



Permit Authorization Form



Customer & Technical Support Center
Fairfax County Land Development Services
12055 Government Center Parkway, Suite 230, Fairfax, VA 22035
Phone: 703-222-0801, TTY 711
www.fairfaxcounty.gov/landdevelopment

This permit authorization form certifies that the party listed (authorized agent), who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner. This form must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be submitted prior to issuance of any permit.

I, _____, the owner of the property listed below, certify that I have granted, _____

as my duly authorized agent and give permission to obtain the permits necessary for the construction or installation of: _____

_____ at the following address: _____

I understand that the permits obtained pursuant to this permit authorization form will be in my name and that I am acting as contractor for this property. Subject to the note below, I accept any responsibility I have as owner of the property to ensure completion of the work.

Property Owner's Name: _____

Property Owner's Email: _____ Phone: _____

Signature of Property Owner: _____ Date: _____

Note to the Property Owners

The Virginia Uniform Statewide Building Code (VUSBC) requires inspection of the work identified on the permit. Any work done contrary to an applicable code or ordinance may result in a corrective work order, stop work order, or notice of violation. If you made arrangements with a contractor to perform work on your property, Fairfax County strongly suggests that the contractor secure the necessary permit(s) in their name. When a contractor obtains a permit in their name, they indicate their responsibility for the work performed. When a contractor applies for a permit, County staff will verify that the contractor is licensed as required by state and local laws. When you (property owner) sign this permit authorization form you are obtaining a permit(s) in your name for work that may be performed by a contractor. Any resulting code violations or enforcement action may necessarily include you as the permit holder. If you have any questions regarding this matter, please call the Customer and Technical Support Center at 703-222-0801 prior to signing this form.



Information Sheet

License Exemption Affidavit and Permit Authorization Form

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Please read this Information Sheet before completing and filing a License Exemption Affidavit and/or Permit Authorization Form.

A building permit is required for the following projects:

- New buildings, additions and structures
- Interior alterations (including finished basements) except new floors, carpet, paint, trim work
- Porches and decks (including alterations to existing)
- New and replacement gas appliances
- New and replacement HVAC equipment
- New plumbing fixtures
- New electric appliances
- Sheds and playhouses over 256 square feet
- Swimming pools except those meeting all of the following:
 - 150 square feet area or less
 - 5,000 gallons capacity or less
 - 24 inches deep or less
- Retaining walls over 3 feet
- Roof sheathing replacements over 256 square feet
- New exterior stairs or stoops
- Demolition of buildings and structures
- Sump pumps
- Tents over 900 square feet
- Electric car charging equipment
- Changes of occupancy or use group of a commercial space
- Movement of a lot line
- New and replacement backflow prevention assemblies
- Chemical dispensers connected to a water supply or plumbing fixture

The Fairfax County Permit Application Center receives and processes permit applications. Pursuant to the Virginia Uniform Statewide Building Code (VUSBC), Section 108.4, any person applying for the construction, removal, or improvement of any structure shall furnish, as a part of their application, proof that a licensed Virginia contractor will perform the work. Alternatively, if the person applying owns or occupies the structure and intends to perform the work without a licensed contractor, the person must submit the License Exemption Affidavit.

Be careful obtaining permits without a licensed contractor. If you're contractor is unlicensed, insist on a written contract with a start and completion date and do not sign anything you do not understand. Do not pay cash, rely on verbal agreements, or pay more than 10% down and do not allow payments to get ahead of the work. As the owner or occupier of the structure, you may ultimately be responsible for the cost to repair and/or replace work that your contractor does not complete.

Watch out for possible signs of a scam or unlicensed contractor:

- The contractor is reluctant to obtain the permit
- The contractor says the permit should be issued to the homeowner
- The contractor solicits door-to-door
- The contractor offers a deal because using materials left from a previous job
- The contractor only accepts cash