

# ATTACHMENT 2 CITY OF ALEXANDRIA

## Department of Code Administration

### BUILDING CODE FEE SCHEDULE

Effective June 1, 2013

City Council Resolution: \_\_\_\_\_

The following is a description of the fees charged for various permits and certificates issued by, and for various services performed by the Alexandria Department of Code Administration and the Fire Prevention and Life Safety Section of the Fire Department. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full unless authorized by the Director of the Department of Code Administration or his/her designee.

**Note:** Where the term "Residential" is used in this schedule, the fee is applicable to those residential buildings, structures and trades subject to the International Residential Code as adopted by the Virginia Uniform Statewide Building Code (USBC). Where the term "Non-residential" or "Commercial" occurs, it applies to all other buildings, structures and trades subject to the International Building Code or International Existing Building Code as adopted by the USBC.

When fees are based on construction value the permit applicant shall, when requested, provide supporting documentation of the total construction cost. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.) A copy of a ratified contract between the party providing services (applying for permit) and the receiver of those services, or the detailed cost estimate will satisfy this requirement. When work involves a property owner exempt from state and local licensing and/or tradesmen certification, a copy of material estimates and/or contracts with applicable contractors will satisfy the requirements.

The Director of the Department of Code Administration shall be authorized to review and approve a fee that is less than the calculated amount by this fee schedule when the actual cost of the work involved to process and review the permit and permit drawings, and conduct required inspections is substantially less than the calculated fee.

<b>ADMINISTRATIVE FEE:</b>	A fee of <b>14%</b> on all permits (not certificates) issued by the Alexandria Department of Code Administration <u>and Fire Prevention Fire Prevention and Life Safety Section.</u>
<b>PERMIT CENTER FEE:</b>	A fee of <b>11%</b> shall be charged on all permits (not certificates) issued by the Alexandria Department of Code Administration <u>and Fire Prevention and Life Safety Section.</u>
<b>TRAINING PROGRAM FEE:</b>	A fee of <b>.2%</b> shall be assessed on all permits (not certificates) to support customer training.
<b>INFORMATION TECHNOLOGY FEE:</b>	A fee of <b>5%</b> shall be assessed on all permits and certificates to be dedicated to information technology and customer access enhancements in the <u>Alexandria Permit Center.</u>
<b>VA. TRAINING ACADEMY LEVY:</b>	As established by the Virginia Building and Fire Codes <u>and by Code of Virginia,</u> a state levy shall be assessed on all permit fees to support training provided by the <u>Virginia Department of Housing and Community Development through the Jack Proctor Virginia Building Code Academy.</u>

All fees collected for this levy are remitted to the Virginia Department of Housing and Community Development quarterly.

**MINIMUM PERMIT FEE:**

The minimum fee for any permit issued by the Alexandria Department of Code Administration shall be **\$75.00**. The minimum fee for any fire prevention permit issued by the Fire Prevention Office shall be as stated in Table 107.2.

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## **Code Administration Site Plan, Plan Review and Building Construction Fees**

**A. Site Plan Review Fee:**

A fee of \$200.00 shall be assessed for each initial site plan reviewed by the Alexandria Department of Code Administration. A fee of \$75.00 shall be assessed for each initial Special Use Permit and Development Special Use Permit reviewed.

**B. Permit Application Deposit:**

A non-refundable deposit of **35%** of the estimated permit fee is required with permit applications which require plan review. The remaining permit fee due shall be paid when the permit is approved. This deposit shall not be required for permits that are intended to be processed in the Permit Center on a walk-thru basis. The permit application deposit is non-refundable.

**C. Plan Review Fee:**

Plan review services are provided for all building construction and associated trades through the building and trade permit fees unless otherwise specified. No additional plan review fee will be charged unless there are plan revisions or amendments provided after a permit is approved as provided for in Part E of this section.

**Advanced Plan Review:**

Application can be made for Advanced Plan Review Services. This service can be requested while a project is in the pre-permit land use approval process, but before the construction project is eligible to apply for a building permit. The Accelerated Plan Review Services fee shall be \$0.045 per square foot for residential buildings constructed and **\$0.09** for non-residential buildings. Alterations or renovations constructed under the International Building Code or International Existing Buildings Code shall be **\$0.075** per square foot. There shall be no minimum fee. No Accelerated Review fee shall exceed **\$10,000** regardless of project size. Accelerated Plan Review Services fees are not eligible for refund and are not applied to building permit fees.

