



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, Towns of Clifton, Herndon and Vienna, Cities of Fairfax & Falls Church.

For the Health Department Plan Review the owner or agent is required to submit complete sets of detailed plans with the engineer's seal and specifications including the items listed below:

- _____ 1. Application and Plan Review Fee ((See attached Fee Schedule). An additional fee of \$40.00 is required for food service facility plan review
- _____ 2. An Affidavit of Exemption
- _____ 3. Name and location of establishment. (Address and County Tax Map Reference Number)
- _____ 4. A written proposal describing method of operation, i.e. time of day. Number of hours in operation, number of students, staff, etc.
- _____ 5. Floor plan of the facility, drawn to scale, showing windows, doors, classrooms and toilet areas (number of closets and hand basins must be shown).
- _____ 6. Type of water and sewage systems (Public and /or Private)
- _____ 7. If food is to be prepared and served on premises, State and Local Food Codes must be complied with. See attached data sheet for food service requirements

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

Three sets (Fairfax County, Towns of Vienna/Clifton, and *Town of Herndon)

Three sets City of Falls Church (Food Service Plans Only)

Five sets City of Fairfax (Food Service Plans Only)

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 of \$40.00 is required to be submitted prior to scheduling a final inspection.

Once the review and approval of plans have 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 Herrity Building, Government Center Complex, 12055 Government Center Parkway, 2nd Floor, Fairfax, VA 22035. Telephone: 703-324-5033.**

* For the Town of Herndon - Upon review and approval of plans, they must be taken to the proper jurisdiction.

Fairfax County Health Department

Division of Environmental Health
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