



BUILDING PERMITS CHECKLISTS

Permit Application Center
Land Development Services
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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:
 - o Walls with back slope steeper than 4:1 and on unstable soils
 - o 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)