

The information herein, based on Section 54.1 402 of the Code of Virginia, determines if the construction drawings for your new building, addition or remodeling project are required to be sealed by a registered design professional licensed in the Commonwealth of Virginia.



### 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
  - ▶ 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.

#### 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

### REGULATIONS

- ▶ Use the tables herein to determine if your plans are required to be sealed.
- ▶ The Building Official is permitted to require sealed drawings regardless of the requirements herein.
- ▶ The term “registered design professional” or “RDP” is defined as Virginia licensed architects or professional engineers.
- ▶ If you are a Virginia RDP, you must sign and seal your drawings.
- ▶ Standard design drawings certified by out of state RDPs are permitted provided a Virginia licensed RDP certifies the design has been altered to meet local criteria.
- ▶ Unique designs of structural members require an RDP seal.
- ▶ When no RDP seal is required, the drawings must list the name, occupation and address of the designer.
- ▶ To determine if an RDP has a current license, go to [dpor.virginia.gov](http://dpor.virginia.gov).
- ▶ When certifying a set of drawings, each page must be sealed, signed and dated. However, if the coversheet containing a full table of contents is certified, the remaining pages may contain a copy of the seal, signature and date.

### BUILDING, STRUCTURAL, FIRE PROTECTION

Based on group, area and number of stories of the proposed construction, where indicated with a “✓” requires an RDP seal as outline above.

Group	Description	Area, sf			Stories	
		≤5,000	>5,000 - 15,000	>15,000	≤3	>3
A <sup>1</sup>	assembly	✓	✓	✓	✓	✓
B	business		✓	✓		✓
E	schools, daycare center	✓	✓	✓	✓	✓
F	factory, industrial			✓		✓
H	high hazard	✓	✓	✓	✓	✓
I	institutional	✓	✓	✓	✓	✓
M	mercantile		✓	✓		✓
R-1	hotel, motel, dormitory	✓	✓	✓	✓	✓
R-2	multi-family residential					✓
R-3	one-family dwelling attached					✓
R-4	residential assisted living			✓		✓
R-5	one- & two-family dwelling					✓
S	storage (nonfarm)			✓		✓
U	utility, miscellaneous			✓		✓

<sup>1</sup> Places of worship are exempt if area ≤ 5,000 sf or stories ≤ 3, and occupant load ≤ 100.

## ELECTRICAL

Based on group, number of stories, occupant load and system ratings of the proposed construction, where marked with a “✓” requires an RDP seal as outlined on Page 1. Those areas not marked may not require an RDP seal only if the design is performed by a licensed master electrician or Class A electrical contractor.

Group	Description	Stories		Occupant Load		Volts		Amps	
		≤3	>3	≤100	>100	≤600	>600	≤800	>800
A-1, A-4	theatre, arena		✓		✓		✓		✓
A-2	restaurant, nightclub		✓				✓		✓
A-3	health club, museum		✓ <sup>1</sup>				✓ <sup>1</sup>		✓ <sup>1</sup>
A-5	grandstand, etc.		✓				✓		✓
B	business		✓				✓		✓
E	school, daycare	✓	✓	✓	✓	✓	✓	✓	✓
F	factory, industrial		✓				✓	✓	✓
H	high hazard	✓	✓	✓	✓	✓	✓	✓	✓
I-1, I-2, I-3	institutional	✓	✓	✓	✓	✓	✓	✓	✓
I-4	daycare/nursery		✓		✓		✓		✓
M	mercantile		✓				✓		✓
R	residential		✓		✓		✓		✓
S	storage		✓				✓		✓
U	utility, miscellaneous		✓				✓		✓

<sup>1</sup> Places of worship are exempt.

## PLUMBING AND MECHANICAL

Based on group, number of stories, occupant load and threshold level of the proposed construction, where indicated with a “✓” requires an RDP seal as outlined on Page 1. Those areas not marked may not require an RDP seal only if the design is performed by a licensed master plumber or mechanical worker or Class A plumbing or mechanical contractor.

Group	Description	Stories		Occupant Load		Threshold Level <sup>1</sup>	
		≤3	>3	≤100	>100	Below	Above
A-1, A-4	theatre, arena		✓		✓		✓
A-2	restaurant, nightclub		✓				✓
A-3	health club, museum		✓ <sup>2</sup>				✓ <sup>2</sup>
A-5	grandstand, etc.		✓				✓
B	business		✓				✓
E	school, daycare	✓	✓	✓	✓	✓	✓
F	factory, industrial		✓				✓
H	high hazard	✓	✓	✓	✓	✓	✓
I-1, I-2, I-3	institutional	✓	✓	✓	✓	✓	✓
I-4	daycare/nursery		✓		✓		✓
M	mercantile		✓				✓
R	residential		✓		✓		✓
S	storage		✓				✓
U	utility, miscellaneous		✓				✓

<sup>1</sup> Threshold level is plumbing and mechanical systems using packaged mechanical equipment not exceeding gauge pressures of 125 pounds per square inch, other than refrigeration, or temperatures other than fuel gas of 300 degrees F.

<sup>2</sup> Places of worship are exempt.

### Using Electronic Seal & Signature?

Electronically submitted plans are coming soon. However, if you wish to submit electronic seals and signatures to represent your paper plans, submit a cover sheet with the following information to [bprmail@fairfaxcounty.gov](mailto:bprmail@fairfaxcounty.gov). The file may be in PDF or TIF format with a maximum size of 10 megabytes. A paper copy of the cover sheet must be attached to each set of plans submitted to the county.

- ✓ Project name and address
- ✓ Designer name and address
- ✓ Table of contents of electronically sealed drawings
- ✓ Date of most recent changes/revisions to the drawings
- ✓ The name and version number of the software used to apply the electronic signature
- ✓ The electronic seal and signature with the software watermark