

**PERMIT APPLICATION**

Permit Application Center  
12055 Government Center Parkway  
Suite 230  
Fairfax, Virginia 22035-5504  
**703-222-0801, TTY 711**  
*www.fairfaxcounty.gov/buildingpermits*



County use only

	Fee
Building # _____	\$ _____
Mechanical # _____	\$ _____
Electrical # _____	\$ _____
Plumbing # _____	\$ _____
Fire # _____	\$ _____
Appliance # _____	\$ _____

Tax Map # \_\_\_\_\_ Parent # \_\_\_\_\_ Plan # \_\_\_\_\_

**Job Location** \_\_\_\_\_

Street Address \_\_\_\_\_

Lot Number \_\_\_\_\_ Building \_\_\_\_\_ Floor \_\_\_\_\_ Suite \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Subdivision \_\_\_\_\_

**Owner Information** \_\_\_\_\_

Name \_\_\_\_\_  Owner  Tenant

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Contractor Information (see back for additional contractors)** \_\_\_\_\_

Company Name \_\_\_\_\_  Same as Owner

Address \_\_\_\_\_ Contractor ID # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

State Contractor's License # \_\_\_\_\_ County BPOL # \_\_\_\_\_

**Applicant Information** \_\_\_\_\_

Name \_\_\_\_\_ Contact ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Designated Mechanics Lien Agent (residential only)** \_\_\_\_\_

Name \_\_\_\_\_  None Designated

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Description of Work** \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_ House Type \_\_\_\_\_ Masterfile Number \_\_\_\_\_

I hereby certify that I have authority to make this application, that the information is complete and correct, and that the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations which relate to the property.

Signature of Owner, Master or Agent \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**COUNTY USE ONLY**

Licensing \_\_\_\_\_ Date \_\_\_\_\_ Permit Issued \_\_\_\_\_ Date \_\_\_\_\_

**Contractor Information**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ Contractor ID # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 State Contractor's License # \_\_\_\_\_ County BPOL # \_\_\_\_\_

**Contractor Information**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ Contractor ID # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 State Contractor's License # \_\_\_\_\_ County BPOL # \_\_\_\_\_

**Contractor Information**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ Contractor ID # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 State Contractor's License # \_\_\_\_\_ County BPOL # \_\_\_\_\_

**BPOL Exemption**

I certify that in accordance with Section 4-7.2-3(G) of the Fairfax County Code, a contractor listed on this permit application is exempt from current business license tax based on the prior year gross receipts attributed to their business.

Name \_\_\_\_\_  Contractor  Agent  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Routing Information**

The boxes below, completed by your permit technician, indicate the county agencies and their corresponding addresses that must be approved prior to permit issuance.

- Zoning:** Herrity Building, Suite 250. *Zoning will review your project for compliance with the Zoning Ordinance. For permit applications in the town of Vienna, you must start your process at the Vienna town hall, 127 Center Street South.*
- Site and Addressing Center:** Herrity Building Information Center, Suite 230. *The Site and Addressing Center will ensure your project complies with site-related ordinances and regulations such as the Chesapeake Bay Preservation Ordinance.*
- Cashier:** Herrity Building, Suite 236. *The cashier accepts most fees in the form of cash, check or Discover Card only. You may incur additional fees during the permit review process, and thus may need to visit the cashier again prior to Log-out.*
- Health Department:** Kelly Square, 10777 Main Street, Fairfax. *The Health Department reviews permit applications for properties with a well or septic system, food service establishments, hotels, private schools and some daycare centers.*
- Residential Walk-Through:** Herrity Building, Suite 230. *While you wait, the Residential Walk-Thru counter reviews construction plans for small residential projects to ensure compliance with the building code.*
- Building Plan Review:** Herrity Building, Suite 324. *Building Plan Review ensures construction plans for your large residential or commercial projects meet the provisions of the building code and applicable referenced standards.*
- Wastewater:** Government Center, 12055 Government Center Parkway, Suite 358, Fairfax. *Wastewater reviews projects which involve public sewer, such as building a new home or adding fixture units in a commercial space.*
- Log-out:** Herrity Building Information Center, Suite 230. *As your last stop, the technicians in Log-out review your complete submission package, ensure all the appropriate agencies have signed-off and print your permit.*

