



FAIRFAX COUNTY

SHORT-TERM LODGING (STL) PERMIT APPLICATION

(For an Individual Operator in a Dwelling)

OPERATOR: _____

Street Address: _____ Unit: _____

City: _____ Zip Code: _____

Operator Phone Number: _____ Email: _____

OWNER of Property (if different from Operator): _____

Address of Owner: _____ Unit: _____

City: _____ Zip Code: _____

Operator Phone Number: _____ Email: _____

AUTHORIZED AGENT (must be **different** from Operator): _____

Street Address: _____ Unit: _____

City: _____ Zip Code: _____

Agent Phone Number: _____ Email: _____

SUBMISSION REQUIREMENTS

1. **APPLICATION FEE:** Application fee in the amount of \$200 for a two-year permit. Payment may be made [online](#) or by check made payable to Fairfax County. If online payment is used, a copy of the online receipt is required with submission of application. All email submissions require online payment.
2. **TWO FORMS OF VERIFICATION:** Two forms of verification such as a driver's license, vehicle registration, or utility bill are required to demonstrate permanent residency.
3. **PARKING LOCATION:** Please provide a statement in the space provided identifying the location of one designated parking space available for lodgers, which you as the Operator has the authority to reserve for STL purposes.

SHORT-TERM LODGING OPERATOR CERTIFICATION

As an **OPERATOR**, my signature on this form certifies that I understand the requirements of the Short-Term Lodging Permit, all information is true and accurate, and that I agree to the following:

1. To abide by the standards set forth in Section 10-105 and any other applicable requirements of the Zoning Ordinance and to any other applicable federal, state and local laws and regulations, whether related to the building in which the use is conducted or to the use itself;
2. That the dwelling or mobile home will be open for inspection by County personnel during reasonable hours; and
3. That I acknowledge that the application property may be located within an area that is subject to additional restrictions pursuant to covenants, bylaws, regulations, or other limitations imposed pursuant to the Property Owners' Association Act, Condominium Act, or the Virginia Real Estate Cooperative Act. As such, I acknowledge that issuance of this Permit **DOES NOT** abrogate, nullify, override, or otherwise have any effect on the applicability of any such regulations, declarations, or limitations applicable to this property. Compliance with any such regulations, declarations, or limitations is the responsibility of the Operator/Owner.
4. File a monthly [Transient Occupancy Tax](#) (TOT) and remit the tax amount due to the Department of Tax Administration on or before the last day of the month following the reporting month. A monthly return must be filed even if no taxes are due.

I certify that I understand the requirements of the Short-Term Lodging Permit and will comply with all limitations set forth in the Zoning Ordinance and any other applicable regulation, limitation, or requirement.

I affirm that I have the right to reserve the parking spaces identified on page 1 of this application.

Signature of Operator

Date

PROPERTY OWNER CERTIFICATION (if applicable)

I certify that I am the owner of the property identified on this application and I consent to the use of the property for Short-Term Lodging, as will be operated by the applicant identified herein. I acknowledge that any violation related to Short-Term Lodging is deemed to be a violation by both the Operator and the Owner.

Signature of Property Owner or Agent of Owner

Date

AUTHORIZED AGENT CERTIFICATION

I certify that I understand the responsibilities of the Authorized Agent for the Short-Term Lodging operation and consent to perform the duties outlined on Page 4 of this Permit Application, in conformance with the Zoning Ordinance.

Signature of Authorized Agent

Date

FAIRFAX COUNTY SHORT-TERM LODGING APPLICATION FOR INDIVIDUAL OPERATOR

Apply via email: ORDADMIN@fairfaxcounty.gov

or

Apply in person or U.S. mail: Fairfax County Dept. of Planning and Development
Zoning Administration Division
12055 Government Center Parkway, Suite 807
Fairfax, Virginia 22035-5505
Phone number: (703) 324-1314

Office hours: 8:00 a.m. to 4:00 p.m., Monday through Friday

Approval of your application is contingent upon the provision of all required information and is granted only to the Operator (Applicant) identified herein. Additional information may be requested to verify compliance with the STL regulations, including location of designated parking. This Permit is not transferable to any other resident, address, or use of the property. Violation of any of these limitations may be cause for revocation of this approval.

