



## Building Permit Checklists

Customer and Technical Support Center  
12055 Government Center Parkway, Suite 230  
Fairfax, Virginia 22035  
Phone Number: 703-222-0801, TTY 711  
[www.fairfaxcounty.gov/buildingpermits](http://www.fairfaxcounty.gov/buildingpermits)

### NEW COMMERCIAL BUILDINGS/ADDITIONS

- Two copies of Structural/Architectural plans (three copies if Health Department is required) (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Drawing Index
- Fairfax County Building Plan Coversheet
- Statement of Special Inspections
- Copy of Site Plan Related Plan and Proffers
- Geotechnical Report
- Two Copies of Structural Calculations
- Mechanical**
- Mechanical Floor Plan
- Equipment Schedule
- Plumbing**
- Floor Plan showing Plumbing Fixtures
- Fixture Schedule
- 2-D Riser Diagram
- Electrical**
- Electrical Floor Plan
- Panel Schedule and Riser Diagrams

### TENANT LAYOUTS/INTERIOR ALTERATIONS

- Two copies of Structural/Architectural plans (three copies if Health Department is required) (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Drawing Index
- Fairfax County Building Plan Coversheet
- Construction Cost Breakdown; if not available at Log-In add an Administrative Review
- Key Plan indicating Exits and Core Facilities
- Systems Furniture; if applicable
- Demo plan; if applicable
- Statement of Special Inspections; if applicable
- Mechanical**
- Mechanical Floor Plan
- Equipment Schedule
- Plumbing**
- Floor Plan showing Plumbing Fixtures
- Fixture Schedule
- 2-D Riser Diagram
- Electrical**
- Electrical Floor Plan
- Panel Schedule and Riser Diagrams

### RETAINING WALLS/COMMERCIAL

- Walls greater than 5 feet should be assigned a "Q" number.
- Two copies of Structural/Architectural plans (three copies if Health Department is required)
- Two copies of structural calculations
- Statement of Special Inspections, if applicable
- Copy of Site Plan Related Plan
- Geotechnical Report; for over 10 feet
- Global Stability Analysis for the following conditions:
  - Walls over 10 feet in height
  - Walls with a back slope steeper than 2:1 over 6 feet in height
- ICC-ES report; if applicable.

### NEW RESIDENTIAL SFD

- Two copies of Structural/Architectural plans (three copies if Health Department is required) (Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot)
- Fairfax County Building Plan Coversheet
- Copy of Site Related Plan
- Copy of Geotechnical Report; if applicable
- Foundation Plan
- Framing Plans for Floor and Roof
- Wind Bracing Plan
- Each Room Must be labeled
- Window and Door Sizes
- Columns, Beams and Header Sizes Shown

### RESIDENTIAL ADDITIONS

- Two copies of Structural/Architectural plans (three copies if Health Department is required) (Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot)
- Copy of Site-Related Plan (House Location Plat, Conservation Plan or Grading Plan)
- Foundation Plan
- Framing Plans for Floor and Roof
- Wind Bracing Plan
- Each Room labeled as to Proposed Use
- Window and Door Sizes
- Columns, Beams and Header Sizes Shown

### **MAXIMUM OCCUPANCY LOAD**

- Two copies of Floor Plans and Seating Diagram (Minimum scale 1/8" = 1 foot)
- Copy of Valid Non-Residential Use Permit (existing tenants only)
- Copy of any Special Permits issued by the Zoning Office of your jurisdiction
- Original Signature, Date and Seal of RDP is required.
- Refer to the Maximum Occupancy Load webpage/handout for any questions.

### **ROOF TOP UNITS**

- If there are structural changes a building permit required
- Two copies of Structural/Architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Drawing Index
- Fairfax County Building Plan Coversheet
- Mechanical Floor Plan
- Mechanical Equipment Schedule
- Electrical Floor Plan; if applicable
- Electrical Panel Schedule and Riser; if applicable

### **RANGE HOODS**

- Three copies of Mechanical Plans (Health Department is required)
- If the range hood is greater than 1500 pounds structural drawings are required.
- Drawing Index
- Demo plan; if applicable
- Mechanical Floor Plan
- Equipment plan provided
- Hood and duct sizes and gages provided
- Location of duct and fans and termination points
- Exhaust and supply air qualities and velocities

### **SHEETING AND SHORING**

- Two copies of Structural/Architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Two copies of Structural Calculations
- Statement of Special Inspections
- Copy of Site Plan and Proffers
- Geotechnical Report
- Global Stability Analysis
- Letter from Geotechnical Engineer indicating the concurrence with the soil data used for the design.
- Letter from Structural Engineer for building indicating design compliance.

### **REPLACEMENT OF ROOF DECKING**

- Two copies of Structural/Architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Fairfax County Building Plan Coversheet
- Demo Plan, if applicable
- If you are doing a permit to replace the covering only (i.e. shingles, rubber membrane) you can assign an "N" number and issue the permit.

### **RETAINING WALLS/RESIDENTIAL**

- Walls less than 4 feet in height can use the Typical Wall Detail for masonry, timber or concrete.
- Walls greater than 4 feet but less than 5 feet should be assigned a "W" number
- Two copies of Structural/Architectural plans (three copies if Health Department is required)
- Copy of Site Related Plan
- ICC-ES report; if applicable

### **INDUSTRIALIZED BUILDINGS**

- Two copies of the Industrialized Plans signed/sealed and dated in accordance with State law and must have the State's approval stamp.
- Two copies of Foundation plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Two copies of structural calculations
- Copy of Site Plan and Proffers
- Signed Industrialized BLD Affidavit

### **ELEVATORS (Requirements set by NEIS)**

- Completed Elevator Application (including building name, information for existing elevators) (provide FFX equipment ID and code year used to design/approve elevator)
- Attached letter explaining scope of work in detail
- Signed and sealed plans for new installation of commercial elevators
- Drawing Index
- Demo plan; if applicable
- Make and model of elevator
- Any additional plans (plans (such as architectural, mechanical, electrical or plumbing plans submitted under a different permit application) included with the elevator plans are to be provided separately and these plans must be clearly labeled "PLANS SUBMITTED FOR INFORMATION ONLY" on every page.