



FAIRFAX COUNTY
LAND DEVELOPMENT
SERVICES

PERMITS 101

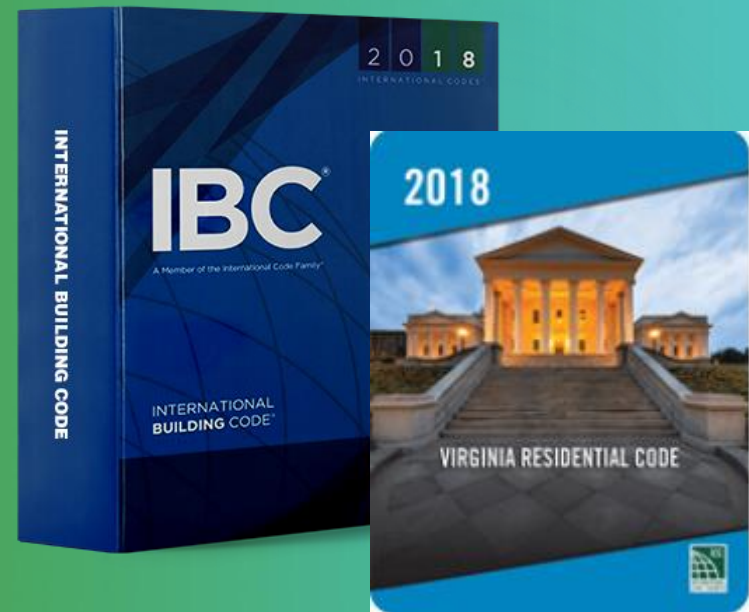
Presented by: Jill West, Customer Service Liaison
703-324-1528

Topics

- ▶ Why Permits Are Required
- ▶ When Permits Are Required
- ▶ Hiring A Contractor
- ▶ The Permit Process
- ▶ Additional Resources

Why Permits Are Required

- ▶ The purpose of the Virginia Residential Code is to protect the health, safety and welfare of Virginia residents.

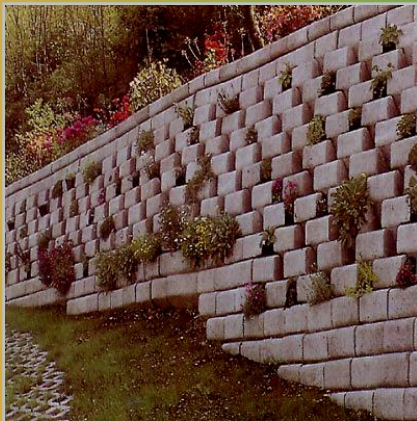


What This Means To You

- ▶ Protect your family
- ▶ Protect your investment
- ▶ Avoid higher costs in the future
- ▶ Required by law



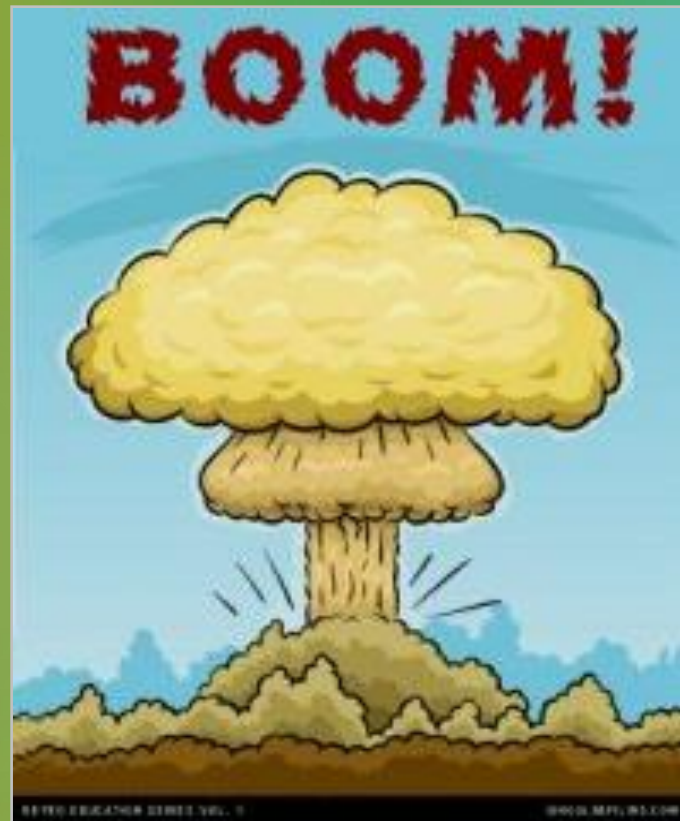
When Permits Are Required



When Permits Are Required



When Permits Are Required



Who can Apply?

