

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



The Countywide Masterfile Program allows one set of approved plans to be used throughout the county for each model house type. Transferring approved masterfile plans to new lots and subdivisions only requires a review for site specific conditions. Masterfile plans are valid until the code they were designed under goes out-of-date.

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

www.fairfaxcounty.gov/buildingpermits

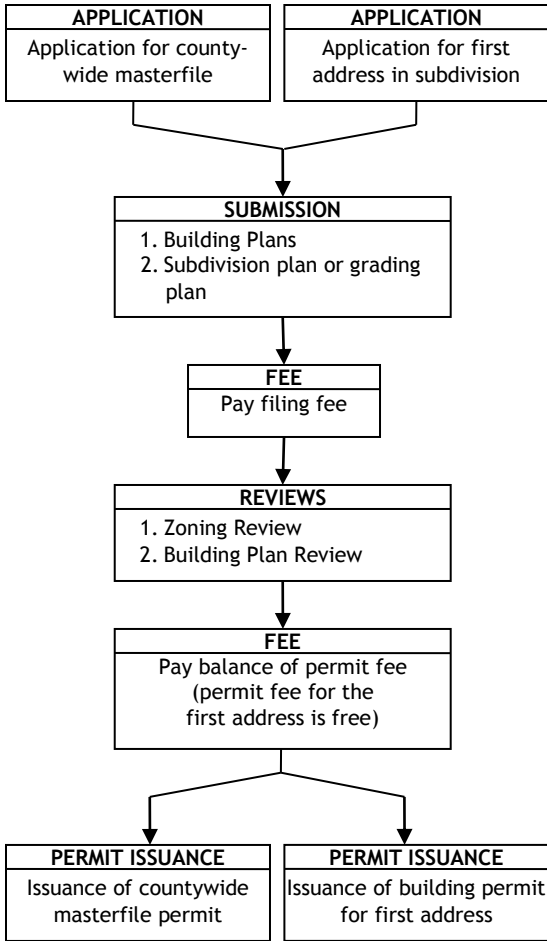
INITIAL SUBMISSION REQUIREMENTS

Follow the steps listed below for the first time a masterfile plan is submitted to the county for permit and plan approval. See the Page 2 for a flowchart of the process.

1. Your initial submission begins at the Permit Application Center for a single subdivision or infill lot. Approval for other subdivisions or infill lots takes place later.
 - ✓ One copy of the subdivision plan or approved grading plan for an infill lot. To learn more about grading plans, see our Site-Related Plans publication.
2. You submission must include the following:
 - ✓ Two completed permit applications, one for the masterfile permit and the other for the first address to be built (with options listed).
 - ✓ Three copies of the building plans, including the Townhouse and Detached Single Family Dwelling Cover Sheet. For more information refer to the companion guide Building a New Home.
 - ✓ On a separate sheet and in a table, list all model options and page reference. Include a blank column for “area (sf)” to be completed by the county.

Got a Townhouse?

- ▶ Multiple townhouse types may be combined in one submission package if they are designed under the same building code.
- ▶ Townhouses greater than three stories must be sprinklered and designed using the International Building Code.
- ▶ Townhouses less than three stories can be designed using the International Residential Code and need not be sprinklered.



3. Your submission package is processed and a permit number is generated for project tracking online at *fairfaxcounty.gov/fido*.
4. Staff calculates permit fees based on area of the house and its options.
5. The filing fee for the masterfile (50 percent of the permit fee) must be paid at the Cashier's Office.
6. Once the fee has been paid, the plans are released for county review.
7. When approved, pick up your plans at Building Plan Review.
8. The balance of the permit fee must be paid at the Cashier's Office.
9. The permit for both the masterfile and initial address are be issued at the Permit Application Center.

Building the same house in the same subdivision?

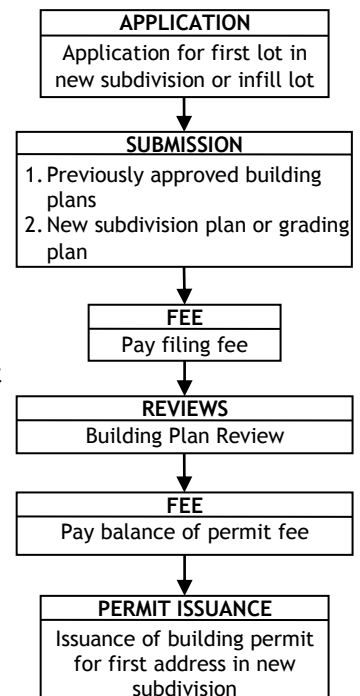
Once you have an approved masterfile plan in a specific subdivision, you can build that house type for any lot within that subdivision by following the steps.

1. Submit a permit application for the addresses and/or lot numbers at the Permit Application Center.
2. List all options applicable to each address.
3. Pay the permit fee(s) at the Cashier's Office.
4. The permit(s) are issued at the Permit Application Center.

TRANSFERING A MASTERFILE

You may build the same house type in a different subdivision or infill lot by “transferring” the approved plans; follow the steps below and refer to the diagram to the right.

1. Submit the following to the Permit Application Center.
 - ✓ A completed permit application for first lot in the new subdivision or infill lot. List all options applicable to this address.
 - ✓ A copy of the previously approved building plans.
 - ✓ A new Townhouse and Detached Single Family Dwelling Cover Sheet for the new subdivision/infill lot (soil properties and other conditions will change).
 - ✓ A copy of the subdivision or grading plan.
2. Pay the applicable filing fee at the Cashier's Office.
3. Submit your building plan, cover sheet and subdivision or grading plan to Building Plan Review for a review for proffer compliance and site specific conditions.
4. After approval, pick up drawings at Building Plan Review.
5. Pay the remaining balance of the permit fee at the Cashier's Office.
6. The permit is be issued at the Permit Application Center.



PLAN REVISIONS

If additional options become available or design changes become necessary after initial plan approval, then you will have to submit a revision to your masterfile plans. Follow the steps below for the process that applies to you.

New Options

1. Submit the following to the Permit Application Center.
 - ✓ An amended permit application.
 - ✓ A copy of the previously approved building plans.
 - ✓ Three sets of the revised or new plan sheet(s).
2. Pay the applicable fee at the Cashier's Office.
3. Submit one copy of the revised drawings to Zoning.
4. Submit two copies of your building plans to Building Plan Review.
5. When approved, pick up your plans at Building Plan Review.
6. The amended permit is issued at the Permit Application Center.

Design Changes

This process is applicable only if the design changes do not increase the house type's footprint area.

1. Submit the following to Building Plan Review.
 - ✓ A copy of the previously approved building plans.
 - ✓ Two sets of copies of the revised or new plan sheet(s).
2. When approved, pick up your plans at Building Plan Review.

Masterfile Tip

- ▶ Plans should include all options that may be available in all subdivisions. This way, revisions can be kept to a minimum.
- ▶ Some subdivisions and infill lots may have unique conditions you need to be aware of, such as ...
 - ✓ Noise attenuation for lots near highways or Dulles Airport.
 - ✓ Problem soils.
 - ✓ Proffered or special architectural conditions as part of the zoning process.

Plans on the Job Site

A set of approved building and grading plans must be available at each lot. Plans located at the job site trailer are not acceptable; the plans must be located at each lot. Copies, no smaller than 11 x 17 inches, may be substituted to ensure plans are available at each location. The plans must be legible, protected from the weather, and available to the inspector during the construction process. Inspectors are authorized to fail an inspection when a complete set of plans are not available.