**EQUIPMENT WORKSHEET**

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 12055 Government Center Parkway  
 Suite 230  
 Fairfax, Virginia 22035-5504  
**703-222-0801, TTY 711**  
 www.fairfaxcounty.gov/buildingpermits



**This worksheet is required to be submitted with Household Appliance, Mechanical, Electrical and Plumbing permit applications.**

Parent Permit # \_\_\_\_\_

The equipment listed on this worksheet is the most commonly requested for each permit type and not inclusive of all work requiring a permit. Equipment not listed herein must be provided in the areas marked "other" or included on attached sheets.

**Household Appliance**

**Residential:**  New  Replacement

QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
_____	Air Cleaner/Filter	_____	Dishwasher	_____	Humidifier	_____	Shower	_____	Water Heater-Electric
_____	AC Central System	_____	Disposal	_____	Ice Maker	_____	Sink/Lavatory	_____	Water Heater-Gas
_____	AC Condensing Unit	_____	Exhaust Fan	_____	Laundry Tub	_____	Smoke Detector (Wired In)	_____	Water Heater-Oil
_____	Attic Fan	_____	Furnace-Electric	_____	Lighting Fixtures	_____	Solar Energy Equipment	_____	Water Treatment Equipment
_____	Bathtub	_____	Furnace-Gas	_____	Oven-Electric	_____	Stove-Electric	_____	Wood Stove (heater)
_____	Ceiling Fan	_____	Furnace-Oil	_____	Oven-Gas	_____	Stove-Gas	_____	Other _____
_____	Dryer-Electric	_____	Gas Log	_____	Prefabricated Chimney	_____	Sump Pump	_____	Other _____
_____	Dryer-Gas	_____	Heat Pump	_____	Prefabricated Fireplace	_____	Trash Compactor	_____	Other _____
_____	Dehumidifier	_____	Hose Bibb	_____	Pressure Reducing Valve	_____	Water Closet (toilet)	_____	Other _____

**Mechanical**

**Residential:**  New  Replacement

**Duct Work:**  Yes  No

**Geothermal:**  Yes  No

QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	QTY	DESCRIPTION
_____	Air Conditioner-Tons	_____	_____	Furnace Solid Fuel-MBH	_____	_____	Exhaust Fan	_____	Gas-Furnace
_____	Air Conditioner-Tons	_____	_____	Boiler-Water Heater	_____	_____	Expansion Tank	_____	Gas-Grill
_____	Furnace Electric-KW	_____	_____	Hot Water Storage Tank	_____	_____	Tankless Water Heater	_____	Gas-Log
_____	Furnace Electric-KW	_____	_____	Piping of Equipment	_____	_____	Hydronic Piping	_____	Gas-Log Lighter
_____	Furnace Gas-MBH	_____	_____	Other-Tons	_____	_____	Indirect HW Heater	_____	Gas-Oven-Broiler
_____	Furnace Gas-MBH	_____	_____	Other-MBH	_____	_____	Oil Burner-Light Oils	_____	Gas-Pool Hot Tub Heater
_____	Furnace Oil-MBH	_____	_____	Other-KW	_____	_____	Range Hood	_____	Gas-Stove/Range/Wok
_____	Heat Pump-Tons	_____	_____	Prefab Flue New	_____	_____	Solar Heat	_____	Gas-Regulator
_____	Heat Pump-Tons	_____	_____	Prefab Flue Replace	_____	_____	Tank-Gasoline	_____	Gas-Space Heater
_____	Heat Pump Aux-MBH	_____	_____	Prefab Fireplace	_____	_____	Vent Smoke Pipe	_____	Gas-Water Heater
_____	Unit Heater Electric-KW	_____	_____	Tank Fuel Oil	_____	_____	Wood Stove	_____	Gas-Relocate Meter
_____	Unit Heater Gas-MBH	_____	_____	Tank Propane	_____	_____	Gas-Broiler	_____	Gas-Other _____
_____	Unit Heater Fuel-MBH	_____	_____	Boiler Repair	_____	_____	Gas-Dryer	_____	Other _____

