

This information is the most common for how to obtain the necessary permits for your project and is not representative of all the conditions you may encounter.

## Building Development Agencies

The Herrity Building  
12055 Government Center Pkwy  
Fairfax, VA 22035

- ▶ Permit Application Center  
2nd floor, 703-222-0801
- ▶ Building Division  
3rd floor, 703-631-5101
- ▶ Zoning Review  
2nd floor, 703-222-1082
- ▶ Commercial Inspections  
3rd floor, 703-631-5101

### Hours of Operation

Monday–Thursday: 8 a.m.–4 p.m.  
Friday: 9:15 a.m.–4 p.m.

### Health Department

10777 Main Street  
Fairfax, VA 22030  
703-246-2201

### Fire Marshal

10700 Page Avenue  
Fairfax, VA 22030  
703-246-4800

### Wastewater

12055 Government Center Pkwy  
Fairfax, VA 22035  
703-324-5030

### Website

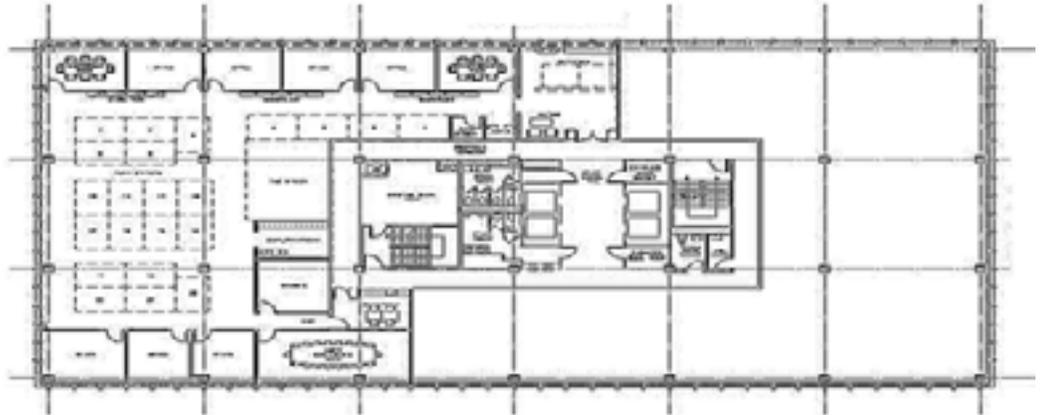
[fairfaxcounty.gov/buildingpermits](http://fairfaxcounty.gov/buildingpermits)

All telephone numbers are accessible in TTY by calling 711.

This document is available in alternative formats and languages. Please call 703-222-0801 for more information.



A Fairfax County, Virginia Publication



## **PERMITS**

You must obtain permits for a new tenant layout to an existing commercial building. Listed below are the types of permits required depending on the complexity of your project. Apply at the Permit Application Center or [online](#) (see below).

- ▶ Building permit (when dividing a space, separate building permits for each space are required).
- ▶ Health Department permit (septic/well, food services, private schools and daycare facilities).
- ▶ Electrical permit.
- ▶ Mechanical permit.
- ▶ Plumbing permit.

## **FEES**

Permit fees vary depending on the scope of your project; use the information below and the online fee estimator to help determine your costs. Access the estimator by visiting our [website](#) and clicking on “permit fee estimate.”

- ▶ The building permit fee is based on the estimated cost of construction, 35 percent of which is required to be paid at permit application (filing fee).
- ▶ While the initial building plan reviews are free, subsequent re-reviews carry additional fees.
- ▶ Fixture unit fees must be paid prior to permit issuance (see Page 3).
- ▶ Fire Marshal reviews, trade permits and Health Department permits carry separate fees.

## **Apply Online**

Fairfax County’s FIDO system allows you to apply and, in some cases, obtain your permit online. This could save you time and even a trip to county offices. Go to [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido) to apply.

Contractors must have a FIDO-issued identification number in order to apply. Contact the Permit Application Center to obtain yours.



