

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.



A Fairfax County, Virginia Publication



## PERMITS & FEES

The following permits are required to install a geothermal heating and air conditioning system (HVAC). 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).

- ▶ Mechanical permit (see [HVAC Certifications](#) for more information).
- ▶ Plumbing Permit (for gas piping).
- ▶ Electrical permit.
- ▶ Well permit from Health Department for well-type systems (see Page 2).

Fees vary depending on the scope of your project; use the online fee estimator to help determine 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.

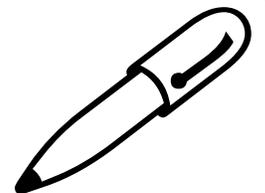
## DOCUMENTS REQUIRED

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

- ▶ [Permit Application Form](#) and equipment worksheet.
- ▶ [Property Ownership Affidavit](#) (when property ownership must be verified).
- ▶ Site-related plan (see Page 2).
- ▶ [Permit Authorization Affidavit](#) (when there is no contractor and the applicant is not the property owner).
- ▶ [Geothermal Certification](#) (while not required at permit application, this form must be returned to the county prior to the final inspection of the mechanical permit).
- ▶ Additional documentation and escrows may be required.

### **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.



## Types of Geothermal Systems

There are three major types of geothermal HVAC systems seen in Fairfax County.

- ▶ Horizontal Loop Systems require digging long trenches below the frost line in order to lay the system piping.
- ▶ Horizontal Bored Systems utilize directional boring to drill the system piping underground with little to no land disturbance.
- ▶ Vertical Well Systems require digging wells several hundred feet deep and connecting the associated pipes in a loop pattern inside the well.



## Health Approvals

- ✓ The Health Department must review the mechanical permit and site-related plan if your property is served by a well or septic system.
- ✓ A well permit from the Health Department is required when you have a vertical well system. This permit must be issued prior to the mechanical permit).

## 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 and draw the wells/loops in pen and to scale. No more than 2,500 square feet can be disturbed. The plat must be a clean version that was not faxed, enlarged or reduced. Contact Zoning for more information on when an existing plat is acceptable.

**2** A Conservation Plan is much like a house location plat, but uses a professional to draw the erosion and sediment controls. One can be used when...  
 ✓ Wells/loops disturbs up to 5,000 square feet and  
 ✓ Drainage improvements and water quality controls are not required.  
 Otherwise you must submit a grading plan.

**3** A Grading Plan is a professional drawing showing topography, construction and land improvements and is required when...  
 ✓ Well or loops disturbs more than 2,500 square feet,  
 ✓ Construction blocks existing drainage patterns or  
 ✓ Soil is cut or filled by more than 18 inches.

**4** A Minor Site Plan is a drawing depicting existing and proposed improvements and is required for commercial properties where the land disturbance activity exceeds 250 square feet. A minor site plan may be used in lieu of a full site plan if the project meets the conditions in [Section 17-105](#) of the Zoning Ordinance.

## Contractor Coordination and the Permit Process

In certain cases one contractor will install the geothermal elements while another will install the HVAC equipment. The permit process outlined below accommodates this practice.

Geothermal contractor initiates mechanical permit process at the Permit Application Center and well permit at the Health Department.



Site Application Center and Health Department review permit submission package.



Approval by Site Application Center and/or Health Department is permission to commence exterior work only.



Submission package is passed off to HVAC contractor to obtain mechanical permit issuance.

## Commercial Installation?

Mechanical and electrical drawing submission is required by the county for commercial installations. Please see our [Sealed Drawings](#) publication to determine if your plans need to be signed and sealed by a professional.