**Commercial:**  New  Replacement

**Contract Value \$** \_\_\_\_\_

**Equipment Value \$** \_\_\_\_\_

QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION
_____	Ductwork: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	Refrigeration-Tons	_____	_____	Unit Heater Oil-MBH	_____	_____	Unfired Pressure Vessel
_____	Expansion Tank	_____	_____	Unit Heater Gas-MBH	_____	_____	Diffuser	_____	_____	Wood Stove
_____	Indirect Water Heating	_____	_____	Unit Heater Gas-MBH	_____	_____	Exhaust Fan	_____	_____	Boiler-Miniature
_____	Piping of Equipment	_____	_____	Unit Heater Electric-KW	_____	_____	Package HT/AC-KW	_____	_____	Gas-Dryer
_____	Prefab Flue Replacement	_____	_____	Unit Heater Electric-KW	_____	_____	Variable Air Volume	_____	_____	Gas-Grill
_____	Prefab Fireplace	_____	_____	Boiler Hot Water Heat-MBH	_____	_____	Other-Tons	_____	_____	Gas-Log
_____	Pump Water Circulating	_____	_____	Boiler Hot Water Heat-MBH	_____	_____	Other-MBH	_____	_____	Gas-Log Lighter
_____	Vent Smoke Pipe	_____	_____	Boiler Hot Water Supply-MBH	_____	_____	Other-KW	_____	_____	Gas-Oven/Broiler
_____	Range Hood Fire Protection	_____	_____	Boiler Hot Water Supply-MBH	_____	_____	Air Compress Rec Tank	_____	_____	Gas-Pool/Hot Tub Heater
_____	Range Hood Only	_____	_____	Furnace Duct-MBH	_____	_____	Air Handler	_____	_____	Gas-Range/Stove/Wok
_____	Air Conditioner-Tons	_____	_____	Boiler Power-HP	_____	_____	Boiler Repair	_____	_____	Gas-Regulator
_____	Air Conditioner-Tons	_____	_____	Boiler Power-HP	_____	_____	Hot Water Storage Tank	_____	_____	Gas-Space Heater
_____	Furnace Electric-KW	_____	_____	Boiler Steam-MBH	_____	_____	Tankless Water Heater	_____	_____	Gas-Water Heater
_____	Furnace Electric-KW	_____	_____	Boiler Steam-MBH	_____	_____	Hydronic Piping	_____	_____	Gas-Relocate Meter
_____	Furnace Gas-MBH	_____	_____	Chiller-Tons	_____	_____	Incremental Heating AC	_____	_____	Gas-Other _____
_____	Furnace Gas-MBH	_____	_____	Chiller-Tons	_____	_____	Oil Burner Heavy Oils	_____	_____	Gas-Other _____
_____	Heat Pump-Tons	_____	_____	Furnace Oil-MBH	_____	_____	Oil Burner Light Oils	_____	_____	Gas-Other _____
_____	Heat Pump-Tons	_____	_____	Furnace Oil-MBH	_____	_____	Paint Booth Exhaust	_____	_____	Other _____
_____	Heat Pump Aux Heat-MBH	_____	_____	Furnace Solid Fuel-MBH	_____	_____	Solar Heat	_____	_____	Other _____
_____	Heat Pump Aux Heat-MBH	_____	_____	Incinerator-LBS/HR	_____	_____	Steam Blowdown Tank	_____	_____	Other _____