- ▶ Licensed Contractor/Subcontractor
- ▶ Architect/Engineer
- ▶ Owner's Agent with Permit Authorization
- ▶ Owner/Tenant

Hiring A Contractor

- ▶ To indicate their responsibility for the work
- ▶ Enforcement actions against the contractor for code violations become more difficult if permit is issued to homeowner
- ▶ The County will verify the contractor is properly licensed as required by State and local laws

Possible Unlicensed Contractor

- ▶ Reluctance to obtain a permit
- ▶ Contractor asks you to obtain the permit
- ▶ Contractor requests an affidavit granting authority to obtain a permit in your name

To verify if a contractor is licensed:

<https://www.dpor.virginia.gov/LicenseLookup>

or call (804) 367-8500

10 Tips for Hiring a Contractor

- ▶ Hire only licensed contractors.
- ▶ Check the status of the contractor's license.
- ▶ Get three references, review past work.
- ▶ Get at least three bids.
- ▶ Get a written contract and don't sign anything until you completely understand the terms.
- ▶ Pay 10% down, or \$1000, whichever is less.
- ▶ Don't let payments get ahead of work. Keep record of payments.
- ▶ Don't make the final payment until you're satisfied with the job.
- ▶ Don't pay cash.
- ▶ Keep a job file of all papers relating to your project.

What is PLUS?

- ▶ PLUS is the central platform to create and submit applications online, pay fees, track application status and receive electronic notifications.
- ▶ Customers can complete their zoning, building, permitting or other land development, submit complaints and environmental health processes online through the PLUS portal.

PLUS - Log In

[Register for an Account](#) [Help](#) [Login](#)

LDS building permit and site plan customers, if you are experiencing issues accessing or processing your permit or plan that was **started in FIDO, PAWS or ProjectDox and converted to PLUS**, please contact our Customer Experience Team for further assistance at **703-222-0801**, **TTY 711** or by [form](#). For step-by-step submission details for all building and site permit/plan records in PLUS, visit the new [LDS Permit Library](#).



[Home](#) [Building](#) [Enforcement](#) [Environmental Health](#) [Fire](#) [Planning](#) [Site](#) [Zoning](#)

[Advanced Search](#) [External Links](#)

Email:

Password:

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☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)



Welcome to PLUS, Fairfax County's Planning and Land Use System. PLUS allows customers to create and submit applications online, pay fees, track application status and receive electronic notifications.

To use these online services, please register for a free user account by clicking on the [Register for an Account](#) link above. For complaints, either register for an account or click on the [Enforcement](#) tab above to submit directly.

PLUS may be unavailable the third Sunday of each month between 6PM and midnight

PLUS - Dashboard

[Home](#) [Building](#) [Enforcement](#) [Environmental Health](#) [Fire](#) [Planning](#) [Site](#) [Zoning](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) [External Links](#)

Hello, jill west

Saved in Cart (0)

[View Cart](#)

My Collection (0)

[View Collections](#)

There are no items in your shopping cart right now.

You do not have any collections right now.

Work In Progress ?

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

PLUS - Create Application

Logged in as: jill west Collections (0)  Cart (0) Reports (4)  Account Management Help Logout

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Search... 

[Home](#) **[Building](#)** [Enforcement](#) [Environmental Health](#) [Fire](#) [Planning](#) [Site](#) [Zoning](#)

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

 [Search](#)

- ▶ [Commercial](#)
- ▶ [Residential](#)
- ▶ [Administrative](#)
- ▶ [Licenses](#)
- ▶ [Elevator](#)

[Continue Application »](#)

PLUS - Residential

Create an Application Search Applications Schedule an Inspection











Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▶ Commercial

▼ Residential

- ☐ Household Appliance 
- ☐ Residential Addition/Alteration 
- ☐ Residential Demolition 
- ☐ Residential Electrical 
- ☐ Residential Mechanical 
- ☐ Residential Miscellaneous 
- ☐ Residential New 
- ☐ Residential Plumbing 
- ☐ Residential Retaining Wall 
- ☐ Residential Solar 

▶ Administrative

▶ Licenses

▶ Elevator

WHICH RECORD IS RIGHT FOR ME?