**D. Pass-through Fees for Plan Review and Inspections Services:**

At the discretion of the Director, projects may be approved for third party plan review and inspection services with the understanding that 100% of the fees associated with these services will be recovered and paid to the City **in addition** to the regular permit fees. Projects that qualify for third party inspections under the Alexandria Code Administration Third Party Policy may request approval of third party inspection services. However, there are no fee reductions for use of optional third party services.

**E. Plan Revisions and Amendments:**

Initial plan review for building, plumbing, mechanical, electrical, energy conservation permit plans and review of one additional submission to verify corrections have occurred from the initial review are part of the services covered under the building permit fee. No additional fees shall be charged unless plan revisions subsequent to the initial plan review and initial corrective revision are required to approve the permit or amendments are made to the approved plans after a permit is issued. In those cases, the review of the revisions will be charged a flat fee per

trade discipline (ie: plumbing, electrical, fire protection, mechanical or structural) by use. The fee will be for a maximum of 15 sheets per submittal or each fraction thereof:

- **\$100** per trade discipline for new commercial, single family and multi-family construction;
- **\$50** per trade discipline for single family residential & commercial alteration.

The Director of the Department of Code Administration (or designee) may waive the fee for plan revision and amendment review if the work is deemed minor in nature. (This will generally be a single sheet revision or minor clarification.)

**F. New Construction Fee:**

The fee for each permit for new construction shall be **\$6.65** per \$1,000 of estimated total construction cost for residential buildings and **\$7.25** per \$1,000 of the estimated total construction cost for non-residential buildings and structures constructed. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit.

Total construction costs for new construction, to include additions, shall be computed by multiplying the total gross area square footage of the structure by the figure in Table 1 of the current "Building Valuation Data" as published in the Building Safety Journal by International Code Council (ICC), corresponding to the appropriate use group and type of construction. Total gross area square footage is defined as the gross area of each floor, including basement and garage, in addition to the horizontal projection of the roof area including roof coverings and overhangs. New Construction permit fees are intended to be applied to the cost of building inspections and building/trade plan review. Fees are charged for the inspection of each trade area associated with new construction as found in the remainder of this fee schedule.

**G. Modular/factory-built** one and two family dwellings are not subject to the above fees as their review and inspections are conducted off site by a state approved third party. The fee for the foundation, setup, inspection of grading and subsequent features added on site shall be **\$250.00**. Trade permits are required for the connection to water, sewer, and electricity and to set exterior mechanical equipment.

## **All Other Construction**

**A. Relocation of a Building or Structure**

The fee to remove a building or structure from one lot to another or to a new location on the same lot shall be fifteen dollars (\$15.00) per thousand (\$1,000) of the total estimated cost of moving, plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.

**B. Non-residential Tenant Improvements, Alterations and Repairs:**

Non-residential tenant improvements, alterations and repairs constructed under the International Building Code or International Existing Building Code are calculated at \$0.48 per square foot of gross floor area, or \$19.75 per \$1,000 of the total construction cost if not based on square footage, or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction.

**C. Residential Alterations and Repairs:**

Residential alterations and repairs are calculated at \$0.30 per square foot of gross floor area, or \$18.00 per \$1,000 of the total construction cost if not based on square footage or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

**D. Residential Special Construction:**

The following areas of construction for residential projects subject to the International Residential Code shall have an established fee based on project type. The fee includes the cost of plan review and inspections.

Decks	\$100.00
Residential roofing, siding, or window replacements in designated Historic Districts	\$75.00
Pools	\$110.00
Chimney, Fireplace, Wood stove, Insert (Not part of new construction)	\$ 75.00

**E. Non-Residential Special Construction:**

Special construction items not listed above are calculated at \$0.215 per square foot of gross floor area, \$19.75 per \$1,000 of the total construction cost, or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

Specialty construction items include (but are not limited) to the following:

1. Excavation, sheeting, shoring, construction of footings and foundations (when special approval is obtained from the Building Official) prior to issuance of a permit for full construction;
2. Installation of retaining walls, signs and other miscellaneous structures;
3. Swimming Pools
4. Any construction or installation not mentioned in the previous fee areas

**F. Non-Residential Re-roofing**

Non-Residential re-roofing projects shall be calculated at \$0.03 per square foot of roof area or the minimum permit fee, whichever is higher.

