

This information is the most common for how to obtain the necessary permits for your project and is not representative of all the conditions you may encounter.

Building Development Agencies

The Herrity Building
12055 Government Center Pkwy
Fairfax, VA 22035

- ▶ Permit Application Center
2nd floor, 703-222-0801
- ▶ Site Application Center
2nd floor, 703-222-0801
- ▶ Building Division
3rd floor, 703-631-5101
- ▶ Zoning Review
2nd floor, 703-222-1082
- ▶ Residential Inspections
3rd floor, 703-631-5101

Hours of Operation

Monday–Thursday: 8 a.m.–4 p.m.
Friday: 9:15 a.m.–4 p.m.

Health Department

10777 Main Street
Fairfax, VA 22030
703-246-2201

Website

Publications, forms and other useful information can be found at fairfaxcounty.gov/buildingpermits

All telephone numbers are accessible in TTY by calling 711.

This document is available in alternative formats and languages. Please call 703-222-0801 for more information.



A Fairfax County, Virginia Publication



PERMITS & FEES

You must obtain permits for the construction of a residential addition or garage.

Listed below are the types of permits required depending on the complexity of your project. Apply at the Permit Application Center or online (see below).

- ▶ Building permit.
- ▶ Electrical permit.
- ▶ Mechanical permit.
- ▶ Plumbing Permit
(includes gas installations).

Permit fees vary depending on the scope of your project; use the online fee estimator to help determine your costs. Access the estimator by visiting our [website](#) and clicking on “permit fee estimate.”

Apply Online



Fairfax County’s FIDO system allows you to apply and, in some cases, obtain your permit online. This could save you time and even a trip to county offices. Go to fairfaxcounty.gov/fido to apply.

Contractors must have a FIDO-issued identification number in order to apply. Contact the Permit Application Center to obtain yours.

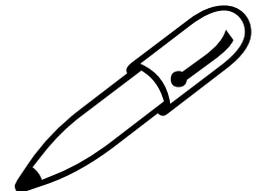
DOCUMENTS REQUIRED

When applying for a permit, you must submit the following documents:

- ▶ [Permit Application Form](#) and equipment worksheet.
- ▶ [Property Ownership Affidavit](#)
(when property ownership must be verified).
- ▶ Building plans (see Page 2).
- ▶ [Permit Authorization Affidavit](#)
(when there is no contractor and the applicant is not the property owner).
- ▶ Site-related plan (see Page 3).

Who should apply for the permit?

Homeowners may obtain permits in their own name. However, it is strongly recommended a properly licensed contractor pull the permits as the responsible party so the county can better assist in gaining compliance for defective work.



BUILDING PLANS CHECKLIST

When applying for a permit, you must submit two copies of your building plans (three copies if you are on well or septic). The plans must meet or include the following, if applicable:

- Minimum scale of ¼ inch = 1 foot; fully dimensioned.
- Minimum sheet size: 11 x 17 inches; no pencil.
- Code year used for the design.
- Name, address and occupation of the designer.
- If prepared by a Virginia registered architect or professional engineer, the plans must bear the original signature, seal and date.
- List of materials used, including strength, wood species and/or grade.
- Live load and dead load.
- Load calculations for all adjustable columns.
- Typical wall section with sheathing thickness and type.
- Wall bracing. For more information, see our [wind bracing publications](#).
- For additions, insulation R-values and fenestration U-factors. See our [Energy Compliance publication](#).
- Exterior elevations (front, sides and rear) noting window and door dimensions and locations.
- Building height (see below).
- Jacuzzi/whirlpool tub manufacturer's information showing loading requirements.
- Location of safety glazing.
- Manufacturer's design specifications for pre-fabricated fireplaces.
- For garages, drywall applied to the walls and ceilings adjacent and below living areas (½-inch to walls, ⅝-inch, Type X to ceilings).
- 20-minute fire-rated door between an attached garage and house.
- For detached garages within 3 feet of the existing house, drywall and fire-rated door equivalent to an attached garage.
- Thickness of garage floor slab and gravel layer below.
- For attached garages, vapor barrier between the concrete and gravel.
- Garage slab slope toward garage door.
- While not required to be shown on plans, outlets in garages must be GFCI and 15- or 20-ampere. Garages shall include at least one outlet and one ceiling mounted light with a wall switch.