## Electrical

### Residential: New Replacement

QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING
_____	New Residential Service	_____	_____	Baseboard Heat	_____	_____	Transformer-KVA	_____	_____	Dryer	_____
_____	Service	_____	_____	Unit Heater	_____	_____	Fan Coil Unit	_____	_____	Humidifier	_____
_____	Temporary/Permanent	_____	_____	Attic Fan	_____	_____	Furnace-Electric	_____	_____	UPS System-KVA	_____
_____	Temporary/Construction	_____	_____	Ceiling Fan	_____	_____	Furnace-Gas/Oil	_____	_____	Water Heater	_____
_____	Sub Panel	_____	_____	Central Vacuum	_____	_____	Heating Equipment	_____	_____	Oven	_____
_____	Sub Meter	_____	_____	Generator-KW	_____	_____	Heat Pump	_____	_____	Range	_____
_____	Circuits	_____	_____	Hot Tub Pump-HP	_____	_____	Compactor	_____	_____	Smoke Detector	_____
_____	Fixtures	_____	_____	Hydro Tub Pump-HP	_____	_____	Cooktop	_____	_____	Other-MBH	_____
_____	Air Cleaner	_____	_____	Motor-HP	_____	_____	Dishwasher	_____	_____	Other-KW	_____
_____	Air Conditioner	_____	_____	Sump Pump-HP	_____	_____	Disposal	_____	_____	Other	_____

### Commercial: New Replacement

QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING
_____	Circuits	_____	_____	Motor-HP	_____	_____	Furnace Gas/Oil-KW	_____	_____	Water Heater-KW	_____
_____	Fixtures	_____	_____	Transformer-KVA	_____	_____	Heat Pump-KW	_____	_____	Other-KW	_____
_____	Service	_____	_____	Transformer-KVA	_____	_____	Heating Equipment-KW	_____	_____	Other-KW	_____
_____	Service	_____	_____	UPS System-KVA	_____	_____	Air Cleaner	_____	_____	Carnival/Fair/Circus	_____
_____	Temp/Construct	_____	_____	UPS System-KVA	_____	_____	Fan Coil Unit	_____	_____	Central Vacuum	_____
_____	Temp/Construct	_____	_____	Compactor-HP	_____	_____	Humidifier	_____	_____	Dental Chair	_____
_____	Temp/Permanent	_____	_____	Dishwasher-HP	_____	_____	Unit Heater	_____	_____	Exterior Light Poles	_____
_____	Temp/Permanent	_____	_____	Disposal-HP	_____	_____	Cooktop	_____	_____	Gasoline Dispenser	_____
_____	Sub Panel/Sub Meter	_____	_____	Oven-KW	_____	_____	Hot Tub Pump-HP	_____	_____	Sign Fluorescent, #Tubes	_____
_____	Sub Panel/Sub Meter	_____	_____	Range-KW	_____	_____	Hydro Tub Pump-HP	_____	_____	Sign-Incandescent	_____
_____	Low Voltage Fire Alarm	_____	_____	Air Conditioner-HP	_____	_____	Sump Pump-HP	_____	_____	Sign-Neon Transformers	_____
_____	Low Voltage Security	_____	_____	Air Conditioner-HP	_____	_____	Other Pump-HP	_____	_____	Smoke Detector	_____
_____	Low Voltage Voice/Data	_____	_____	Air Handler-HP	_____	_____	Compressor-HP	_____	_____	Temp Wiring-Tents Stands	_____
_____	Low Voltage Other	_____	_____	Air Handler-HP	_____	_____	Other-HP	_____	_____	Welder	_____
_____	Systems Furniture Circuit	_____	_____	Ceiling Fan-HP	_____	_____	Other-HP	_____	_____	X-Ray Equipment	_____
_____	New Residential Service	_____	_____	Baseboard Heat-KW	_____	_____	Dryer-KW	_____	_____	Other	_____
_____	Motor-HP	_____	_____	Furnace Electric-KW	_____	_____	Generator-KW	_____	_____	Other	_____