**G. Demolition:**

The following fees shall apply for the demolition of a building or structure:

Residential accessory building or detached garage	\$ 85.00
Residential structure or non-residential accessory structure	\$ 150.00
Non-residential structures	\$250.00

A performance bond or cash deposit is required in the amount of one dollar per square foot (\$1.00/sq. ft.) for the gross square footage of the building to be razed for the purpose of assuring the completion of the demolition, securing the site for public safety, finished grading, sodding/seeding the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be \$1,000.00. Should the bond/cash deposit not adequately fulfill this purpose, the City of Alexandria shall have the right to place a lien on the property in an amount sufficient to reimburse it for the expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

**H. Amusement Rides (Definition and fee established by the USBC):**

Amusement device fees shall be in accordance with the rates established by the Virginia Amusement Device Regulations. The Virginia Training Academy Levy shall apply to all amusement device permits.

Fees for any amusement device required by the Virginia Amusement Device Regulations and when inspection are conducted by Department of Code Administration staff shall be in accordance with the Virginia Amusement Device regulation.. Amusement ride operators have the option of hiring State certified third party inspectors or having the City perform inspections on the amusement devices. If a third party inspector is used, proof of financial responsibility, (bond or Certificate of Insurance) in the amount of \$300,000 must be provided. Amusement ride inspections that cannot be conducted by Code Administration staff and a third party inspector must be hired by the City of Alexandria, the fees are based upon contracts with third-party inspectors. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria plus the Administrative, Permit Center, and Technology Fees.

### **Certificates of Use and Occupancies; Certificate of Completion**

**A. Permanent Certificate of Use and Occupancy, or Certificate of Completion:**

The following fees shall apply to the issuance of a certificate of use and occupancy for any of the following projects:

Residential Certificate of Occupancy (per individually permitted dwelling unit) and residential addition Certificate of Completion.	\$141.75
Commercial space 1000 square feet and less	\$157.50
Commercial space 1001 and 2500 sq. ft.	\$183.75
Commercial space greater than 2501 sq. ft.	\$210.00
Shell and core areas of any building.	\$525.00

The following fees shall apply to the issuance of a certificate of completion (no change of use) for any of the following projects:

Residential Addition or Alteration	<u>\$70.00</u>
Commercial Alteration space 1000 square feet and less	<u>\$100.00</u>
Commercial Alteration space 1001 and 2500 sq. ft.	<u>\$125.00</u>
Commercial Alteration space greater than 2501 sq. ft.	<u>\$150.00</u>

**B. Temporary Certificate of use and Occupancy or Certificate of Completion:**

Fees for Temporary Certificates of Occupancy or Certificates of Completion shall be an additional 25% of the Certificate of Occupancy or Certificates of Completion fee stated above. The fee to extend an issued temporary Certificate shall be 50% of the original fee paid for each extension period.

To convert a temporary Certificate of Occupancy to permanent status, the fee shall be 50% of the original Temporary C of O fee paid.

**C. Team inspections (Change of Use and Special Request):**

A fee shall be paid for each inspection involving an application for a change in use or other special request such as a Certificate of Occupancy for an existing building when one does not exist. This fee shall be applicable when it is determined that an inspection is required to document existing uses or conditions, and the inspection is to be conducted by one or more of the following disciplines:

- Building;
- Electrical;

- Plumbing;
- Mechanical (gas);
- Fire Protection Systems;
- Maintenance Code Inspection; and/or
- Fire Marshal/Fire Inspector.

The fee for an inspection requiring all disciplines conducted at one time shall be \$150.00. Should the inspections not involve all disciplines, a fee of \$65.00 per discipline shall be paid if only one or two disciplines are required to satisfy the inspection. These fees are not credited toward the cost of any future permits necessary for compliance with the USBC or other applicable city ordinances. If the inspection is canceled one working day in advance of the scheduled inspection by the applicant, the fee is refundable upon application in writing to the Director within three months of the date of payment if it is not performed.

The Director of Code Administration (or designee) may waive the fee for courtesy inspections conducted as part of a future project consultation.

**D. Documentation of Existing Certificate of Use and Occupancy or Replacement Certificate(s)**

The fee to provide written documentation in accordance with the Virginia Uniform Statewide Building Code that a Certificate of Occupancy was issued or that a structure does not have a Certificate of Occupancy, but there are no known code violations shall be \$35. The fee to replace an issued Certificate of Occupancy shall be \$25.

**Fire Protection Systems Fees**

**A. Fire Suppression Systems:**

The fee for fire suppression systems shall be the minimum permit fee or **3.7%** of the total fire suppression system construction costs, or \$10.50 per head, whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.) Non building code required residential sprinkler systems constructed in accordance with the International Residential Code shall be 50% of the above fees.

**Exception:** A \$100 permit fee will be charged for the replacement of sprinkler heads as part of any Virginia Department of Housing and Community Development or Virginia Department of Fire Programs recognized recall. However, all required inspections shall be performed following the completion of work performed under a recall.

