

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](http://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.



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## PERMITS & FEES

You must obtain permits when finishing a basement. 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.
- ▶ Plumbing permit.
- ▶ Electrical permit.

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](http://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.

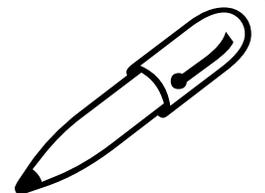
## DOCUMENTS REQUIRED

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

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

### **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 requirements listed below. See our [typical details](#) for more information.

- Minimum scale of ¼ inch = 1 foot, fully dimensioned, no pencil.
- Minimum sheet size: 8½ x 11 inches.
- Code year used for the design; see our [website](#) for the current edition.
- Name, address and occupation of the designer.
- Layout of the finished basement showing rooms and their functions, dimensions, stairs, furnace, water heater and electrical panel.
- Location of bathroom exhaust, smoke alarms and/or carbon monoxide alarms.
- Ceiling height.
- Emergency escape and rescue opening location meeting the following requirements:
  - ✓ Width ≥ 20 inches.
  - ✓ Height ≥ 24 inches.
  - ✓ Area ≥ 5.7 square feet.
  - ✓ Floor to window sill ≤ 44 inches.
- Location and size of window well serving the emergency escape and rescue opening (minimum 36 inches by 36 inches).
- Fixed ladder into window well when deeper than 44 inches. Manufacturer’s specifications for prefabricated window wells.
- If a new opening in the basement wall is necessary for emergency escape requirements, details of the alterations must be submitted.

### Typical Finished Basement Details

Standard finished basement plans are available from Fairfax County that can be used in lieu of a plan submission during permit application if you agree to finish your basement in strict conformance to the standard plans. For more information go to our [website](#) and search on “[finished basements](#).”

## PERMIT PROCESS

When applying for your permits, bring the required documentation listed on Page 1 to the Permit Application Center or you may begin or even complete your entire process online at [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido). See below for more information.

- ▶ If your permit requires you to come to the county, bring the required documentation to the Permit Application Center. County staff will direct you through the multiple-agency review process.
- ▶ If your property contains a well or septic system and you are adding a bedroom, you must begin your process at the Health Department.

Use the chart to the right to help guide you.

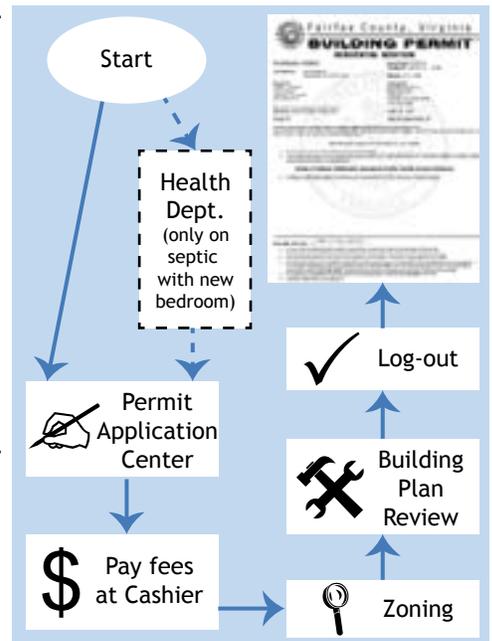
## INSPECTIONS

You are required to obtain inspections from the county for your finished basement. Please review the following when requesting an inspection.

- ▶ The county approved plans must be available on the jobsite.
- ▶ Combined inspections are required as shown in the table below.
- ▶ The county must be notified when the stages of construction are reached that require an inspection.
- ▶ The rows of the table below list the sequence of inspections and work required to be completed prior to each.

**Inspection Timing Checklist**

Inspection	Permit Type	Requirements
Combined inspection: <ul style="list-style-type: none"> <li>▶ Building framing</li> <li>▶ Plumbing concealment</li> <li>▶ Electrical concealment</li> </ul>	building plumbing electrical	✓ Vents and sewer and/or water pipe installed, tested. ✓ Electrical wiring and boxes installed. ✓ Ductwork installed. ✓ Platform for HVAC equipment installed. ✓ Fireblocking and draftstopping installed. ✓ New windows and/or doors installed.
Combined inspection: <ul style="list-style-type: none"> <li>▶ Building final</li> <li>▶ Plumbing final</li> <li>▶ Electrical final</li> </ul>	building plumbing electrical	✓ Plumbing fixtures and piping installed. ✓ Roughed-in plumbing fixtures permanently capped. ✓ Appliances, fixtures, outlets, panels, switches, etc. installed.



## Inspection Scheduling

Listed below are your options to schedule an inspection.

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