



People Places Employment Governance

Goal 3: Speed, Predictability, and Consistency

Update On Initiative 5: Small Business and Retail Establishments

October 2016



Small Business and Retail Summary

Objective:

Simplify and share information to improve the experience of opening small business and retail establishments in Fairfax County.



Small Business and Retail Summary

Completed and Ongoing Tasks

Initiative	Target Completion	Status	Progress Summary
Road Maps	November 2016	On Target	Material Developed. Web programming underway.
Pilot One-Stop Shop for Sign Permits	End of 2017 for Pilot	On Target	Training for 8 th floor staff scheduled for Fall 2016. Single customer pilot scheduled for this fall and winter.
Web page	Completed	Completed	http://www.fairfaxcounty.gov/business/starting-a-business/small-business-and-retail.htm



Small Business and Retail Summary

Former Tasks – Feeding into Workshops

Initiative	Status	Related Workshop
Review Permitting Processes	No Further Action	P7 –Define and Implement Future Service Delivery Model and P11 – Optimize Organizational Alignments
Central repository for customer information	No Further Action	P8 –Educate Stakeholders and Make Information Accessible
Create fillable forms, based on restaurant use group success	No Further Action	P9 –Establish Long-term Technology Strategy and Implement
Retail focus on Zoning Ordinance classifications (e.g., restaurant distinctions)	No Further Action	P4 –Review and Revise Codes and Ordinances



Small Business and Retail - Roadmaps

Roadmaps: Web content for small businesses and retail owners to advise their expansion or development decision.

Task	Target Completion	Status	Progress Summary
Industry and internal stakeholder meetings	Completed	Completed	Met with industry representatives. Creating outreach based on input.
Develop Content	September	Complete	Draft content developed and reviewed by CTSC, ZPRB, and OAB at least once each. Final content to programmers 9/16/16.
Web programming	October	On Schedule	Underway
Testing	November	On Schedule	Will begin when web programming is complete
Publication	November	On Schedule	Where will this information reside?

- Where will the web information go? What other pages will link to it? What other resources will be developed to support it? How often will we update this information?

This quick reference table shows what land development requirements you should expect when you are starting a business. Click on a column header to see detail on a single column. Click [here](#) to see detail on all columns.

Note: all property differs from a development perspective. This reference only covers the general requirements for development. You should verify you project with county staff before expending resources, signing leases, or purchasing property. For example, the first step you should take before evaluating a location for a business is to verify that DPZ would permit your use of that property. Contact the planner of the day at 703-324-1314 to make an appointment or ask general questions. *Same use* means a Nail Salon stays a Nail Salon or other personal service. *Different use* means a Nail Salon changes to *retail* (e.g., shoe store) or other type of use.

[Click here to see more about how our Zoning Ordinance defines what "uses" are allowed.](#)

Example 1st Screen (web version differs)

Requirements	Existing Building		New Construction
	Same Use	Different Use	
BPOL (County Taxes)	●	●	●
Rezoning, Special Permit or Special Exception Process	○	○	○
Parking Issues	○	○	●
Sign Permits	○	○	○
Building Plans and Permits	○	○	●
Site Related Construction Plans and Permits (May Include Stormwater)	○	○	●
Occupancy Certificate (Non-Residential Use Permit - Non-RUP)	●	●	●
Additional Inspections: Fire Marshall, Health Department, VDOT, etc.	○	○	○

Key

- indicates that this step may apply. Click on the column for more information on when the step would apply.
- indicates this step will always apply for this type of business and building.

Example 2nd Screen
(web version differs)

Requirements	SAME USE IN EXISTING BUILDING				Different Use No Remodel						
	Same Use No Remodel	Same Use Interior Remodel Only	Same Use Adding Square Footage (Ex: Mezzanine)	Same Use - Adding Square Footage and Disturbed Area							
1 BPOL (County Taxes)	●	●	●	●	●						
2 Sign Permits	○	○	○	○	○						
3 Zoning Review (includes setbacks and special applications: rezoning, special permit or special exception)			○	○	○	○	○	○	○	○	○
4 Building Permit		●	●	●	●	●	●	●	●	●	●
5 Building Inspections		●	●	●	●	●	●	●	●	●	●
6 Parking Issues		○	○	○	○	○	○	○	○	●	●
7 Construction Plan (Site Plan or Minor Site Plan)			○	○			○	○	○	●	●
8 Land Disturbance Permit				○				○	○	●	●
9 Stormwater Permit (VPDES)				○				○	○	○	○
10 Occupancy Certificate (Non-RUP)	●	●	●	●	●	●	●	●	●	●	●
11 Additional Inspections: Fire Marshal, Health Department, VDOT, etc.	○	○	○	○	○	○	○	○	○	○	○
12 As-Builts				○				○	○	●	●
13 Bonds and Escrows Release				○				○	○	○	○
Total Time You Can Anticipate Before Construction Begins	2 weeks if no Special Permit or Special Exception Required	3 - 18 months (depending on construction plan and zoning requirements)	3 - 18 months (depending on construction plan and zoning requirements)	3 - 18 months (depending on construction plan and zoning requirements)	2 weeks if no issues for parking, special permit, special exception or other zoning requirements	3 - 18 months (depending on construction plan and zoning requirements)	3 - 18 months (depending on construction plan and zoning requirements)	3 - 18 months (depending on construction plan and zoning requirements)	6-12 months (depending on customer response time to comments)	12-24 months (depending on construction plan and zoning requirements)	



Small Business and Retail – Sign Permits

Pilot One-Stop Shop for Sign Permits

Task	Target Completion	Status	Progress Summary
Train 8 th Floor Staff in Building Permit Processing	September/October	On Schedule	Meetings scheduled. Will train one staff member for pilot for wall-mounted signs only.
Pilot customer	By end of 2016	On Schedule	Underway. Waiting for sign customer availability.
Pilot 8 th floor = one stop shop	End of 2017	On Schedule	None. Need to weigh staffing implications.
Optional Phase 2	Not Set	N/A	Allow sign permit and documents submitted online

Key Decisions:

- What staffing affects will this have? How (and when) can we expand this beyond a pilot program?



Small Business and
Retail Establishments
Update



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Questions?