, details and schedules. (Four copies are required if construction documents require Health Department review.)
- Plans must clearly indicate existing work and work to be modified.

Two copies of the Accessibility compliance form. **Available on website:**  
[www.arlingtonva.us/departments/cphdlisd/CPHD/sd/inspectionServices](http://www.arlingtonva.us/departments/cphdlisd/CPHD/sd/inspectionServices)

One copy of the Asbestos certification form. **Available on website:**  
[www.arlingtonva.us/departments/cphdlisd/CPHD/sd/inspectionServices](http://www.arlingtonva.us/departments/cphdlisd/CPHD/sd/inspectionServices)

#### **Filing Fee**

A filing fee equal to 25% of the total building permit fee is required at time of submittal. A fee paid to Health Department is required if the plans are required to be reviewed by Health Department.

#### **NOTE: Sprinkler plans may be walked through review if:**

- Addition or relocation of up to 20 heads.
- Tenant changes involving 2,000 square feet or less in business, mercantile, or assembly uses.
- Twenty (20) heads or less as a revision to an approved set of shop drawings.