



Department of Community Planning, Housing and Development
 Inspection Services Division (building.arlingtonva.us)
 2100 Clarendon Blvd., Suite 1000, Ph: 703-228-3800
COMMERCIAL BUILDING PERMIT APPLICATION

Filing Fee:	Total Fee:
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Job Address	Number and street _____ Unit _____ Floor _____	Permit holder:
Tenant (if applicable)	Name _____ Phone _____ Signature _____	<input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Legal Owner
Contractor (if applicable)	Name _____ VA State License Number _____ Business License Number _____	
	Number and Street _____ City _____ State _____ Zip _____ Phone _____	
Legal Owner	Name _____ Phone _____	Applicable V.U.S.B.C. 9X11cb. <input type="checkbox"/> 2012 <input type="checkbox"/> 2015
	Number and Street _____ City _____ State _____ Zip _____	
Type of Work	Briefly describe scope of work: _____	Estimated value of construction: \$ _____

New Construction	327 <input type="checkbox"/> Stores / Mercantile 104 <input type="checkbox"/> 3 or 4 family Building 105 <input type="checkbox"/> Multifamily 213 <input type="checkbox"/> Hotels / Motels 214 <input type="checkbox"/> Other Shelter 318 <input type="checkbox"/> Amusement and Rec. 319 <input type="checkbox"/> Churches / religious 320 <input type="checkbox"/> Industrial 321 <input type="checkbox"/> Parking garages 322 <input type="checkbox"/> Service / Auto repair 323 <input type="checkbox"/> Hospitals / Institutional 324 <input type="checkbox"/> Office/Bank/Professional	328 <input type="checkbox"/> Other Building 329 <input type="checkbox"/> Other Structure Phased Construction <input type="checkbox"/> Excavation/Sheeting/Shoring <input type="checkbox"/> Footing and Foundation <input type="checkbox"/> Footing to grade <input type="checkbox"/> Tower Crane <input type="checkbox"/> Tenant Build out Additions and Alterations 437 <input type="checkbox"/> Add/ alter other building	Other Work <input type="checkbox"/> Antennas <input type="checkbox"/> Door lock systems <input type="checkbox"/> Interior demo. <input type="checkbox"/> Material lifts <input type="checkbox"/> Move building <input type="checkbox"/> Parking lots <input type="checkbox"/> Repair damage <input type="checkbox"/> Retaining wall <input type="checkbox"/> Roofing <input type="checkbox"/> Siding <input type="checkbox"/> Signs	<input type="checkbox"/> Swimming pools <input type="checkbox"/> Sys. furniture <input type="checkbox"/> Tents Code Details Use Group/ s _____ Use Group/ s _____ Use Group/ s _____ Construction Type _____ Occupant Load _____ Alarm System <input type="checkbox"/> Yes <input type="checkbox"/> No Handicap Accessible <input type="checkbox"/> Yes <input type="checkbox"/> No Building Height _____	Sq. ft _____ Floors _____ Sq. ft _____ Sq. ft _____ Sq. ft _____ Ln. ft _____ Sq. ft _____ Sq. ft _____ Qty. _____ Stories above street level _____ Stories below street level _____ Building footprint area _____ 647 <input type="checkbox"/> 3 and 4 family building 648 <input type="checkbox"/> Multifamily 649 <input type="checkbox"/> All other Area of Disturbance: Sq. ft _____ Building Suppressed: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Certification I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Current adopted Virginia Uniform Statewide Building Code, the Zoning Ordinance, and Arlington County codes. By submitting this form I acknowledge that this document is considered to be a Public Record under the [Virginia Public Records Act](#) and may be subject to release under the [Virginia Freedom of Information Act](#).

Signature of Applicant _____	Print Name _____
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Number and Street _____	City _____	State _____	Zip _____	Phone _____
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Submission: Bring application, along with additional submission documents (detailed on next page) to: 2100 Clarendon Blvd., Suite 1000, ph: 703-228-3800. This permit shall become invalid if the authorized work is not started and an approved inspection completed within six (6) months from the date issued, and/or if the authorized work is suspended for a period of six (6) months after the work commences. Initials _____ Date _____

COMMERCIAL BUILDING PERMIT REQUIREMENTS

Visit our website to learn more: <https://building.arlingtonva.us/paper-submission-requirements/>

All Projects

Before applying for a permit:

Contact the Department of Environmental Services (703-228-3629) to see if your property contains any Arlington County easements or has a Resource Protection Area (RPA) designation status before beginning any work or planning – this may greatly impact what kind of construction or accessories are allowed on a property.

- All projects are required to comply with the 2012 Virginia Uniform Statewide Building Code.

Planning for additional permits:

Please contact the Department of Environmental Services (DES) either in person at 2100 Clarendon Blvd., Suite 800 or at 703-228-3629 to learn what additional steps and permits will be required.

New Construction

- Four (4) copies of the complete construction documents. Must show the architectural, structural, electrical, plumbing and mechanical plans, including calculations, equipment list, duct layout including exhaust system for kitchen, baths and dryer, venting systems and combustion make up air for fuel-burning appliances, signed by a Virginia-licensed design professional (5 copies required if construction documents require Health Department review)
- Nine (9) copies of the site/grading and landscaping plans.
 - Must be signed and sealed by an Engineer or Surveyor licensed in the Commonwealth of Virginia.
- Additional applications available online: Chesapeake Bay Water Quality Impact Worksheet, accessibility compliance form, asbestos certification; additional DES and trade permits

Addition to an Existing Building

- Four (4) copies of the complete construction documents. Must show the architectural, structural, electrical, plumbing and mechanical plans, including calculations, equipment list, duct layout including exhaust system for kitchen, baths and dryer, venting systems and combustion make up air for fuel-burning appliances, signed by a Virginia-licensed design professional (5 copies required if construction documents require Health Department review)
- Nine (9) copies of the site/grading and landscaping plans.
 - Must be signed and sealed by an Engineer or Surveyor licensed in the Commonwealth of Virginia.
- Additional applications available online: Chesapeake Bay Water Quality Impact Worksheet, asbestos certification; additional DES and trade permits

Interior Alterations

- Three (3) sets of the complete construction documents. Must show the architectural, structural, electrical, plumbing and mechanical plans, including calculations, equipment list, duct layout including exhaust system for kitchen, baths and dryer, venting systems and combustion make up air for fuel-burning appliances, signed by a Virginia-licensed design professional (4 copies required if construction documents require Health Department review)
- Plans must clearly indicate existing work and work to be modified
- Additional applications available online: Chesapeake Bay Water Quality Impact Worksheet, asbestos certification; additional DES and trade permits

Historic Districts

- In addition to the project-specific requirements above, please include two (2) copies of the stamped approved Certificate of Appropriateness plans from Historical Affairs and Landmark Review Board (application available online at arlingtonva.us)

Additional permits listed online: Mechanical Permits for Air Conditioners; Underground Fuel Tank; Sprinklers, Hoods, Fire Alarm