

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

You must obtain permits for the construction of woodstoves, factory-built fireplaces, chimneys and gas logs. Listed below are the types of permits required depending on the type of project. Apply at the Permit Application Center or [online](#) (see below).

- ▶ Building permit for chimney relining.
- ▶ Mechanical permit for woodstoves and factory-built fireplaces in new homes and additions.
- ▶ Household appliance permit for woodstoves or factory-built fireplaces installed in an existing dwelling.
- ▶ Plumbing Permit for new gas lines or gas logs.

Permit fees vary depending on the scope of your project; use the online fee estimator to help determine your costs. Access the estimator on our [website](#) by clicking “permit fee estimate.”

### Apply Online

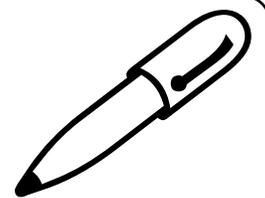


Fairfax County’s FIDO system allows you to apply and, in some cases, obtain your permit online. This could save you time and even a trip to county offices. Go to [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido) to apply.

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

### 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.



## DOCUMENTS REQUIRED

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

- ▶ [Permit Application Form](#) and equipment worksheet.
- ▶ Manufacturer’s instructions and UL listings, when applicable.
- ▶ Building plans showing new or alterations to structural systems.
- ▶ [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).

**MINIMUM CODE REQUIREMENTS**

The items listed below are the requirements for your specific project per the Virginia Residential Code. Be sure to ask if the item you are purchasing complies with the applicable standard. Do not make any purchases otherwise.

**CHIMNEY RELINING**

- ▶ Chimney lining material must correspond to appliance and fuel types.
- ▶ Chimney lining systems must be listed and labeled to UL 1777.
- ▶ Liners must be installed per ASTM C1283.

**FACTORY-BUILT CHIMNEYS**

- ▶ All factory built chimneys must be listed and labeled to UL 103 or UL 127 for factory built fireplace.
- ▶ Installation must conform to manufacturer’s instructions.

**FACTORY-BUILT FIREPLACES**

- ▶ Fireplaces must be listed and labeled to UL 127.

**PERMIT PROCESS**

When applying for your permits, bring the required documentation listed on Page 1 to the Permit Application Center or you may begin your process online at [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido). See below for more information. County staff will direct you through the review process. Use the chart to the right to help guide you.

**INSPECTIONS**

You must obtain inspections from the county for your project in accordance with the requirements below.

- ▶ A copy of the plans and manufacturer’s installation instructions must be on the jobsite.
- ▶ The timing and number of inspections required may vary, depending on the complexity of the alterations and the type of equipment installed.
- ▶ The installer must call for inspections before and after concealment of any construction.
- ▶ All gas equipment requires a test for gas tightness to be conducted during an inspection.
- ▶ If required, ladders must be provided to the inspector.

- ▶ Hearth extensions must be constructed per fireplace standard.
- ▶ Unvented gas logs are prohibited in factory-built fireplaces unless specifically permitted by standard.

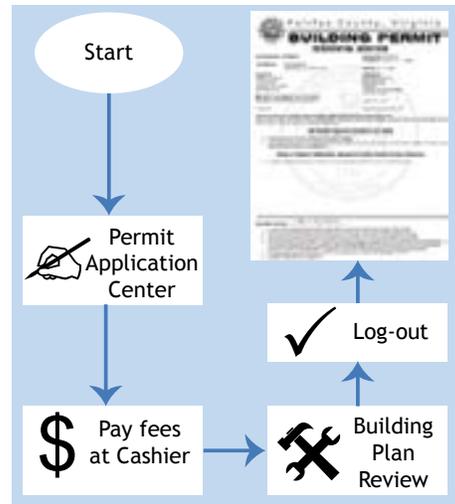
**GAS LOGS**

- ▶ Gas logs must be tested in accordance with ANSI Z21.60.
- ▶ Installation must conform to manufacturer’s instructions.
- ▶ Ignition of gas logs must be by an automatic device or pilot. When such device is inoperable, the fuel supply must be automatically cut off by a flame safeguard device.

**WOODSTOVES**

- ▶ Woodstoves must be listed and labeled to UL 737.
- ▶ Hearth extensions must be constructed per fireplace standard.
- ▶ Connector pipes from woodstove to chimney must be composed of factory-built metal, Type L vent material, or single-wall metal corrosion and heat resistant with a thickness specified in the table below.

Diameter	Sheet Metal Gage
< 6"	26
6" - 10"	24
> 10" - 16"	22



**Inspection Scheduling**

Listed below are your options to schedule an inspection.

- ▶ In-person during hours of operation, Herrity Building, 3rd Floor.
- ▶ Live, via telephone during hours of operation at 703-631-5101, TTY 711.
- ▶ Online at [fairfaxcounty.gov/fido](http://fairfaxcounty.gov/fido).
- ▶ On the Fairfax County smart-phone app. Go to your app store to download.