



DEPARTMENT OF CODE ADMINISTRATION
4850 MARK CENTER DRIVE, SUITE 2013
ALEXANDRIA, VIRGINIA 22311
703-746-4200
www.alexandriava.gov

PP#2025-01

**AFFIDAVIT OF COMPLIANCE WITH POLICY ON RATIFIED CONSTRUCTION CONTRACT
SUBMISSION WHEN CONTRACT HAS NOT BEEN FINALIZED**

1. Purpose of Affidavit:

This affidavit affirms adherence to the policy governing the procedures to be followed when a ratified construction contract is requested in connection with a permit application but is not available at the time of request.

2. Policy Statement:

This policy is intended to provide the best approach forward for when a copy of a ratified construction contract is requested but unavailable at the time of request.

3. Projected Cost Estimate in Lieu of Contract:

In instances where, at the time of application, the ratified contract has not yet been finalized, the property owner or their authorized architect may submit a **signed projected cost estimate** in good faith to serve as the basis for fee calculation.

4. Contractor Assignment Timing Requirements:

- a) If a contractor is **added to the permit application prior to permit issuance**, a **copy of the ratified construction contract must be submitted and received before the permit is issued.**
- b) If a contractor is **added to the permit after issuance but prior to final inspection**, the **ratified contract must be submitted at the time of permit amendment and before final inspection is scheduled.**

5. Internal Hold Procedure:

If either of the above approaches is utilized in lieu of submitting a ratified contract at the time of permit application, a **soft general hold** shall be placed on the permit for internal tracking purposes. This hold shall remain in place until the ratified construction contract is received.

6. Permit Fee Adjustment:

- a) If the ratified contract reveals that the initial permit fees were **underestimated**, the fees shall be amended accordingly and **must be paid at the time of amendment and/or before final inspection is scheduled.**
- b) If the ratified contract reveals that the initial permit fees were **overestimated**, a **refund shall be issued in the same manner as the original payment was received.**



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7. Affirmation:

By signing this affidavit, the undersigned affirms that they understand and agree to comply with the above policy in full, will ensure all required documentation is submitted in accordance with the specified timelines, and that the project valuation estimate below is a good faith estimate of the total cost of construction.

Property Address: _____

Associated Permit Number(s): _____

Good Faith Project Valuation:

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Affiant's Signature: _____

Printed Name: _____

Title/Role (Owner, Architect, etc.): _____

Date: _____