



County of Fairfax, Virginia

MEMORANDUM

DATE: 03/31/2023

TO: Building Division

FROM: Jay S. Riat, Building Division Director

SUBJECT: Building Division Policy on Review Comments

PURPOSE:

We are committed to providing the best customer service by leading, educating, and assisting designers and applicants towards code compliant and safe buildings. It starts with effective communication with our customers. This policy was created to normalize plan review comments to an expected standard across all disciplines and review types.

COMMENT POLICIES:

1. All comments shall be made in a language that is constructive and polite.
2. Comments shall be clear and concise using proper grammar and spelling.
3. Use of acronyms and abbreviations shall be minimal.
4. Plan review comments shall clearly reference the section of the code to which compliance is required. If additional engineering details are needed, section 109.3 of the Virginia Construction Code shall be cited in the comment.
5. Where a comment applies to specific information located in the plans, the reviewer shall list the name or number of the drawing in the comment.
6. The plan reviewer shall provide his or her contact number and email address in a comment when a review is not approved.
7. This document shall be reviewed with newly hired staff and annually with all staff thereafter.
8. Plan review supervisors shall ensure that these policies are being met through quality control and regular training.

