



## Request for Records

Land Development Services  
12055 Government Center Parkway, Fifth Floor  
Fairfax, VA 22035  
Phone: 703-324-1833, TTY 711  
Fax: 703-653-1341

The [Virginia Freedom of Information Act \(VFOIA\)](#) is the state law governing access to public records as defined in the act. VFOIA provides that, with some specific exemptions and exceptions, all public records are open for public inspection. Staff will deliver you the requested documents, if they exist, as quickly as possible and within the context of the law. We are permitted to request reasonable fees not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. Submit this form to the address above or email by email at [DPWES-LDSFOIA@fairfaxcounty.gov](mailto:DPWES-LDSFOIA@fairfaxcounty.gov).

### Records Available:

- Agreements (bond and conservation)
- Building plans
- Building plan review comments
- Complaints (unlicensed contractor, post occupancies, illegal land disturbance and unpermitted work)
- Elevators
- Inspections (building and site)
- Permits
- Sanitary sewer lateral diagrams
- Site plans (landscaping, grading, parking, sidewalks, sewer lines, etc.)
- Site plan reviews (comments and site notes)

### Requestor Information:

Request Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Virginia Resident:      Yes       No

### Information Requested:

Property Location: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Plan Number: \_\_\_\_\_

Describe in detail the information you are requesting: