

FAIRFAX COUNTY
FIRE AND RESCUE DEPARTMENT



ACQUIRED STRUCTURE PROGRAM

STANDARD PROPERTY OWNER PACKAGE



**FAIRFAX COUNTY
FIRE AND RESCUE DEPARTMENT
4100 Chain Bridge Road
Fairfax, Virginia 22030
703-246-2126**



**Ronald L. Mastin
Fire Chief**

Dear Property Owner / Authorized Agent:

Thank you for participating in the Fairfax County Fire and Rescue Department's Acquired Structure Program. Your donated structure will be used to enhance the training received by the personnel of the Fire and Rescue Department.

To ensure the health and safety of all parties involved and to protect the environment, several federal, state, and local laws and ordinances must be followed. This Standard Property Owner's Package is provided to assist you in completing the required tasks and obtaining the required inspections and permits for training exercises.

The following is a detailed step-by-step checklist/guideline, which will assist you in tracking your progress, and should be followed as closely as possible.

Phone numbers are included as a reference for any questions you may have regarding this program.

Please contact the Field Training Section of the Fairfax County Fire and Rescue Training Division at 703-631-8121.

Deputy Chief Keith Johnson
Chief Training Officer
Fire and Rescue Academy
4600 West Ox Road
Fairfax, Virginia 22030

www.fairfaxcounty.gov/fire

Fairfax County Fire and Rescue Department
Acquired Structures

PROPERTY OWNERS STEP-BY-STEP CHECKLIST

Step	Property Owner Requirements	Contact Person and Phone Number	Completion Date, Contact Name
1	<p>Schedule Inspection of Property to Determine Training Value.</p> <p>If accepted for training, proceed with the steps two through seven.</p>	<p>Fire and Rescue Academy, Field Training Section</p> <p>Phone: 703-631-8121 or 571-641-0690</p>	
2	<p>Contact a Virginia Licensed Asbestos Inspector to perform a full asbestos inspection on the donated structure(s).</p>	<p>A list of licensed inspectors can be obtained from http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm</p>	
3	<p>Provide a copy of the full asbestos report/abatement report to the Field Training Section at the Fire and Rescue Academy. This will certify that the structure contained no asbestos or that the asbestos has been abated.</p>	<p>Asbestos Removal Contractors can be obtained from http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm</p>	
4	<p>Obtain a demolition permit from the Department of Public Works and Environmental Services</p>	<p>Department of Public Works and Environmental Services 703-222-0801.</p> <p>WE WILL NOT ACCEPT ANYTHING OTHER THAN A FULL DEMOLITION PERMIT</p>	

Step	Property Owner Requirements	Contact Person and Phone Number	Completion Date, Contact Name
5	<p>Complete and Sign the following:</p> <ul style="list-style-type: none"> *Live Fire Training Exercise Certificate of Authorization (FRD-278) *Certificate of Authorization/Temporary Liability Release Form (FRD-277) 	Same contact information as listed in Step 1	
6	<p>Provide the Fire and Rescue Academy with the following documents at least two weeks prior to the planned demolition:</p> <ul style="list-style-type: none"> 1- Asbestos Inspection Report must be on company letterhead, signed and dated. 2- Asbestos abatement report, if required must be on company letterhead, signed and dated. 3- Copy of Asbestos Inspector's Virginia License. 4- Demolition Permit (step 4) 5- Signed Live Fire Training Exercise Certificate of Authorization and Certificate of Authorization/Temporary Liability Release Form (step 6) 6- Remove debris hazards from the property as identified by the Fire and Rescue Training Staff. 	Same contact information as listed in Step 1	

CERTIFICATE OF AUTHORIZATIONS/TEMPORARY LIABILITY RELEASE FORM

This is to certify that: _____

address: _____

is the true owner or authorized agent of the property located at (address):

and more specifically identified as Tax Book: _____

Permission is hereby granted to the Fairfax County Fire and Rescue Department to utilize for training such building(s) designated on the property described above. In return, Fairfax County agrees not to bring suit to exercise its right of subrogation under Virginia Code 65.1-41 (Repl. Vol. 1980) against the property owner and/or his/her representative for any personal injury to a Fairfax County Career or Volunteer Firefighter during the training period. Fairfax County further agrees not to bring suit for damage to any self-insured equipment during the training session.