## **DOCUMENTS REQUIRED**

When applying for a permit, you must submit the following documents:

- ▶ [Permit Application Form](#).
- ▶ [Building Plan Review Cover Sheet](#).
- ▶ Construction cost breakdown including materials and labor.
- ▶ [Asbestos Inspection Certification](#) (for buildings constructed prior to 1985).
- ▶ Construction plans (see Page 2).

## BUILDING PLANS CHECKLIST

When applying for a permit, you must submit two copies (three copies if a Health Department permit is required) of plans during the permit process. Plans must clearly illustrate the nature of the work to be performed and must show the information or meet the requirements listed below.

### General

- Minimum scale of 1/8 inch = 1 foot.
- Minimum sheet size: 21 x 30 inches; no pencil.
- Code year used for the design.
- Name, address and occupation of the building designer.
- Tenant name, address of the building, floor, suite number and tax-map reference number.
- Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings, etc.).
- Fire sprinkler and system monitoring information.
- Any additional details or sections necessary to accurately depict intended construction.

### Fire Protection

- Fire sprinkler information.
- Standpipes, fire hose valve location.
- Fire alarm locations and candela ratings.
- Card reader for card reader doors.
- Push button and control sensor for access control doors.
- Emergency generator information, to include tank capacity, fuel type and associated Underwriters Laboratory design number.

### Need Assistance?

You can schedule a pre-submission conferences with building plan review staff to discuss code related compliance issues, special design considerations or code interpretations. Contact Building Division to set up an appointment.

### Shop Drawings

Shop drawings and manufacturer's data for fire alarm systems, flammable/combustible liquid tanks, sprinkler systems, range hoods or other fire protection systems require a review by the Fire Marshal after permit issuance. For more information, contact the Fire Marshal's office.

### Architectural

- Completed [Building Plan Review Cover Sheet](#); attach one copy to each set of drawings. See the companion guide [Accessibility Fundamentals](#) publication on our website for more information.
- Group(s) and type of construction.
- Architectural plan(s) showing the dimensions and use of rooms, design occupant loads and exits.
- Fire-resistance design numbers when fire-rated assemblies are required.
- Dimensions of all corridors and aisles.
- Door and hardware schedule, including special locking devices.
- Partition schedule.
- Floor to ceiling height and height from floor to underside of lowest structural member.
- Range hood fire protection information to include location of manual pull (10 to 20 feet from hood along path of egress).
- Other specialized detection and suppression system(s).
- Medical gas.
- Petroleum and liquefied petroleum gas storage tank and distribution systems.
- Schedule of hazardous chemicals used or handled in the space to include:
  - ✓ Quantity.
  - ✓ Storage method.
- Fixture details, e.g., shelving, racks, stock/storage.

### Is a seal required?



If prepared by a Virginia registered architect or professional engineer, the plans must bear the original signature, seal and date. However, some drawings, based on specific thresholds, are required to be signed and sealed. To learn more, go to our [Sealed Drawings](#) publications.

### Regulations...

#### Building Code & Ordinances

- ▶ Virginia Rehabilitation Code (International Existing Building Code)
- ▶ Virginia Mechanical Code
- ▶ Virginia Plumbing Code
- ▶ National Electrical Code

See our [website](#) for the current editions. The Virginia codes are based on the "I" codes published by International Code Council and are available for purchase at [iccsafe.org](#).

### Electrical

- Floor plan showing luminaires, receptacles, branch circuits (and home-runs), panels, equipment and battery packs.
- Symbol legend.
- Panel and equipment schedules.
- Riser diagrams when new panels are installed or existing panels are upgraded showing size of feeder conductors, insulation types, conduit sizes and main over-current protection.
- Load calculation if load is being added to panels.
- If a new sub-panel receives added power from an existing panel, provide:
  - ✓ Panel rating indicating if panel is MCB (main circuit breaker) or MLO (main lug only).

