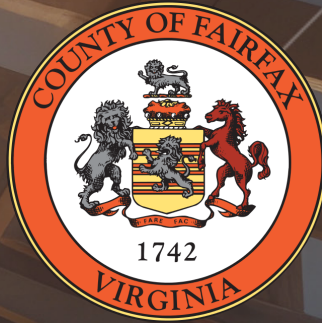




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If accommodations or alternate formats are needed,
please call 703-222-0801, TTY 711



FAIRFAX COUNTY GOVERNMENT



Information for Prospective Contractors

GENERAL INFORMATION

Any project valued at \$1,000 or more must be performed by a contractor licensed to work in Virginia. Journeyman and Masters (electricians, plumbers or mechanical contractors) can do work under \$1,000 per contract without a state contractor's license. Contractors, Journeymen, and Masters are licensed through the Virginia Department of Professional and Occupational Regulation (DPOR).

Contractor licenses consist of two parts: The **class** of license (A, B or C), which determines the monetary value of contracts/projects that may be performed, and the **classification/specialty**, which determines what type of work is allowed. The classification or specialty defines the scope of practice that may be performed by the licensed contractor. You may find a list of all of the different classifications and specialties issued by the Board for Contractors and a definition of the work that is permitted to be performed by each, in 18VAC50-22-20 and 18VAC50-22-30 of the Board for Contractors Regulations.

All businesses operating in Virginia must register either with the Circuit Court (for sole proprietorships or general partnerships) or with the State Corporation Commission (for limited liability companies, limited partnerships and corporations).

These are the required steps/permits necessary to perform contracting work in Fairfax County:

REQUIRED PERMITS/LICENSES

DPOR

Perimeter Center
Suite 102 (first floor)
9960 Maryland Drive
Richmond, VA 23233

(804) 367-8511
contractor@dpor.virginia.gov
www.dpor.virginia.gov



STATE AND LOCAL LICENSES

BECOME A LICENSED CONTRACTOR THROUGH THE COMMONWEALTH OF VIRGINIA

Read A Step by Step Guide to Obtaining Your Contractor License, found at www.dpor.virginia.gov, from DPOR for more information.

The Board for Contractors issues licenses in one of three classes: **Class "A"**, **Class "B"** and **Class "C"**. In most cases, the type of license you should apply for is based on the value or contract price of the projects your business will be bidding on or engaged with.

Class "A" contractors perform or manage construction, removal, repair or improvements when (i) the total value referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is \$750,000 or more.

Class "B" contractors perform or manage construction, removal, repair or improvements when (i) the total value referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is \$150,000 or more, but less than \$750,000.

Class "C" contractors perform or manage construction, removal, repair or improvements when (i) the total value referred to in a single contract or project is over \$1,000 but no more than \$10,000, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is no more than \$150,000.

CLASS "C" CONTRACTORS, AND THOSE CONTRACTORS WHOSE WORK DOES NOT MEET THE THRESHOLD FOR A CLASS "C" LICENSE, MUST OBTAIN A FAIRFAX COUNTY HOME IMPROVEMENT CONTRACTOR (HIC) LICENSE FROM FAIRFAX COUNTY'S LAND DEVELOPMENT SERVICES (LDS), PERMITTING AND CODE ADMINISTRATION DIVISION (PACA).

THE PURPOSE OF THIS DOCUMENT IS TO PROVIDE GENERAL GUIDANCE FOR PROSPECTIVE CONTRACTORS. INDIVIDUAL BUSINESS CHARACTERISTICS VARY. PLEASE CONTACT THE RELEVANT AGENCY IF YOU THINK YOU NEED INDIVIDUALIZED INFORMATION.

LDS/PACA

12055 Government Center Pkwy
Suite 334
Fairfax, VA 22035
703-222-0801, TTY 711

landdevelopmentservices@fairfaxcounty.gov
fairfaxcounty.gov/LandDevelopment



OCCUPANCY PERMIT AND HOME-BASED BUSINESS PERMIT

If your business will operate from a commercial or industrial space, you will need an occupancy permit, also known as a nonresidential use permit. For additional information, please contact Land Development Services at 703-222-0801.

If your business will operate from your home, you will need a home-based business permit. Please note that a home-based business permit is subject to restrictions. For additional information, please contact the Zoning Permits Section at 703-222-1082.

TAXES

All business owners who have a physical location in Fairfax County for 30 or more consecutive days and whose gross receipts are more than \$10,000, are subject to the Business, Professional and Occupational License (BPOL) tax annually and must secure a BPOL license from the Department of Tax Administration (DTA) within 75 days of beginning business operations in Fairfax County. Additionally, businesses are subject to tangible personal property on furniture and fixtures, machinery and tools, and computer equipment located in Fairfax County as of January 1 each year. A return must be filed annually by May 1.

Out-of-county contractors as defined in § 58.1-3714 D conducting business in excess of \$25,000 for the license year within Fairfax County must obtain a BPOL license in Fairfax County and shall be subject to BPOL taxes for earnings within Fairfax County, regardless of where the business is based.

- For businesses with gross receipts/purchases of \$10,001 - \$50,000, the fee is \$30.
- For businesses with gross receipts/purchases of \$50,001 - \$100,000, the fee is \$50.
- If gross receipts/purchases are \$100,001 or more, then the BPOL tax rate for contractors applies.

Deductions of income earned in other jurisdictions (for Fairfax County-based contractors) may be permissible from Fairfax County BPOL obligations if the contractor demonstrates that the equivalent BPOL tax was paid to the jurisdiction in which it was earned. Similarly, contractors who are not based in Fairfax County, but who do work in Fairfax County will need to pay BPOL tax to the County on income earned. You can check with your home jurisdiction to see if deductions are available if your company pays taxes in other jurisdictions. When applying for or renewing a BPOL license contractors must provide the following:

1. Licensed Contractors must provide their state contractor license number and expiration date when applying for or renewing BPOL. Businesses not licensed by the Virginia Department of Professional and Occupational Regulation will not be classified as contractors and are subject to a higher BPOL tax rate.
2. Written certification of compliance with workers' compensation requirements. Compliance must be in effect for the entire effective period of the business license. Compliance can be certified through the filing of either the Virginia Workers' Compensation Commission (VWCC) Form 61A. DTA will accept the acknowledgement from the electronic filing of the Contractor Certification Form 61A.

Business owners must renew their BPOL license each year. Both filing and payment are due by March 1. Businesses registered with DTA in the previous year will receive a renewal notice in the mail in January.

VERIFICATION OF CLASSIFICATION/SPECIALTY

For assistance verifying a Class and/or Classification/Specialty before applying for a permit, call the Customer Experience Team at 703-222-0801, TTY 711, or email LDSBuildingPermits@fairfaxcounty.gov.

REQUIRED PERMITS/LICENSES (CONT.)

ZONING PERMITS SECTION



12055 Government Center Pkwy., Suite
250
Fairfax, VA 22035

703-222-1082, TTY 711
DPZMailforZPRB@fairfaxcounty.gov www.fairfaxcounty.gov/planning-development

DTA



12000 Government Center Pkwy., Suite
261
Fairfax, VA 22035

703-222-8234, TTY 711
DTAPPDBusiness@fairfaxcounty.gov
fairfaxcounty.gov/taxes/business



PLANNING & DEVELOPMENT



FAIRFAX COUNTY
LAND DEVELOPMENT
SERVICES