

The information herein 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.

Contact and locate us...

Building Development Agencies

The Herrity Building
12055 Government Center Pkwy
Fairfax, VA 22035

- ▶ Permit Application Center
2nd floor, 703-222-0801
- ▶ Site & Addressing Center
2nd floor, 703-222-0801
- ▶ Building Plan Review
3rd floor, 703-222-0114
- ▶ Zoning Review
2nd floor, 703-222-1082
- ▶ Residential Inspections
6th 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

All telephone numbers are accessible in TTY by calling 711.

This document is available in alternative formats and languages. Please call 703-324-5033, TTY 711 for more information.



A Fairfax County, Virginia Publication



PERMITS REQUIRED

You must obtain permits for the construction of a residential addition. Listed below are the types of permits required depending on the complexity of your project.

- ▶ Building permit for architectural and structural elements of garages and only those sheds and playhouses greater than 200 square feet in area or more than one story.
- ▶ Electrical permit for all electrical installations.
- ▶ Health Department permit for properties with wells and/or septic systems.

Apply for a Health Department permit at the address to the left; all other permits can be obtained at the Permit Application Center. For information on permit fees, go to our website.

Publications, forms and other useful information can be found online at

www.fairfaxcounty.gov/buildingpermits

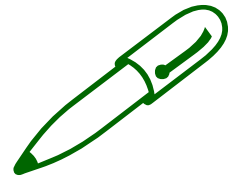
DOCUMENTS REQUIRED

When applying for a garage or shed permit, you must submit the following documents. To obtain the applicable forms, go to our website.

- ▶ [Permit application form](#).
- ▶ Building plans (see Page 2).
- ▶ Site related plan (see Page 3).
- ▶ [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?

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



BUILDING PLANS CHECKLIST

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

- Minimum scale of ¼ inch = 1 foot; fully dimensioned.
- Minimum sheet size: 8½ x 11 inches; no pencil.
- Code year used for the design.
- Name, address and occupation of the building 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 wood species and grade, and concrete and steel strength.
- List of design criteria, i.e., live load, dead load, snow load (25 psf), wind speed (90 mph), soil bearing capacity (1,500 psf maximum assumable) and lateral earth pressure.
- Foundation plan.
- Footing details including depth below grade (12 inches minimum when building area is under 600 square feet, otherwise 24 inches minimum).
- Structural details of connections.
- Typical wall section with sheathing thickness and type.
- Wall bracing including location, bracing method and other special requirements. For more information, see our [wind bracing publications](#).
- Roof framing plan indicating the size and spacing of the following: trusses, rafters, ceiling joists/rafter ties, ridge board and/or ridge beam.
- Exterior elevations (front, sides and rear) noting window and door dimensions and locations.
- Manufacturer's name, series number, depth and spacing of all manufactured wood products.
- Sheds and playhouses must be secured to prevent overturning due to wind.
- For fire protection, garages must have ½ drywall applied to the walls when adjacent a living area and 5/8 inch, type X drywall applied to the ceiling when below a living area.
- Doors between a garage and the house must be 1 3/8-inch solid wood core or honeycomb steel core, or 20-minute fire-rated.
- Walls and doors of detached garages within 3 feet of the existing house must be fire-protected as if it were an attached garage.
- Garage floor slabs must be 3 1/2-inch thick minimum with a 3,500 psi concrete strength over 4 inches of gravel.
- For attached garages, a vapor barrier (with 6 inch lapped joints) must be provided between the concrete and gravel.
- For drainage, garage floors must slope towards the garage door.
- All outlets in attached garages and electrified detached garages must be GFCI, 15- or 20-ampere.
- One outlet, as described above, and one ceiling mounted light with a wall switch must be installed in attached garages and electrified detached garages.

Regulations...

Building Code & Ordinances

- ▶ 2009 Virginia Residential Code (for purchase at iccsafe.org)
- ▶ Fairfax County Zoning Ordinance (for setback and height 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. To accommodate long lead times, you can submit after the permit has been issued but before erection. Submission may be in-person or via email at bprmail@fairfaxcounty.gov.

The shop drawings must include the following:

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



A pre-constructed shed from a home center store or lumber company requires detailed drawings to obtain a permit. Be sure to ask for the structural drawings when you purchase the shed.

SITE RELATED PLANS

To determine your project's impact on your property, one of three types of site related plans must be submitted. See the differences with each below. For more information, please see our [Site-Related Plans](#) publication or contact the Site & Addressing Center.

(1) A **House Location Plat**, is drawn from survey data showing your house and property. You may use an existing plat if it is a clean version that was not faxed, enlarged or reduced.

