

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 for the installation of new heating and air conditioning equipment or the replacement of existing equipment. 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 for new [geothermal HVAC systems](#).
- ▶ Plumbing permit for new gas installations.
- ▶ Electrical permit.
- ▶ Mechanical 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 to apply.

Contractors must have a FIDO-issued identification number in order to apply. Contact the Permit Application Center to obtain yours.

DOCUMENTS REQUIRED

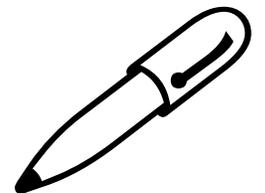
When applying for a permit, you must submit the following documents:

- ▶ [Permit Application Form](#) and equipment worksheet.
- ▶ Two copies of the [Residential HVAC Certification Form](#)

(A certification is not required when replacing existing equipment that is within 20 percent of the existing capacity. Instructions on how to complete the form can be found on Page 2).

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.



INSTRUCTIONS FOR THE HVAC CERTIFICATION FORM

Follow the instructions below to complete the certification form. Per the Virginia Residential Code, equipment sizing shall be in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved methodologies. It is the applicant's responsibility to conduct a load calculation in accordance with ACCA Manual J for all HVAC installations. While not initially required at permit application, this calculation may be required for permit issuance.

General

- ▶ *Property address/masterfile name:* the address where the work is being completed or the specific name of a masterfile house type.
- ▶ *Masterfile options:* listed option(s) for this masterfile house type.
- ▶ *Parent building permit:* the building permit number for this house.
- ▶ *Mechanical permit:* the mechanical permit number for this HVAC system (number will be assigned when applying for this permit; if applying online, this number is not required).
- ▶ *System #:* unique designation of each separate HVAC system (a separate form is required for each).

- ▶ *System area:* total area served by the system.

Heating Equipment Data

- ▶ *Equipment type:* the type of the heat source; furnace, heat pump, boiler, etc.
- ▶ *Manufacturer/Model No.:* the specific equipment manufacturer and model number being proposed.
- ▶ *Input:* the input capacity of a furnace or boiler in Btu/h.
- ▶ *Output:* the output capacity of a furnace or boiler in Btu/h.

- ▶ *Manufacturer/Model No.:* the specific equipment manufacturer and model number being proposed.

- ▶ *Total capacity @ evaporator:* the sum of the sensible and latent capacities of the equipment at the design temperature in Btu/h.

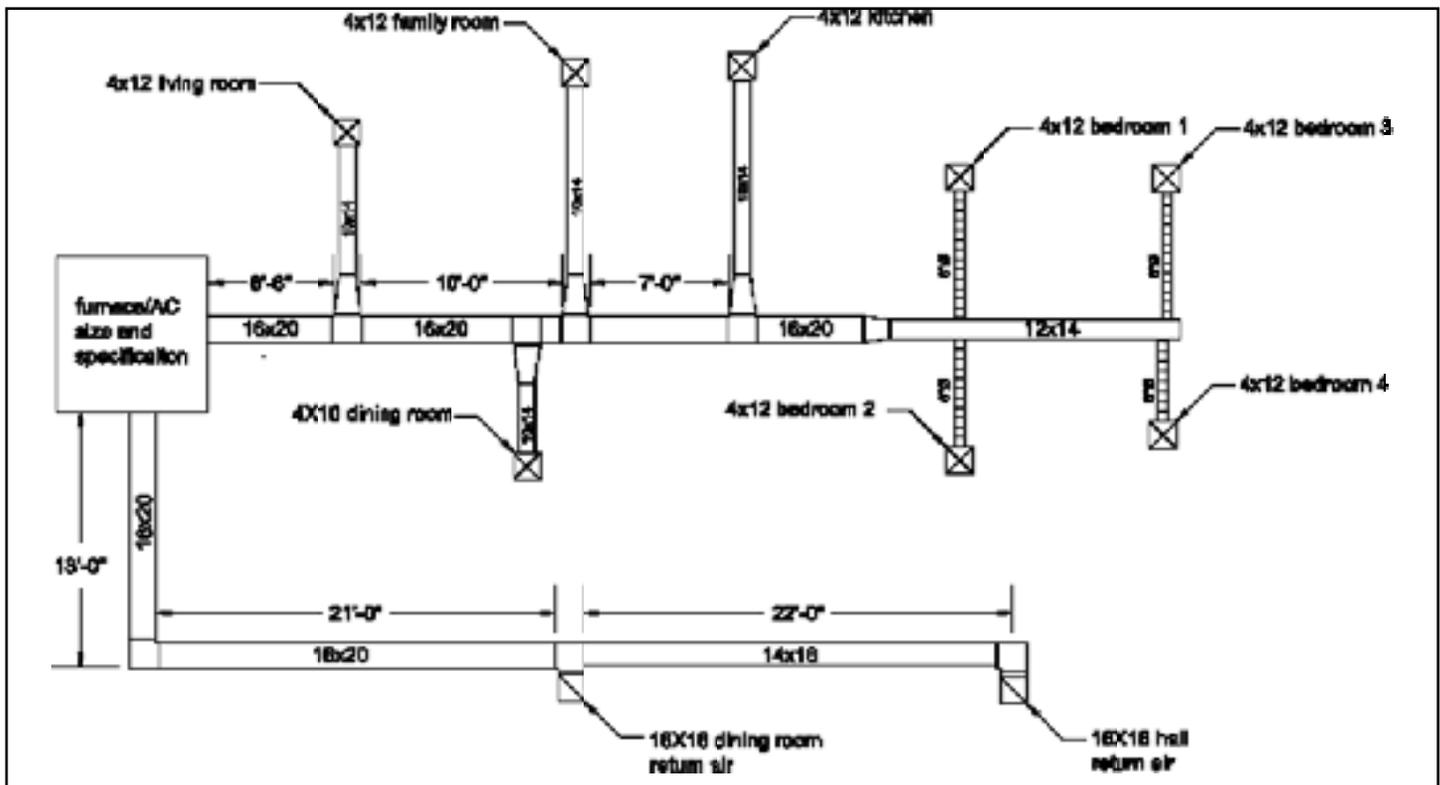
- ▶ *Sensible capacity (equipment):* the maximum sensible capacity of the equipment at the design temperature in Btu/h.

Cooling Equipment Data

- ▶ *Equipment type:* the type of cooling source; air conditioner, heat pump, etc.

HVAC Duct Layout Diagram

- ▶ Provide a plan view and diagram of the supply and return air duct systems. Plan should include all sizes of trunk lines, branch lines, supply outlets and return outlets. See sample below.



Sample HVAC Duct Layout