



# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** March 5, 2025

**TO:** Security and Door Hardware Industry

**FROM:** Parisa Shoaee, P.E., Chief Engineer / Assistant Fire Marshal

**SUBJECT:** Submittal and Inspections Requirements For Access and Egress Control, Delayed Egress Locking, and Latching Systems

Effective March 5<sup>th</sup>, 2025, an electrical low voltage and a building permit are required for all access or egress control systems, delayed egress locking, and latching system installations. If the scope of work covers special locking systems as defined in [Description and Requirements for Special Locking Hardware](#), an additional fire door lock permit is required and will be reviewed by the Office of the Fire Marshal.

Any deviations from work shown on the building permit that are made to the special locking systems arrangement as part of the fire door lock permit submission shall be reflected in an amendment record to the parent building record.

Special door locking systems will be identified during the plan review stage for the building permit. To ensure all special locking systems are identified properly, all door hardware schedules shall be submitted and show the standardized details for identifying normal locks vs special lock on the building plan as outlined in [Door Hardware Schedule Requirements](#).

Contact the Office of the Fire Marshal with any questions at [fire.ENGPlansReview@fairfaxcounty.gov](mailto:fire.ENGPlansReview@fairfaxcounty.gov).