Residential Record Types



Apply for a record in the Planning and Land Use System (PLUS):
<http://plus.fairfaxcounty.gov/CitizenAccess/Default.aspx>



Residential New

Includes: new **single-family dwelling**, new **townhouse**, and new **detached structure** (carport, garage, accessory structure, gazebo, greenhouse, pole barn, pool house, or shed).



Residential Solar

Includes: **free-standing** and **roof-mounted**.



Residential Demolition

Includes: **complete demolition**, **partial demolition**, and **pool demolition**.



Residential Miscellaneous

Includes: **areaway**, **asbestos abatement**, **chimney reline or repair**, **foundation repair**, **interior drain tile**, **interior/exterior waterproofing**, **mobile home**, **new masonry chimney**, **pool/spa**, **re-roof/re-line**, **roof repair**.

WHICH RECORD IS RIGHT FOR ME?

Commercial Record Types



Apply for a record in the Planning and Land Use System (PLUS):
<http://plus.fairfaxcounty.gov/CitizenAccess/Default.aspx>



Commercial Addition/Alteration

Includes: **interior alteration** (for existing tenant, for owner), **interior demolition** (with or without plans), **metal stud only**, **modular furniture**, **new tenant layout**, **additional square footage** and **interior alteration**.



Commercial New

Includes: **New Commercial Building** (footing/foundation, full commercial, garage, pool/bathroom, shell only), **New Multi-Family** (building, floor, footing/foundation, garage, shell only, unit), **detached commercial structure** (carport, garage, gazebo, greenhouse, shed, shell only), **commercial addition** (canopy/awning, one story, second story over existing structure, shell only, two stories above).



Commercial Miscellaneous

Includes: **antenna**, **asbestos abatement**, **balcony repair**, **commercial sales trailer**, **deck**, **exterior waterproofing**, **foundation repair**, **interior drain tile**, **maximum occupant load**, **miscellaneous building work**, **pool/spa**, **re-roof/re-line**, **roof repair**.



Commercial Solar

Includes: **roof mounted**, **free-standing**.



Commercial Retaining Wall

Includes: Retaining walls with over 4 feet of unbalanced fill, **sheeting/shoring**.



Commercial Demolition

Includes: **complete demolition**, **partial demolition**, **pool demolition**.



Trades: Plumbing, Mechanical, Electrical

Includes: **Plumbing** (Conversion, New, Repair, Replacement), **Mechanical** (Conversion, New, Repair, Replacement), **Electrical** (Heavy-Up, New, Repair, Replacement).

The Permit Process:

Minimum Submission Requirements

- ▶ You must apply for your permit using PLUS. Plans must clearly illustrate the nature of all of the work to be performed
- ▶ Minimum scale of 1/8 inch = 1 foot for commercial, minimum scale of 1/4 inch = 1 foot for residential
- ▶ Code year used for the design.
- ▶ Name, address and occupation of the building designer.
- ▶ If prepared by a Virginia registered architect or professional engineer, the plans must contain an embedded digital signature, seal and date.
- ▶ Project name, address of the building.