**B. Fire Alarm Systems**

The fee for a fire alarm system shall be \$ 78.75 plus \$13.65 per initiating and indicating device **or 3.7%** of the total fire alarm construction costs, whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

**Electrical Permit Fees**

The following fees shall be charged for permits involving electrical work:

**A. New Residential**

The electrical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be **\$194.00** per dwelling unit.

**B. New Construction Non Residential and Building Core and Shell**

Base Fee	
Up to 3000 sf.	\$ 325.00
3001 to 10,000 sf.	\$ 487.50

10,001 to 20,000 sf.	\$ 650.00
20,001 sf. 30,000 sf.	\$ 877.50
Over 30,000 sf.	\$1,140.00
<b>In addition to the base fee above, per unit fee <u>or</u> per square foot shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	\$.07
Use Groups B, M, E, S, U	\$.06
Apartment/Condominium units R2).	<b>\$92.00</b> per unit

In addition to the fee above, the service fee noted in D below shall apply.

**C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:**

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

**D. Special Electrical Permit Fees:**

The minimum fees for special electrical permits for temporary construction site electrical services and temporary generators the amperes has been adjusted see below:

1. Temporary Service Installations:
  - 60 through 100 amperes service..... \$82.00
  - 101 through 401 amperes service..... \$124.00
  - Over 401 amperes service..... \$192.00
2. Service Equipment Replacement:
  - First 200 amperes..... \$92.00
  - 201 through 600 amperes..... \$182.00
  - 601 through 1200 amperes..... \$271.00
  - Over 1200 amperes..... \$379.00

Plus \$25.00 per 100 amps or fraction there of above 1200 amps

The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code (USBC).

**Plumbing Permit Fees**

The following fees shall be charged for permits involving plumbing work:

**A. New Residential**

The plumbing permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be **\$194.00** per dwelling unit.

**B. New Construction Non Residential and Building Core and Shell**

Base Fee	
Up to 3000 sf.	\$ 325.00
3001 to 10,000 sf.	\$ 487.50
10,001 to 20,000 sf.	\$ 650.00
20,001 sf. 30,000 sf.	\$ 877.50
Over 30,000 sf.	\$1,140.00

<b>In addition to the base fee above, per unit fee or per square foot shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	\$ .07
Use Groups B, M, E, S, U	\$ .06
Apartment/Condominium units R2).	<b>\$92.00</b> per unit

**C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses:**

The fee for renovation, alterations, additions, equipment, appliances, and device replacement shall be \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

**Mechanical Permit Fees**

**A. New Residential**

The mechanical permit fee to construct a new residential unit built in accordance with the International Residential Code (Detached single family, duplex or townhouse) shall be **\$194.00** per dwelling unit. In addition to this fee, an additional \$42.00 per zone shall be charged.

**B. New Construction Non Residential and Building Core and Shell**

Base Fee	
Up to 3000 sf.	\$ 325.00
3001 to 10,000 sf.	\$ 487.50
10,001 to 20,000 sf.	\$ 650.00
20,001 sf. 30,000 sf.	\$ 877.50
Over 30,000 sf.	\$1,140.00
<b>In addition to the base fee above, per unit fee or per square foot shall be charged for each floor above the first:</b>	
Use groups A, F, I, H, R1	\$ .07
Use Groups B, M, E, S, U	\$ .06
Apartment/Condominium units (R2).	<b>\$92.00</b> per unit

**C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; Gas Permits (New and Existing); All Uses:**

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher.

**Gas Permit Fees**

The fee to alter or install new natural or LP gas piping systems shall be as follows:

The base fee shall be **\$40.00 for residential projects and \$60.00 for non-residential projects** plus the equipment fee listed in this section:

Plus, per outlet (each).....	\$20.00
Extending or relocating gas line or pipe.....	\$15.50
Automatic gas valve (commercial range hood).....	\$15.00

## **Elevator Permit and Annual Certification Fees**

### **A. Annual Elevator Inspection Program; Initial Elevator Inspection:**

The fee for state mandated semi-annual and annual inspections and the initial inspection of an elevator, escalator, dumbwaiter, chairlift, man-lift, and moving walkway are based upon the award of an annual contract to a qualified third party elevator inspection service. The fees to the consumer are calculated at one hundred percent (100%) of the actual cost to the City of Alexandria **plus** a 15% administrative fee.

### **B. Initial Installation and Construction Permit Fee:**

The fee for the initial installation of one of the above listed devices shall be \$19.50 per \$1,000 of the total construction cost or the minimum permit fee, whichever is higher, **plus** \$25.00 per floor. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price). The inspection fee noted above shall also apply.

