

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 when enclosing a carport. 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 (for new electrical installations).
- ▶ Plumbing permit (for plumbing and gas installations).
- ▶ Mechanical permit (for new heating and air conditioning systems HVAC).

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

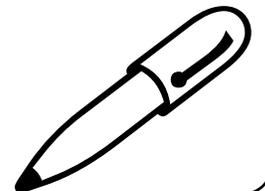
DOCUMENTS REQUIRED

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).
- ▶ House location plat (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.



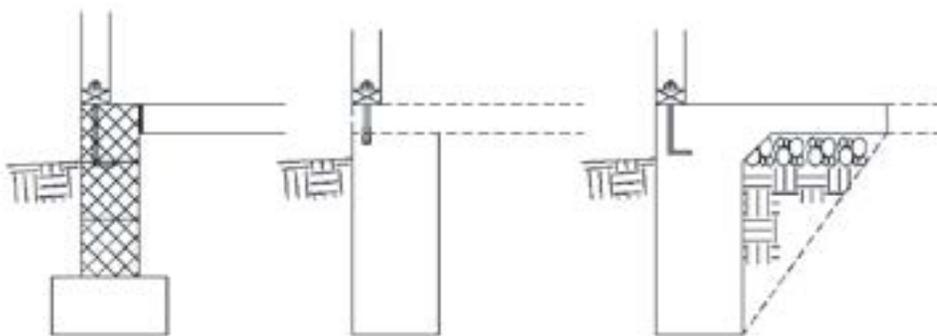
BUILDING PLANS CHECKLIST

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.
- Foundation plan and footing details. See below for more information.
- Floor plans with each room function labeled.
- Details of connections.
- Typical wall section with sheathing thickness and type.
- Wind resistance or wall bracing. For more information, see our [Wall Bracing](#) publications.
- Insulation R-values and fenestration U-factors. See our [Energy Compliance](#) publication.
- Exterior elevations (front, side and rear) noting window and door dimensions and locations.
- Manufacturer's design specifications for pre-fabricated fireplaces.
- If you are using a new or unique product or material, you must reference its evaluation report from a nationally recognized listing agency, such as ICC-ES, certifying it meets the requirements of the building code. This is required for products such as adjustable columns and plastic composites.

FOOTING REQUIREMENTS

The building code requires all exterior walls be supported by continuous footings. However, most carports are supported by posts and spread footings. As a result most conversions require a new slab and footings or underpinning of the existing carport slab. This could add significant cost to your project. To learn more, please read the [Typical Carport Enclosure Details](#).



Typical Carport Enclosure Details?



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

Local Design Criteria

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

What is underpinning?

Underpinning is a method used to reinforce and deepen an existing foundation. In the case of a carport, underpinning introduces a new foundation beneath an existing slab that was originally designed to rise and fall with frost heave. Once complete, the new underpinned foundation will prevent movement in the slab and protect the new structure above.

HOUSE LOCATION PLAT

To determine your project's impact on your property, a plat of your property must be submitted during permit application. For more information, see our [Site-Related Plans](#) publication or contact the Site Application Center.

- ▶ A **House Location Plat**, is drawn from survey data of your property. Draw your extent of construction in ink on a clean, un-faxed version in its original scale.
- ▶ **Can't find your plat?** Your closing documents will usually contain a copy of your plat. The county may also have a copy. Contact Zoning for more information. You may

need to hire a surveyor or civil engineer to prepare a new one.



Regulations...

Building Code & Ordinances

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

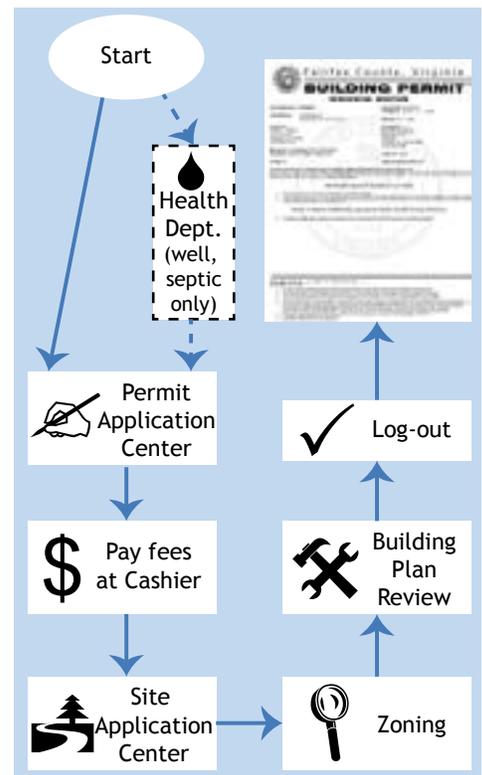
Covenants

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

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 carport enclosures 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, plumbing and electrical 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](#) during the mechanical permit application process.



INSPECTIONS

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

- ▶ The county approved site-related plan, building plans and HVAC certification (if applicable) 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 new footing or underpinning 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 required sequence of inspections. 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.
Plumbing groundwork	Plumbing	✓ Under-slab sewer and water pipe in place.
Slab	Building	✓ Slab area prepared for concrete with gravel, vapor barrier and reinforcing steel in place.
Combined inspection: <ul style="list-style-type: none"> ▶ Building framing ▶ Mechanical concealment ▶ Plumbing concealment ▶ Electrical concealment 	All	<ul style="list-style-type: none"> ✓ Vents and gas, sewer and/or water pipe installed and pressure tested. ✓ Electrical wiring and boxes installed. ✓ Ductwork installed. ✓ Sill plates secured to the foundation. ✓ Structure weather tight. ✓ Wall sheathing installed. ✓ Windows and doors installed.
Insulation	Building	✓ Wall, ceiling and floor insulation in place.
Combined inspection: <ul style="list-style-type: none"> ▶ Building final ▶ Mechanical final ▶ Plumbing final ▶ Electrical final 	All	<ul style="list-style-type: none"> ✓ Plumbing fixtures and piping installed. ✓ Appliances, fixtures, outlets, panels, switches, etc. installed. ✓ 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.