Signed: _____ Date: _____
Property Owner or Authorized Representative

Signed: _____ Date: _____
Fairfax County Representative

It is agreed that I will not hold Fairfax County or the Fairfax County Fire and Rescue Department or any of its officers, agents, or employees liable for any damage to the above described property. In return, Fairfax County agrees not to bring suit to exercise its right or subrogation under Virginia Code 65.1-41 (1987) against me and/or my representative for any personal injury to a Fairfax County Career or Volunteer Firefighter incurred during the training exercise on the site. Fairfax County further agrees not to bring suit for damage to any self-insured equipment incurred during the training exercise on the site.

Signed: _____ Date: _____
(Property Owner or Authorized Representative)

Signed: _____ Date: _____
(Fairfax County Representative)

Property Owner's Responsibility to Render Property Secure

In accordance with **Section 105 - UNSAFE STRUCTURES OR STRUCTURES UNFIT FOR HUMAN HABITATION** of the **Virginia Property Maintenance Code** all structures which have been rendered unsafe or unfit shall be remedied by either securing against public entry or razed and removed.

By authority of the Property Maintenance Code Official, it is the responsibility of the owner of such property to either make all doors and windows secure, completely fence the property to prohibit entry or raze and remove said structure, within 24 hours after the conclusion of the Fire and Rescue Department training exercise. Failure to do so within 24 hours will allow the County of Fairfax to reserve the right to perform the services required to secure the property and recover the costs from the property owner(s) for services rendered.

DEMOLITION PERMITS
FAIRFAX COUNTY, VIRGINIA
DIVISION OF INSPECTION SERVICES
PERMITS BRANCH
2ND Floor
12055 Government Center Parkway
Fairfax, Virginia 22035-5504
(703) 222-0801

INTRODUCTION

This guide has been prepared for property owners who want to demolish a single family dwelling or a residential accessory structure, e.g., a shed greater than 150 square feet in area, carport, garage, etc. This information is based on the requirements of the Virginia Uniform Statewide Building Code (VUSBC), and the Code of the County of Fairfax. If you need further information, contact the Permit Application Center (PAC) at (703) 222-0801. Hours are Monday through Friday, 8:00 am to 4:00 pm, except holidays. Telephone hours are from 8:00 am to 4:30 pm.

DOCUMENTS AND REQUIREMENTS TO OBTAIN A PERMIT TO DEMOLISH A STRUCTURE:

- At the time a building permit application for a demolition is submitted to the PAC, the permit applicant must provide written evidence that all utility connections to the structure (including all service connections and appliance equipment) have been removed or sealed and plugged in a safe manner, or that the structure is not served by the utility (e.g., if a structure is not served by natural gas). Typically, the following is required:

Natural Gas – A letter from the gas company serving the area in which the structure is located specifying either that gas service has been disconnected or that the structure is not served by natural gas.

Electricity – A letter from the electric company serving the area in which the structure is located stating that service to the property has been disconnected or the structure is not served by electricity.

NOTE: If electricity, gas or water is to be disconnected from an accessory structure without removal of the utility service from the property, an electrical or plumbing permit must be obtained to disconnect the electricity or plumbing from the structure and the permit(s), (as appropriate), must be obtained and must have received an approved final inspection.

Public Water Service – If the structure is served by public water, a letter from the water authority stating that the water service has been disconnected.

Public Sewer Service – If the structure is on public sewer, evidence of sewer cap-off must be provided. This requires that a plumbing permit be obtained to cap-off the sewer line and the permit must have received an approved final inspection. The plumbing permit must be applied for at the PAC and must be reviewed at the Department of Public Works (DPW) prior to issuance. At the time the plumbing permit application is review by the DPW you should be prepared to make a decision on the disposition of any previously paid funds for sewer connection.

For your convenience, a list of utility company contacts and telephone numbers are attached.