- ✓ If MLO, indicate the size of the overcurrent protection.
- ✓ If MCB, indicate feeder conductor sizes and insulation types.
- ✓ Circuit identification directory.
- ✓ Load calculations of the existing panel.
- ✓ Fuse or circuit breaker sizes.
- ✓ Taps; drilled or altered lugs, require field testing.
- ✓ Transformer ratings including feeder and grounding conductor sizes, voltage levels and overcurrent protection ratings.

### Get it right the first time..

Avoid the mistakes made by others. Check out common designer errors online; go to our website and search on "[common rejection reasons.](#)"

- Provide the following when adding loads to existing panels:
  - ✓ Panel schedule.
  - ✓ Size of feeder conductor, MCB.
  - ✓ Size of the feeders MLO overcurrent protection.
  - ✓ Load calculations.

### ⚡ Electrical Tip ⚡

If the existing load is unavailable and cannot be calculated, use the exact connected load of the existing panel from the utility company. You may also use the actual amperes connected to the highest loaded phase of the feeder or service over a minimum 30-day period.

### Mechanical

- Location of new and existing equipment.
- Equipment data for the HVAC system to include:
  - ✓ Make, model number, BTU rating.
  - ✓ Total supply and outdoor air capacities of each air handling unit.
- Duct, piping layout for the HVAC system to include:
  - ✓ Main trunk and branch sizes.
  - ✓ Size and CFM of all registers.

- ✓ Locations of equipment, exhaust air openings and outside air intake.

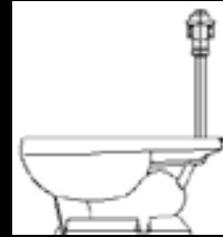
- Boiler details and all safety devices.
- Detailed shop drawings for commercial hoods to include:
  - ✓ Hood dimensions.
  - ✓ Construction material.
  - ✓ Size, number and type of filters.
  - ✓ Output of exhaust.
  - ✓ Size and number of ducts.
  - ✓ Method of providing make-up air and amount.
  - ✓ Evidence of compliance with Chapter 5 of the Virginia Mechanical Code or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.

- Location of fire and smoke dampers and smoke detection devices.
- Mechanical smoke control system details.

### Plumbing

- Demolition plan indicating fixtures to be relocated or removed and location of the capped piping.
- Floor plans indicating new and existing plumbing fixtures and connections between new and existing piping.
- Complete riser diagrams.
- Fixture schedule to include fixture information, waste, vent, gas, water connection sizes, backflow preventers, other water control equipment.
- Gas piping riser diagram to include new and existing equipment and pipe sizes.
- Gas piping size information to include inlet pressure, pressure drop, specific gravity, fully developed length and BTU rating for all equipment.

### What are Fixture Units?



A drainage fixture unit or DFU is a value assigned to a plumbing fixture that measures its probable discharge into the county sanitary sewer. For instance, a lavatory is 1 DFU and a water closet is 4 DFUs. Fairfax County's Wastewater Management Program charges \$401 for each new DFU to help maintain and expand the county's treatment facilities. To learn more, contact Wastewater or go to our [website](#) and search on "[drainage fixture units.](#)"

### Health

- Food service menu.
- Details of appliances/equipment to include:
  - ✓ Manufacturer and the model number.
  - ✓ For water heaters, output and recovery rate for producing 140 degrees F water.
- Note: all equipment must be commercial standard and NSF or Underwriters Laboratory listed.
- Layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar areas.
- Seating capacity and type of food service, i.e., carry-out, delivery or sit-down.
- For food service include: finish schedule of floors, walls and ceilings, including type of material and color. In some cases, a sample finish may be required.
- For private school and daycare facility (excluding religious facilities) include:
  - ✓ Child-size toilets.
  - ✓ Area of playground.
  - ✓ Staff restroom.

## PERMIT PROCESS

When applying for your permits, bring the required documentation listed on Page 1 to the Permit Application Center or you may begin your process online at [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido). See below for more information.

