



# County of Fairfax, Virginia

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

## **Requirements for Proposed Child Care Facilities Exempt from State Licensing Located in Fairfax County, Cities of Fairfax and Falls Church, Towns of Clifton, Herndon, and Vienna.**

For all facilities located in Fairfax County, Cities of Fairfax and Falls Church, Towns of Clifton, Herndon, and Vienna, the owner or agent is required to provide detailed plans with an engineer's seal and specifications, including the items listed below, to the Health Department:

- \_\_\_\_\_ 1. An affidavit of exemption.
- \_\_\_\_\_ 2. Name and location of establishment (Address and County Tax Map Reference Number).
- \_\_\_\_\_ 3. A written proposal describing method of operation, i.e. time of day. Number of hours in operation, number of students, staff, etc.
- \_\_\_\_\_ 4. Floor plan of the facility, drawn to scale, showing windows, doors, classrooms, and toilet areas (number of closets and hand basins must be shown).
- \_\_\_\_\_ 5. Type of water and sewage systems (public and/or private).
- \_\_\_\_\_ 6. If food is to be prepared and served on the premises, state and local food codes must be complied with.

The number of complete sets of plans required by the Health Department is:

Town of Herndon and City of Falls Church – 3  
Fairfax County – 4  
City of Fairfax – 5

### **Special Note: An approved site plan must be on file with the Health Department, as required.**

A final inspection of the facility will be required prior to opening. An application and permit fee is required to be submitted prior to scheduling a final inspection.

The detailed fee schedule is attached. The plan review fee can be paid by cash, check or credit card. Please make checks payable to the County of Fairfax. **All fees are non-refundable.**

Once the review and approval of plans has been completed by the Health Department, they must be taken to the Department of Public Works and Environmental Services Permit Application Center (DPWES) located in the Jack Herry Building, Government Center Complex, 12055 Government Center Parkway, 2nd Floor, Fairfax, VA 22035, telephone number 703-324-1555. When the review and approval process has been completed at DPWES, the plans must be taken to the proper jurisdiction.