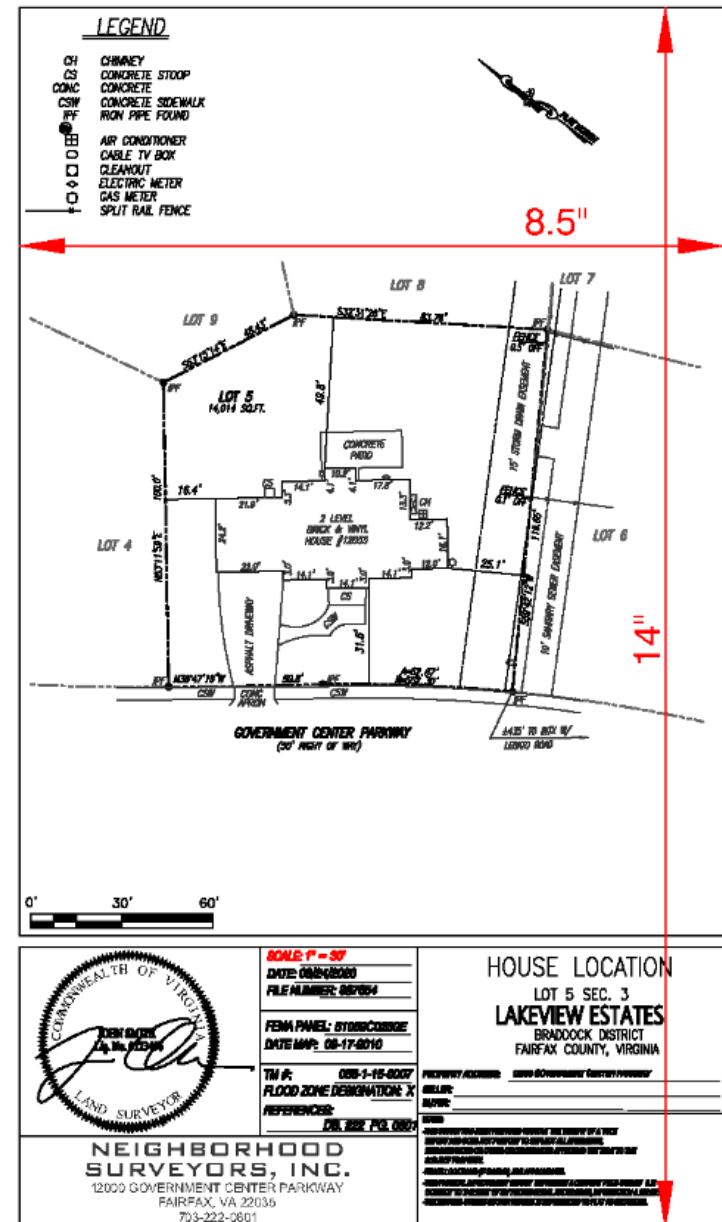
The Permit Process:

Review and Issuance

- ▶ Submit application, drawings and house location plat (survey)
- ▶ Pay fees
- ▶ Typical reviews
 - ▶ Zoning
 - ▶ Site
 - ▶ Building
 - ▶ Health
 - ▶ Wastewater
- ▶ Permit issued
- ▶ Inspections



House Location Plat (Survey of Property)



House Location Plats

- ▶ House location PLATS must:
- ▶ Be clear and legible.
- ▶ Show the entire parcel and show all property line bearings and distances.
- ▶ Be drawn to a designated scale no larger than 1" equals 50'.
- ▶ Show existing and proposed structures properly identified, accurately located and dimensioned and drawn to the designated scale.
- ▶ Be signed and sealed by a licensed professional in accordance with Virginia Administrative Code [18VAC10-20-380](#).

Permit

- ▶ Posting of the permit
- ▶ Approved submission documents
- ▶ Permit is valid for 6 months or 6 months from last passed Inspection

Fairfax County, Virginia			
BUILDING PERMIT			
Commercial Addition/Alteration			
Permit Number:		Issued Date:	09/07/2023
Job Address:		Tax Map ID	0711 04 0040
Tenant:		Bldg: 7220	Floor: Suite: B
Owner/Tenant:		Contractor:	Owner as Contractor
Structure: Restaurant/Carry Out		Code: 2018 Virginia Existing Building Code	
Group(s): A-2		Type of Construction: IIIB	
Has permission, according to approved plans, applications and restrictions of record to: INTERIOR DEMOLITION ONLY UNDER RECORD# ALTC-2023-02177			
BUILDING OFFICIAL:		<i>Jay S. Riat</i>	
<ul style="list-style-type: none">• A copy of this permit must be posted at the construction site for the duration of the permit.• This permit does not constitute approval from your homeowners' association and its related covenants.• This permit will expire if work does not commence in six months or if work is suspended for six months.• Contact VA 811 before you dig at 811 or VA811.com.			
<ul style="list-style-type: none">• The permit holder is responsible to schedule inspections at plus.fairfaxcounty.gov/CitizenAccess when stages of construction are reached that require inspections.• For questions regarding this permit email LDSbuildingpermits@fairfaxcounty.gov or call 703-222-0801, TTY 711.			
Land Development Services 12055 Government Center Parkway Fairfax, Virginia 22035 703-324-1780, TTY 711 www.fairfaxcounty.gov/plan2build			

