



BUILDING PERMITS CHECKLISTS

Permit Application Center
Land Development Services
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NEW COMMERCIAL BUILDINGS/ COMMERCIAL ADDITIONS

- One copy of structural/architectural plans (two copies if Health Department is required) (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- Minimum 2" wet seal; if applicable
- Drawing index
- Statement of special inspections
- One copy of structural calculations
- Copy of site-related plan and proffers
- Geotechnical report
- Demo plan; if applicable
- Copy of structural calculations
- 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

- One copy of structural/architectural plans (two copies if Health Department is required) (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- Minimum 2" wet seal; if applicable
- Drawing index
- Construction cost breakdown (if not available at log in, add administrative review)
- 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/COMMERCIAL

- Walls greater than 4 feet should be assigned a "Q" number
- One copy of structural plans (two copies if Health Department is required) (Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot)
- Minimum 2" wet seal; if applicable
- One copy of structural calculations
- Statement of special inspections; if applicable
- Copy of 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

NEW RESIDENTIAL SFD

- One copy of structural/architectural plans (two copies in Health Department is required) (Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot)
- Fairfax county building plan review sheet (Minimum standard 11"x17" sized sheet)
- Minimum 2" wet seal; if applicable
- Copy of site related plan
- Copy of 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

- One copy/Two copies (walk-thru only) of structural/architectural plans (two/three copies in Health Department is required) Minimum standards 11"x17" sized sheets, scale 1/4" = 1 foot
- Minimum 2" wet seal; if applicable
- Copy of 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

- One copy of floor plan and seating diagram (Minimum scale 1/8" = 1 foot)
- Minimum 2" wet seal; if applicable
- Copy of valid non-residential use permit (existing tenants only)
- Copy of any special permits issued by the zoning office of your jurisdiction
- Original signature, date and seal of RDP
- Drawing index
- Refer to maximum occupancy load webpage for any questions

ROOF TOP UNITS

- If structural changes, building permit required
 - Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
 - One copy of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
 - Minimum 2" wet seal; if applicable
 - One copy of 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

- Two copies of mechanical plans (Health Department is required)
- Minimum 2" wet seal; 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

- One copy of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/4" = 1 foot)
- Minimum 2" wet seal; if applicable
- Two copies of structural calculations
- Statement of special inspections
- Copy of 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

REPLACEMENT OF ROOF AND DECKING

- One copy of structural/architectural plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- If structural changes, building permit is required
- Fairfax County building plan review coversheet (Minimum standard 11"x17" sized sheet)
- Minimum 2" wet seal; if applicable
- Demo plan; if applicable
- If you are doing a permit to replace the covering only (i.e. shingles, rubber membrane) you can assign an "N" number and issue the permit

INDUSTRIALIZED BUILDINGS

- One copy of industrialized plans signed/sealed and dated in accordance with state law and must have state's approval stamp
- Minimum 2" wet seal; if applicable
- One copy of foundation plans (Minimum standards 21"x30" sized sheets, scale 1/8" = 1 foot)
- One copy of structural calculations
- Copy of site plan and proffers
- Signed industrialized building affidavit

ELEVATORS

- Completed elevator application (including building name, information for existing elevators (provide FFX equipment ID, provide code year used to design/approve elevator))
- Attached letter explaining scope of work in detail
- Signed and sealed plans for new installation of commercial elevators
- Make and model of elevator
- Building address on every sheet where elevator is being installed, modernized or repaired
- Any additional plans (architectural, mechanical, electrical or plumbing plans submitted under a different permit application) included with the elevator plans are to be provided separately and must be clearly labeled "PLANS SUBMITTED FOR INFORMATION ONLY" on every page