



Notice & Utility Permit Submission Checklist

A Fairfax County Permit is required for utility work which is not shown on approved plans in any right-of-way which has not yet been accepted into the VDOT system.

A Fairfax County Permit is also required for utility work within Fairfax County easements.

Contact Fairfax County Permit Application Center at 703-222-0801 to obtain the appropriate permits

Submission Checklist

- Completed and signed land disturbance application and plans
 - ♦ Two copies of the approved plan with proposed lines, crossings, and service **MUST** accompany the application.
- Signed Certificate of Compliance for Utility Installations and Cost Sheet
- The appropriate payment amount provided per Appendix Q II-E, Site Permit Fees
- Verify that Bond is in good standing:
 - ♦ If a bond is in place, no additional bond shall be posted for the utility work
 - ♦ For bonded projects (site, subdivision, and public improvement plans), the utility permit will be active as long as the associated bond is active.
 - ♦ If bond is not associated with an approved site-related plan, the utility company must submit a \$10,000 bond for the project.
 - Bond must be provided **PRIOR** to issuance of permit and original hard copy will remain on file until project release or bond expiration.

Additional permission to proceed may be required if the utility installation occurs within the following county easements:

- ♦ If a storm sewer easement may be affected:
contact Stormwater Management Division at 703-877-2800
- ♦ If a sanitary sewer easement may be affected:
contact Wastewater Management Division at 703-250-2003
- ❖ **A Notice of Violation will be issued where utility work is performed in violation of permit requirements. Failure to correct violations will result in prosecution and enforcement measures to stop ongoing work, with possible delay in completing utility installation.**

Utility Permit Release Approval: _____

Inspector Signature/Date