Simply draw the addition and its dimensions in pen on the plat in its original scale.

Contact Zoning for more information on when an existing plat is acceptable.

(2) A **Conservation Plan** is much like a house location plat, but also shows erosion and sediment controls. One can be used when...

- ✓ construction disturbs up to 5,000 square feet and
- ✓ drainage improvements and water quality controls are not required.

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

(3) A **Grading Plan** is a drawing of your property which shows topography, construction and land 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 documentation and deposits may be required.

Where's my plat?



Look in your closing documents for your plat. Some plats are kept with Zoning. You may need to hire a surveyor or civil engineer to prepare a new one.

Problem Soils

Soil types with high water table, expansive or marine clays or other behavioral issues are considered problem soils. If your addition 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 about soils in Fairfax County and to view county soils maps, go to our website and search on "soils." To determine if you have problem soils on your property, contact the Site & Addressing Center.



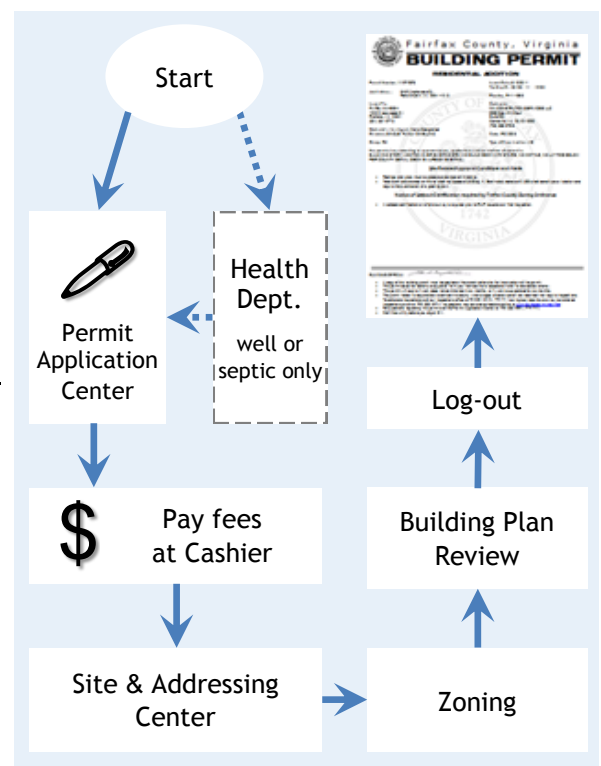
PERMIT PROCESS

When applying for the building permit, bring the required documentation listed on Page 1 to the Permit Application Center. County staff will direct you through the multiple-agency review process. Use the chart to the right to help guide you. Two-story garages or those greater than 1,000 square feet will require you to drop off your plans for county review.

If your property contains a well or septic system, you must begin your process at the Health Department.

ELECTRICAL PERMITS

Electrical permits can be issued only after the building permit has been issued. No plans are required since code compliance is verified during inspections. You may apply in-person or online at fairfaxcounty.gov/fido.



INSPECTIONS

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

- ▶ The county approved plat, conservation plan or grading plan and building plans 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 garage or shed is constructed in a problem soil, you must 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 a garage or shed. Approval for an inspection must be attained prior to proceeding with the next applicable inspection.



Inspection Timing Checklist

Inspection	Code	Permit				Requirements
		B	M	P	E	
Footing	13	x				✓ Footing trench/formwork ready for concrete; bottom of trench on solid soil.
Masonry or concrete wall	38	x				✓ Forms must be ready for concrete with reinforcing steel in place. ✓ Masonry must be ready for grout with reinforcing steel in place.
Slab	33	x				✓ Slab area must be ready for concrete with gravel, vapor barrier and reinforcing steel in place.
Combined	Electrical concealment	05			x	✓ All electrical wiring and boxes must be installed. ✓ Sill plates must be installed and secured to the foundation walls.
	Building framing	14	x			✓ Structure must be weather tight. ✓ Wall and roof sheathing must be installed. ✓ Windows and doors must be installed.
Insulation	17	x				✓ Wall, ceiling and crawl space insulation must be in place.
Combined	Electrical final	08			x	✓ Appliances, fixtures, outlets, panels, switches, etc. must be installed.
	Building final	08	x			✓ A panel box (if applicable) index must be complete. ✓ The structure must be ready for use.

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, Suite 634.
- ▶ Live, via telephone during hours of operation at 703-631-5101, TTY 711.
- ▶ Via automated telephone system anytime at 703-222-2474 using the codes in the table to the left.
- ▶ Anytime on FIDO at fairfaxcounty.gov/fido or on the Fairfax County smart-phone app.