



BUILDING PERMITS CHECKLISTS

Permit Application Center
Land Development Services
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www.fairfaxcounty.gov/landdevelopment



NEW COMMERCIAL BUILDINGS/ COMMERCIAL ADDITIONS

- PDF format of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- Digital protected seal and signature; if applicable
- Drawing index
- Statement of special inspections
- Structural calculations
- Site-related plan and proffers
- Geotechnical report
- Demo plan; if applicable
- Mechanical**
- Mechanical floor plan
- Equipment schedule
- Plumbing**
- Floor plan showing plumbing fixtures
- Fixture schedule
- 2-D riser diagram
- Electrical**
- Electrical floor plan
- Panel schedule and riser diagrams

TENANT LAYOUTS/INTERIOR ALTERATIONS

- PDF format of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- Digital protected seal and signature; if applicable
- Drawing index
- Construction cost breakdown
- Key plan indicating exits and core facilities
- Systems furniture; if applicable
- Demo plan; if applicable
- Statement of special inspections; if applicable
- Mechanical**
- Mechanical floor plan
- Equipment schedule
- Plumbing**
- Floor plan showing plumbing fixtures
- Fixture schedule
- 2-D riser diagram
- Electrical**
- Electrical floor plan
- Panel schedule and riser diagrams

RETAINING WALLS

- PDF format of structural plans (Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot)
- Digital protected seal and signature; if applicable
- Structural calculations
- Statement of special inspections; if applicable
- Site related plan and proffers
- Geotechnical report (for over 10 feet)
- Global stability analysis for the following conditions:
 - Walls with back slope steeper than 4:1 and on unstable soils
 - Walls with back slope steeper than 2:1 and a height over 6 feet
- Evaluation report (ICC-es) for use of a product or material not recognized by the code
- Residential walls greater than 4 feet will be assigned a commercial review

NEW RESIDENTIAL SFD

- PDF format of structural/architectural plans (Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot)
- Fairfax county building plan review sheet (Minimum standard 11"x17" sized sheet)
- Digital protected seal and signature; if applicable
- PDF of Site related plan
- Geotechnical report; if applicable
- Foundation plan
- Framing plans for floor and roof
- Wind bracing plan
- Each room labeled as to proposed use
- Window and door sizes
- Columns, beams and header sizes shown

RESIDENTIAL ADDITIONS/DECKS/PORCHES SUNROOMS/ACCESSORY STRUCTURES

- PDF format of structural/architectural plans Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot
- Digital protected seal and signature; if applicable
- Site-related plan
- Foundation plan
- Framing plans for floor and roof
- Wind bracing plan
- Each room labeled as to proposed use
- Window and door sizes
- Columns, beams and header sizes shown

MAXIMUM OCCUPANCY LOAD

- PDF format of floor plan and seating diagram (Minimum scale 1/8" = 1 foot)
- Digital protected seal and signature
- Copy of valid non-residential use permit (existing tenants only)
- Copy of any special permits issued by the zoning office of your jurisdiction
- Drawing index

ROOF TOP UNITS

- If structural changes, building permit required
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- PDF format of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Digital protected seal and signature; if applicable
- Structural calculations
- Scope of work – new RTU or change in use of space, existing RTU, or like replacement of RTU
- If new or change of use, load calculation provided
- If new or change of use, cooling and heating capacities provided
- Total air flow for the RTU provided
- Minimum, maximum and set point outdoor flow rate provided
- Required outdoor air calculations provided
- Demo plan; if applicable
- Drawing index

Mechanical

- Mechanical floor plan
- Equipment schedule

Electrical

- Electrical floor plan
- Panel schedule and riser diagrams (including conductor ratings, CB/fuse protection ratings)

RANGE HOODS

- PDF format of mechanical plans (Health Department is required)
- Digital protected seal and signature; if applicable
- If range hood is greater than 1500 lbs., structural drawings required
- Equipment plan provided
- Hood and duct sizes and gages provided
- Location of duct and fans and termination points
- Exhaust and supply air qualities and velocities
- Demo plan; if applicable
- Drawing Index

SHEETING AND SHORING

- PDF format of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/4" = 1 foot)
- Digital protected seal and signature; if applicable
- Structural calculations
- Statement of special inspections
- Site plan and proffers
- Geotechnical report
- Global stability analysis
- Letter from geotechnical engineer indicating the concurrence with the soil data used for this design
- Letter from structural engineer for building indicating design compliance

COMMERCIAL REPLACEMENT OF ROOF AND DECKING

- PDF format of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- Digital protected seal and signature; if applicable
- Demo plan; if applicable
- If you are doing a permit to replace the covering only (i.e., shingles, rubber membrane) no plans are required

INDUSTRIALIZED BUILDINGS

- PDF format of industrialized plans signed/sealed and dated in accordance with state law and must have state's approval stamp
- Digital protected seal and signature; if applicable
- Installation instructions w/tie down information for foundation or structural plans
- Structural calculations
- Site plan and proffers
- Signed industrialized building affidavit

ELEVATORS

- Complete elevator application online & upload PDF format of applicable documents/drawings via Nintex form
- Valid Fairfax County Business License (BPOL)
- Valid State Contractors License (EEC)
- Drawing minimum scale 1/8" = 1 foot
- Building layout with elevator identified with physical location and FFX ID
- Elevator plans (signed and seal digitally with protected seal and signature)
- Manufacture's cut sheets (if applicable)
- Building permit (if new install or revision)