



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Occupying an Existing Dwelling while Constructing a New Dwelling

Name of Property Owner: _____

Address of New Dwelling: _____

Subdivision Name: _____

Tax Map Number: _____

Building Permit Number: _____

You have requested approval to keep the existing dwelling at the above address during the construction of the proposed new single family dwelling. As part of this request you have stated that the existing dwelling will be demolished upon completion of the new dwelling.

Under Sect. 2-501 of the Zoning Ordinance, in general, there shall be not more than one (1) dwelling unit on any one (1) lot, nor shall a dwelling unit be located on the same lot with any other principal building. It has been a long standing practice of this office to allow temporary occupancy of an existing dwelling until a new dwelling is completed. However, this is done with an understanding that a Residential Use Permit (RUP), which is also known as an occupancy permit, will not be issued until the existing dwelling is demolished.

In accordance with Par. 1 of Sect. 18-702 of the Zoning Ordinance, a RUP is required prior to the occupancy of the new dwelling. Occupancy of the new dwelling prior to issuance of a RUP would constitute a violation of the Zoning Ordinance. Therefore, you are permitted to keep the existing dwelling while the new dwelling is being constructed. However, the RUP for the new dwelling will not be issued until the existing dwelling has been demolished. In certain limited situations, you may be permitted to move furniture into the new dwelling prior to the issuance of a RUP for that dwelling. Please contact the Residential Inspection Division of the Department of Public Works and Environmental Services (DPWES) at 703-631-5101, Option 4 for more information on this matter.

Please sign and date below, indicating that you have read and agree to the above conditions.

Please note that a demolition permit will be required to demolish the existing dwelling and that a building permit for the construction of the new dwelling will not be issued until a signed copy of this form has been received by the Zoning Permit Review Branch.

Property Owner's Signature: _____ Date: _____

cc: Charles O'Donnell, Residential Inspections Division, DPWES
Jack Weyant, Director of Site Development and Inspections Division, DPWES