### **C. Annual Elevator Certificate:**

The cost for an annual operating certificate shall be \$85.00 per elevator, escalator or moving walk, or \$45.00 per dumbwaiter, chairlift, man-lift. The fee to replace an previously issued elevator certificate shall be \$25.00 per elevator or device requested.

## **Additional Service Fees**

### **A. Code Modifications and Appeal.**

The fee for a code modification request for a residential construction project or residential application of the Virginia Maintenance Code shall be \$85.00. The fee to file an appeal to the Local Building Code Board of Appeals shall be \$125.00.

The fee for a code modification request for all other construction projects or the application of the Virginia Maintenance Code shall be \$150.00. The fee to file an appeal to the Local Building Code Board of Appeals shall be \$200.00.

### **B. Administrative Amendments to Existing Permits or Certificate/Replacement Charges**

The fee to make administrative changes to an existing permit or certificate to reflect a change in property ownership, address, Lien Holder information or change in contractor information shall be \$35.00. The fee to replace an issued permit or certificate without changes shall be \$25. Replacement permits and certificates do not extend the expiration date.

### **C. Inspections Not Covered In Permit Fees**

- a. Reinspection Fees** – Each permit issued by the Department of Code Administration defines an inspection for each phase of work as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction for the same violations found in the first inspection or if access cannot be achieved for a requested inspection, a reinspection fee of \$ 72.00 will be applied to the subsequent inspections to satisfy the code requirements.
- b. Inspections Outside of Normal Work Hours** – Inspections, plan review, or other Code Administration service requested to be conducted outside of normal work hours (including overtime during a normal work day, weekend and holiday periods), will be charged a minimum fee of \$ 224.00 for the first two hours and \$112.00 per hour thereafter, per employee, involved with the requested service. These services will be authorized only if there is staff available and no other means is available to perform the service during normal work hours. The first two hour period must be paid in advance of the requested inspection and any additional hours will be billed to the permit holder.

- c. **Outstanding Inspection Fees** - No reinspection will be conducted until the applicant has paid all pending reinspection fees. No permanent Certificate of Occupancy shall be issued if there are outstanding overtime inspections or reinspection fees for the project.

**D. Work With Out Permits and Other Stop Work Orders:**

An administrative fee shall be applied to work begun without a permit when a permit is required, or for work that exceeds what was approved with an issued permit when a Stop Work order has been issued. The administrative fee shall be \$125.00 for residential one and two family dwelling work and \$250.00 for all other work. The administrative fee will be charged **in addition to the regular permit fee** to offset the additional administrative costs. Fees will be paid for each permit/trade cited on the issued Stop Work Order.

In addition, when the building official finds that work on any building or structure is being executed contrary to the provisions of this code or any pertinent laws or ordinances, or in a manner endangering the general public, a written stop work order may be issued. There is no fee associated with this type of Stop Work Order and the order shall only stop work specified in the order.

**E. Building Code Compliance and Permit Date Extension:**

The fee to request an extension to the compliance date for a building code case or permit is \$100.00 for residential projects constructed under the International Residential Code and \$150.00 for all others. This request must be made prior to the expiration date for the permit and the permit cannot be extended beyond one new Virginia Building Code cycle unless approved by the Director of Code Administration by code modification. The fee is non-refundable.

## **Maintenance Code Inspections and Registrations**

**A. Residential Rental Inspection Permits:**

A fee of \$ 75.00 shall be charged for each residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at \$50.00 per unit.

For Multi-family developments with more than ten (10) rental dwelling units, no less than two (2) units and no more than ten percent (10%) shall be inspected. A fee of \$ 75.00 per unit shall be charged for no more than 10 units, regardless of the number of units actually inspected. This fee includes one reinspection at no additional charge. If the 10% inspection determines that serious violations exist, additional units may be inspected at a fee of fifty dollars (\$50.00) per unit. Each subsequent reinspection will be charged at fifty dollars (\$50.00) per unit.

All fees must be paid before a Certificate of Compliance is issued.

**B. Registration of Vacant Buildings:**

A registration fee of \$25.00 shall be assessed to any building which has been continuously vacant for a period of 12 months or more and is required to be registered with the Department of Code Administration by City Ordinance.

**C. Administrative fee:**

In addition to the charges allowed in Sections 5-9-5, 5-9-6, and 5-1-87 of The Code of the City of Alexandria, Virginia, 1981 to recover cost of property clean up or grass mowing, an Administration Fee of \$85.00 shall be charged to offset the administrative cost of managing the clean-up or mowing activity.