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Using a unique material or product?

You must reference its evaluation report from a nationally recognized listing agency, such as ICC-ES, ATI or UL, certifying it meets the requirements of the building code. This is required for products such as EIFS, adjustable columns and wood/plastic composites.

Local Design Criteria

- ▶ Snow load: 25 psf
- ▶ Wind speed: 90 mph
- ▶ Soil bearing capacity: 1,500 psf (maximum assumable)
- ▶ Lateral earth pressure: 60 pcf (minimum assumable)
- ▶ Frost depth: 24 inches

Regulations...

Building Code & Ordinances

- ▶ Virginia Residential Code (see our [website](#) for the current edition)
- ▶ Fairfax County Zoning Ordinance (for setbacks, height and size limitations)

Covenants

Contact your homeowners association for building requirements and restrictions specific to your subdivision.

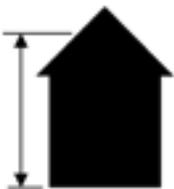


Roof or floor truss shop drawings are required to be submitted to Building Plan Review prior to erection.

Submission may be in-person or via email at bprmail@fairfaxcounty.gov.

The submission must include:

- ✓ Two sets (when submitted in-person).
- ✓ [Truss Plan Cover Sheet](#), completed by the building designer.
- ✓ The original signature and seal of the truss designer (electronic signature when submitted via email).



How tall can I build?

In most cases the maximum height of a residential building is 35 feet measured from the average grade to the midpoint of the highest roof. Contact Zoning for more information.

SITE-RELATED PLANS

To determine your project's impact on your property, one of the site-related plans listed below must be submitted. For more information, see our [Site-Related Plans](#) publication or contact the Site Application Center.

1 A **House Location Plat**, is drawn from survey data of your property. You may use an existing plat if your project disturbs 2,500 square feet or less. Draw your new construction in ink on a clean, unfaxed version in its original scale.

Look in your closing documents for your plat. You may need to hire a surveyor or civil engineer to prepare a new one. Plats used with previous projects are prohibited.

2 A **Conservation Plan** is much like a house location plat, but also shows erosion and sediment controls. You can use one when...

- ✓ new construction disturbs 5,000 square feet or less and
- ✓ drainage improvements and water quality controls are not required.

If you do not meet the above conditions, you must submit a grading plan.

3 A **Grading Plan** is a drawing of your site which shows topography, new construction and improvements and is required when...

- ✓ construction disturbs more than 2,500 square feet,
- ✓ construction blocks existing drainage patterns or
- ✓ soil is to be cut or filled more than 18 inches.

Additional submissions, fees and deposits may apply.

Problem Soils

Soil types with high water table, expansive clays or other behavioral issues are considered problem soils. If your project is to be constructed on a problem soil, you may need to have your foundation designed by an engineer and inspected by a county-approved licensed professional. To learn more, go to our [website](#) and search on "soils." To determine if you have problem soils on your property, contact the Site Application Center.



PERMIT PROCESS

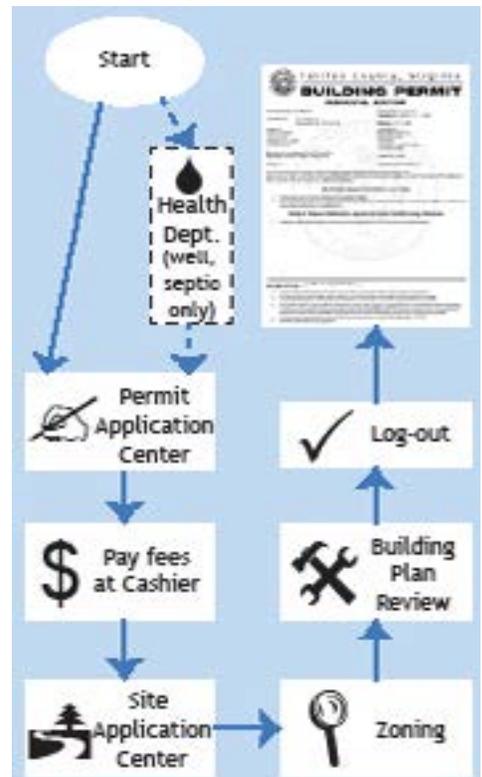
When applying for your permits, bring the required documentation listed on Page 1 to the Permit Application Center or you may begin your process online at fairfaxcounty.gov/fido. See below for more information.