- ▶ When you arrive at the county, staff will direct you through the multi-agency review process. Use the chart to the right to help guide you.
- ▶ If your space contains septic/well, a food service establishment, private school or daycare facility, you must begin your process at the Health Department.
- ▶ **Building Plan Review:** Code compliance of the plans is verified by Building Plan Review staff. The status of your reviews and review comments can be found online at [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido). You may pick up your drawings or consult with staff at Building Plan Review.
- ▶ **Trade permits:** Permits for mechanical, electrical and plumbing can be issued only after the building permit has been issued. No plans are required as code compliance is verified during the building permit review process.
- ▶ Most trade permits associated with a tenant layout can be obtained [online](#) if the contractor completing the work is properly licensed and has an existing FIDO-issued contractor identification number.

## SPECIAL PROGRAMS

The special programs below can help expedite the review process for applicable projects.

### Fast Track Plan Review

- ▶ Priority first-come, first-serve building plan reviews.
- ▶ Simple, non-complicated spaces, non-complex trades.
- ▶ Maximum 4,500 square feet.
- ▶ Food service and assembly occupancies are prohibited.
- ▶ Available Tuesday through Thursdays only.
- ▶ Contact Building Plan Review for more information.
- ▶ Prior to submission, reviews are conducted by certified private peer reviewers.
- ▶ Independent peer reviewer fees apply.
- ▶ Contact Building Plan Review for more information or go to [fairfaxcounty.gov/dpwes/epr](http://fairfaxcounty.gov/dpwes/epr).

### Revitalization Districts

- ▶ All projects in designated revitalization districts are eligible.
- ▶ Expedited zoning reviews.
- ▶ Facilitated building plan reviews.
- ▶ Go to [fcrevit.org](http://fcrevit.org) for more information.

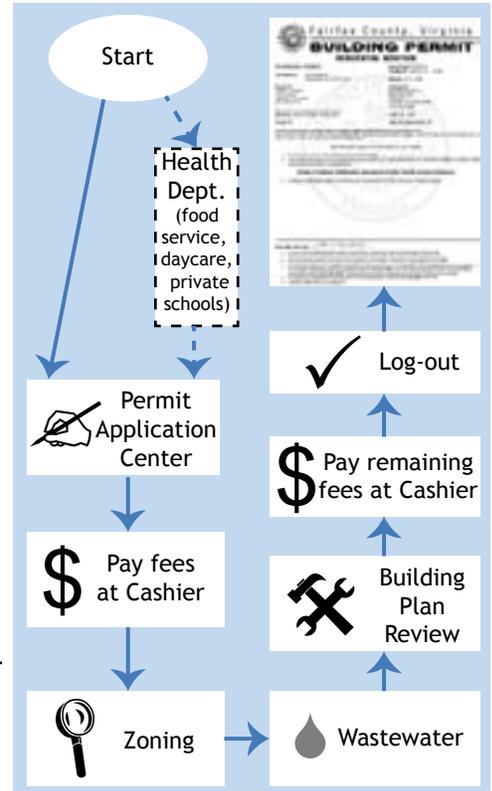
### Expedited Plan Review Program

- ▶ Priority processing for any building type, size or occupancy.

## INSPECTIONS

You are required to obtain inspections from the county for your tenant layout. Please review the following when requesting an inspection.

- ▶ The county-approved building plans and shop drawings must be available on the jobsite.
- ▶ The county must be notified when the stages of construction are reached that require an inspection.
- ▶ Ladders, scaffolds and other equipment necessary to access construction must be provided to the inspector.



## Inspection Scheduling

Use the information below to schedule inspection.

- ▶ For building and trade inspections using one of the following options:
  - ✓ In-person during hours of operation, Herrity Building, 3rd Floor.
  - ✓ Live, via telephone during hours of operation at 703-631-5101, TTY 711.
  - ✓ Online at [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido).
  - ✓ On the Fairfax County smart-phone app. Go to your app store to download.
- ▶ Call 703-246-4821, TTY 711 to schedule a Fire Marshal inspection.
- ▶ Call 703-246-2510, TTY 711 to schedule a Health Department inspection.