Inspections

- ▶ It is the permit holders' responsibility to schedule inspections
- ▶ Inspections must be scheduled through PLUS

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Home **Building** Enforcement Environmental Health Fire Planning Site Zoning

Create an Application Search Applications **Schedule an Inspection** External Links

Records

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Submitted	Record Number	Record Type	Address	Project Name	Status	Action
<input type="checkbox"/>	02/21/2023	ALTR-2023-01058	Residential Addition/Alteration	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States	Deck Addition	Submitted	• Make Changes
<input type="checkbox"/>	11/17/2022	ALTR-2022-00534	Residential Addition/Alteration	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States	West	Voided	
<input type="checkbox"/>	11/10/2022	ELER-2022-00622	Residential Electrical	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States		Voided	

What is Needed for Inspections

- ▶ Ladders, scaffolds and other equipment necessary to access construction must be provided to the inspector
- ▶ Please ensure the approved building plans, site-related plan and shop drawings are also on site and available

Inspections

- ▶ Inspections are required for each phase of construction
- ▶ You may request an inspection in-person or virtual
- ▶ The final inspection marks the completion of your project and grants permission to occupy – a new house will also require a certificate of occupancy

Permits Library Online

- ▶ Building Permit Type

- ▶ Residential
- ▶ Commercial
- ▶ Administrative
- ▶ Licenses
- ▶ Elevators
- ▶ Permit Amendment
- ▶ Other

- ▶ Site Permit Types

- ▶ Site Plans
- ▶ Site Plats
- ▶ Studies
- ▶ Waivers
- ▶ Address Changes
- ▶ Other

Many PLUS YouTube instructional videos are available.

www.fairfaxcounty.gov/landdevelopment/permit-library

Customer Experience Team

The Herrity Building
12055 Government Center Parkway
3rd Floor, Suite 324
703-222-0801
TTY: 703-324-1877

Hours of Operation:

Monday - Thursday 8:00 a.m. to 4:00 p.m.


Friday 9:15 a.m. to 4:00 p.m.

Additional Resources

- ▶ Building Permits:
www.fairfaxcounty.gov/plan2build/
- ▶ Planning & Development:
<https://www.fairfaxcounty.gov/planning-development/>
- ▶ Consumer Protection:
<https://www.fairfaxcounty.gov/cableconsumer/csd/consumer>
- ▶ PLUS:
<https://plus.fairfaxcounty.gov/CitizenAccess/Default.aspx>
- ▶ To verify if a contractor is licensed:
<https://www.dpor.virginia.gov/LicenseLookup>
or call (804) 367-8500

LDIH – Land Development Information History

- ▶ The Land Development Information History (LDIH) system consolidates building, site, zoning and complaint information from numerous county systems into a single repository. LDIH performs an overall search on land development records. These easy-to-use cataloging system features make this the simplest and quickest method to retrieve site- and building-related information. LDIH data is updated nightly. Please note that LDIH contains only those records that were uploaded prior to the launch of PLUS.

Land Development Information History: Search Help 

The Land Development Information (LDI) system consolidates building, site, zoning, and complaint information from numerous county systems into a single repository. LDI performs overall search on land development records using Filters to quickly select and retrieve land use information.

Search Form

All text:	<input type="text"/>	All Ids:	<input type="text"/>	After Date:	<input type="text"/>	
Address:	<input type="text"/>	Project Name:	<input type="text"/>	Before Date:	<input type="text"/>	
Grid:	<input type="text"/>	Quad:	<input type="text"/>	Subdivision:	<input type="text"/>	
Block:	<input type="text"/>	Lot:	<input type="text"/>	Suffix:	<input type="text"/>	
					Parcel:	<input type="text"/>

Other Helpful Phone Numbers

- ▶ Permits Branch – 703-222-0801
- ▶ Site Permits – 703-222-0801
- ▶ Planning & Development – 703-222-1082
- ▶ Building Plan Review – 703-222-0801
- ▶ Residential Inspections – 703-222-0801
- ▶ Department of Code Compliance – 703-324-1300
- ▶ Health Department – 703-246-2201
- ▶ Wastewater – 703-324-5015
- ▶ VDOT – 703-383-2888
- ▶ Consumer Protection – 703-222-8435

Thank You!