- ▶ When you arrive at the county, staff will direct you through the multiple-agency review process. Use the chart to the right to help guide you.
- ▶ Permits for one-story additions or garages less than 1,000 square feet can usually be obtained in one day.
- ▶ If your property contains a well or septic system, you must begin your process at the Health Department.
- ▶ Vienna and Clifton residents require additional approval from their respective towns.
- ▶ **Trade permits:** permits for mechanical, electrical and plumbing can be pulled only after the building permit has been issued. No plans are required as code compliance is verified during inspections. You may apply in-person or online at fairfaxcounty.gov/fido.
- ▶ **Are you using your existing HVAC system?** If so, your project may overload your existing equipment; ask your HVAC contractor to perform a load calculation to verify its capacity.
- ▶ **Are you installing a new HVAC system?** If so, you must submit a [Residential HVAC Certification](#)

Accessory Structure?

Two-story garages and those more than 600 square feet require additional information on how the garage will be used to determine if it is an accessory structure under the Zoning Ordinance. For more information contact Zoning.

during the mechanical permit application process.



INSPECTIONS

You are required to obtain inspections from the county for your new addition or garage. Please review the following when requesting an inspection.

- ▶ The county approved site-related plan, building plans, truss shop drawings and HVAC certification must be available on the jobsite.
- ▶ Combined inspections for building and trade permits are required as shown in the table below.
- ▶ The county must be notified when the stages of construction are reached that require an inspection.
- ▶ Ladders, scaffolds and other equipment necessary to access construction must be provided to the inspector.
- ▶ If your addition or garage is constructed in a problem soil, you may need to hire a county-approved licensed professional to perform the foundation inspections. Contact Residential Inspections for more information.
- ▶ Use the table below to help determine work that must be completed for each inspection type.
- ▶ The rows of the table below list the sequence of inspections required for an addition or garage. Approval for an inspection must be attained prior to proceeding with the next inspection.



Inspection Timing Checklist

Inspection	Permit Type	Requirements
Footing	Building	✓ Footing trench/formwork ready for concrete; bottom of trench on solid soil.
Residential wall (masonry or concrete foundation wall)	Building	✓ Forms ready for concrete with reinforcing steel in place. ✓ Masonry ready for grout with reinforcing steel in place.
Plumbing groundwork	Plumbing	✓ Under-slab sewer and water pipe in place.
Waterproofing	Building	✓ Parging and waterproofing installed.
Slab	Building	✓ Slab area prepared for concrete with gravel, vapor barrier and reinforcing steel in place. ✓ Drain tile in place, properly sloped and tied to proper outfall.
Combined inspection: ▶ Building framing ▶ Mechanical concealment ▶ Plumbing concealment ▶ Electrical concealment	All	✓ Vents and gas, sewer and/or water pipe installed and pressure tested. ✓ Electrical wiring and boxes installed. ✓ Ductwork installed. ✓ Platform for HVAC equipment installed. ✓ Sill plates secured to the foundation. ✓ Stairways in place and secured. ✓ Sub-flooring installed. ✓ Structure weather tight. ✓ Wall and roof sheathing installed. ✓ Windows and doors installed.
Insulation	Building	✓ Wall, ceiling and crawl space insulation in place.
Combined inspection: ▶ Building final ▶ Mechanical final ▶ Plumbing final ▶ Electrical final	All	✓ Plumbing fixtures and piping installed. ✓ Roughed-in plumbing fixtures permanently capped. ✓ Appliances, fixtures, outlets, panels, switches, etc. installed. ✓ Panel box index completed. ✓ HVAC equipment operating properly.

Miss Utility

Before you begin excavating for your project, you must first call Miss Utility at 811, TTY 711. Miss Utility is a free service that marks underground utilities.



Inspection Scheduling

Listed below are your options to schedule an inspection.

- ▶ In-person during hours of operation, Herry Building, 3rd Floor.
- ▶ Live, via telephone during hours of operation at 703-631-5101, TTY 711.
- ▶ Online at fairfaxcounty.gov/fido.
- ▶ On the Fairfax County smart-phone app. Go to your app store to download.