

AWNINGS/CANOPIES

PERMIT APPLICATION PROCESS

New Awning/Canopy with Sign

1. Submit Application for a **New Commercial permit** via FIDO online for review and approval. To do this, go to www.fairfaxcounty.gov/FIDO to apply.
2. If you do not have a FIDO account you will need to create one at this time.
3. Once you have applied for your **New Commercial permit** in FIDO you will submit your plans via **ProjectDox**.

The links below provide additional help on applying for your permit and uploading your plans.

<https://www.fairfaxcounty.gov/plan2build/eplans/getting-started-building>

<https://www.fairfaxcounty.gov/plan2build/eplans/file-upload>

Existing Awning/Canopy with Sign

1. If any part of the existing awning/canopy will be removed at any time, including supports or coverings, follow the steps above for a new awning/canopy. Please note:
 - a. A Fire Marshall inspection will be required if the existing covering is removed and the same covering is reinstalled
 - b. A Fire Marshall and a building inspection will be required if the existing covering is removed and replaced with a new covering

Once approved and a New Commercial permit has been issued, please refer to

https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/signpermitprivateproperty/sign_permit_%20application_process.pdf

for information on **SIGN Permitting** process and checklist of submission requirements.

2. If no part of the existing awning/canopy will be removed at any time, a building permit will not be required. In this case, applicant may proceed with the sign permit application process.

Multiple Sign Types

If the scope of work includes awning/canopy signs that require a building permit, along with other sign types, applicants are encouraged to submit one permit for the awning/canopy sign and one permit for the other sign types. Separating the permits in this way will allow for faster review times.

For questions regarding sign permit, please email the Sign Permits Office at DPDMailforZPB-SPS@FairfaxCounty.gov or call 703-324-4300;

For questions regarding the building permit, please email LDSBuildingpermits@fairfaxcounty.gov or call at 703-222-0801.