## Plumbing

### Residential: New Replacement

QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
_____	Bathbub/Whirlpool	_____	Humidifier	_____	Gas Furnace	_____	Bidet	_____	Service/Mop Sink
_____	Dishwasher	_____	Hose/Bibb/Outside Faucet	_____	Gas Grill	_____	Case/Trench Drain	_____	Storm Drains (hub, areaway, etc)
_____	Disposal	_____	Ice Maker	_____	Gas Log	_____	Condensate Drain	_____	Trailer Sewer Connect
_____	Sink-Kitchen/Bar	_____	Laundry Tray/Sink	_____	Gas Log Lighter	_____	Fire Sprinkler-Residential	_____	Trailer Water Connect
_____	Sink-Lav/Bath/Hand	_____	Lawn Irrigation System	_____	Gas Oven/Broiler	_____	Floor Sink/Funnel Drain/On-Site Drain	_____	Water Booster Pump
_____	Shower	_____	Pressure Reducing Valve	_____	Gas Pool/Hot Tub Heater	_____	Gas Boiler	_____	Water Treatment Equipment
_____	Water Closet (toilet)	_____	Washing Machine	_____	Gas Range/Stove/Wok	_____	Gas Regulator	_____	Sump Pump
_____	Backflow Preventer	_____	Water Heater (non-gas)	_____	Gas Meter Relocate	_____	Gas Space Heater	_____	Other
_____	Floor Drains (sanitary only)	_____	Gas Dryer	_____	Gas Water Heater	_____	Gas Fireplace	_____	Other

### Piping only: Plumbing Gas

### Commercial: New Replacement

QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
_____	Backflow Preventer	_____	Hose Bibb	_____	Water Hammer Arrestor	_____	Gas Log	_____	Shampoo Sink
_____	Bathbub/Whirlpool	_____	Humidifier	_____	Water Heater (non-gas)	_____	Gas Log Lighter	_____	Slab Openings
_____	Beverage Dispenser	_____	Ice Maker	_____	Yard Outlet	_____	Gas Fireplace	_____	Steam Table
_____	Coffee Maker	_____	Laundry Tray/Sink	_____	Urinal	_____	Gas Oven/Broiler	_____	Trailer Sewer Connect
_____	Condensate Drain	_____	Pressure Reducing Valve	_____	Bidet	_____	Gas Pool/Hot Tub Heater	_____	Trailer Water Connect
_____	Dishwasher	_____	Roof Drain	_____	Case/Trench Drain	_____	Gas Range/Stove/Wok	_____	Water Treatment Equipment
_____	Disposal	_____	Service/Mop Sink	_____	Dental Chair	_____	Gas- Relocate Meter	_____	Water Booster Pump
_____	Downspouts	_____	Sink-Lav/Bath/Hand	_____	Gas Boiler	_____	Gas Roof Top Unit	_____	Water Treatment Equipment
_____	Drinking Fountain	_____	Sink-Kitchen/Bar	_____	Gas Dryer	_____	Gas Space Heater	_____	Wet Slack
_____	Fire Sprinkler-Commercial	_____	Shower	_____	Gas Fryer	_____	Gas Sub Meter	_____	Yard Hydrant
_____	Floor Drains (sanitary only)	_____	Storm Drain	_____	Gas Furnace	_____	Gas Water Heater	_____	Other
_____	Floor Sink/Funnel Drain/Site Drain	_____	Washing Machine	_____	Gas Regulator	_____	Lawn Irrigation System	_____	Other
_____	Grease Trap/Oil Separator	_____	Water Closet (toilet)	_____	Gas Grill	_____	Medical Gas	_____	Other

### Sewer & Water: New Repair Replacement

QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION	QTY	DESCRIPTION
_____	Sanitary Sewer Cap Off	_____	Outside Ejector Pump	_____	On-Site Water (commercial only)	_____	Water Service
_____	Sanitary Sewer Lateral Only	_____	Water Cap Off	_____	Storm Sewer	_____	Sanitary Sewer Connect
_____	Inside Sewer Ejector Pump	_____	On-Site Sanitary Sewer (commercial only)	_____	Sanitary Sewer Tap	_____	