When you demolish an accessory structure which has **never** been served by utilities, in lieu of obtaining a written release from all utilities, you may sign an affidavit affirming that the structure is not and has never been served by electricity, natural gas, public water, or public sewer, and you will thereby accept full responsibility for the work performed under the permit. A copy of the affidavit is attached.

- If the property is served by a well, the permit applicant must submit a copy of a Well Abandonment Release form with the building permit application. The form can be obtained from the Division of Environmental Health of the Health Department (HD) (telephone: 246-2201).
- If the property is served by a septic system, the permit applicant must submit a Septic Abandonment Release form with the building permit application. The form can be obtained from the Division of Environmental of the HD (telephone: 246-2201).
- The permit applicant must also submit an Asbestos Demolition Clearance form. The form can be obtained from the Air Pollution Control Division of the HD (telephone: 246-2541) and verifies that the property was inspected and that no asbestos is present.
- If an entire structure will be demolished, a signature bond in the amount of \$500 must be posted with Fairfax County. This bond is to assure that all debris is removed in a manner which prevents injury or damage to persons, adjoining properties, and public rights of way. In addition, established grades must be restored, and any necessary retaining walls and/or fences must be constructed (note that a separate building permit is required to construct a retaining wall greater than 24” in height). The bond will remain in effect until the permit has received an approved final inspection. A copy of the bond form is attached.

- The property owner or the owner's agent must give **written** notice to owners of adjacent lots and any other lots if they will be affected by a temporary utility outage which may be caused by the demolition.
- If a licensed contractor will perform the work, the contractor's name, address, telephone number, State contractor's license number, and Fairfax County business license number must be provided on the permit applications.

A BRIEF DESCRIPTION OF THE BUILDING PERMIT APPLICATION PROCESS FOR A DEMOLITION:

- Step 1: Bring the documents pertinent to your demolition project to the Permit Application Center where you will:
- Sign a bond form in the amount of \$500
 - Complete a building permit application form
 - Obtain a building permit number
- Step 2: You will be directed to the following offices to obtain review and approval of your building permit application:
- Zoning Administration
 - Site Permits Section
- Step 3: Return to the Permit Application Center log out desk to have the approvals recorded into your permit record.
- Step 4: Pay the permit fee to the Cashier.
- Step 5: When the demolition and clean-up are completed, call the Inspection Request Center to request a final inspection at 703-222-0455 between 8:00 a.m. and 4:30 p.m., Monday through Friday, except Holidays. Touch tone telephone users can use the 24-hour automated inspection request line at 703-222-2474.

The following is a list of utility companies and local jurisdictions which may be contacted to obtain necessary documentation for a demolition permit. Consult your utility billing records to determine the correct supplier for your particular property.

NATURAL GAS

Washington Gas
6801 Industrial Road
Springfield, VA 22151
(703) 750-1000

Commonwealth Gas Services
Post Office Box 1670
Manassas, VA 22110
(703) 361-3181

PUBLIC WATER

Fairfax County Water Authority
8560 Arlington Boulevard
Post Office Box 1500
Merrifield, VA 22116-0815
(703) 698-5600

Your property may not be served by the Fairfax County Water Authority or the Fairfax County Department of Public Works; therefore, you may need to contact one of the following jurisdictions which provide water and sewer services to some properties located within Fairfax County.

City of Alexandria
Post Office Box 178
Alexandria, VA 22313
(703) 838-4966

City of Fairfax
Transit and Utilities
10455 Armstrong Street
Fairfax, VA 22030
(703) 385-7915

City of Falls Church
300 Park Avenue
Falls Church, VA 22046
(703) 241-5071

ELECTRICITY

Virginia Power
3901 Fair Ridge Drive
Fairfax, VA 22033
(703) 934-9660

Northern Virginia Electric Coop.
Post Office Box 2710
Manassas, VA 22110
(703) 365- 0500

PUBLIC SEWER

Fairfax County Dept. of Public Works
Office of Waste Management, Suite 358
12000 Government Center Parkway
Fairfax, VA 22035-0052
(703) 324-5020

Town of Herndon Public Works
200 Spring Street
Post Office Box 427
Herndon, VA 22070
(703) 435-6814

Town of Vienna Public Works
127 Center Street, South
Vienna, VA 22180
(703) 255-6385