This permit is NOT an authorization to create a second dwelling unit.

You may not convert basements or other non-traditional spaces to sleeping rooms unless those rooms comply with the most current building code. Converting a basement room to a bedroom, for example, minimally requires a second means of egress, such as an emergency egress window.

Please note that processing of application will take 5 to 10 business days from the day of submission. You will receive an email notification of permit approval with a copy of the permit included as an attachment. If you prefer to receive a printout of the permit via US Mail, please check the box below.

I prefer a printout of the permit be mailed via US Mail to the Operator’s address on page 1 of this application form.

ZONING ADMINISTRATOR APPROVAL: _____

SHORT-TERM LODGING PERMIT NUMBER: _____

ADDRESS VERIFICATION DOCUMENTS: _____

PARKING LOCATION STATEMENT PROVIDED (Y/N): _____

PERIOD OF VALIDITY: _____

This Permit expires without notice at 11:59 p.m. on the last day of the period of validity.

FAIRFAX COUNTY SHORT-TERM LODGING APPLICATION FOR INDIVIDUAL OPERATOR

The following regulations govern the establishment and operation of a STL use as an accessory use to the principal occupancy of a dwelling, pursuant to Article 10 of the Fairfax County Zoning Ordinance:

A dwelling or mobile home used for STL must:

- Be open, upon request, for **inspection by County** personnel during reasonable hours.
- Comply with the requirements of the applicable version of the Virginia Uniform Statewide Building or Virginia Manufactured Home Safety Regulations, as determined by the Building Official.
- Have a working multi-purpose **fire extinguisher, interconnected smoke detectors and carbon monoxide detectors** (when required for a fireplace or gas service).
- Have a **plan posted** inside the door of **each sleeping room showing the exit pathway** from the sleeping room used for STL to the nearest exit from the dwelling or mobile home.
- Have **one designated parking space** available for lodgers, which the Operator has the authority to reserve for STL purposes.

A STL Operator must:

- Be a **permanent resident** of the property hosting the STL.
- Obtain **written consent from the owner** of the property for the STL Use (when applicable).
- Assume responsibility for determining whether any regulations, prohibitions, and covenants applicable to the dwelling or mobile home prohibit STL.
- **Designate** at least one person who consents to serve as an **Authorized Agent** for the STL Operator.
- **Maintain a guest log** including the name, address and telephone number of all overnight lodgers. The guest log must be made available upon request to any County employee or agent tasked with enforcing the Zoning Ordinance or other applicable part of the County Code.

The STL Use is subject to the following use limitations:

- A dwelling or mobile home may be used for STL for **no more than 60 nights** per calendar year.
- The maximum number of lodgers per night may **not exceed 6 adults**, except where the Virginia Uniform Statewide Building Code requires fewer occupants.
- The maximum number of rental **contracts per night is one**. All lodgers occupying a STL must be associated with the same rental contract.
- **Events and activities**—including luncheons, banquets, parties, weddings, meetings, fund raising, commercial or advertising activities, and any other gathering of persons other than the authorized lodgers, whether for direct or indirect compensation—**are prohibited in association with any STL**.
- **All advertisements** for STL, posted on any platform online or in any other format, **must include the STL permit number and identify the location of the required parking space** and any other available parking or public transportation options.
- **Transient Occupancy Tax (TOT)** must be collected for each rental contract. Operators must file a monthly return and remit the transient occupancy tax due to the [Department of Tax Administration](#) on or before the last day of the month following the reporting month. **A monthly return must be filed even if no taxes are due**. Hosting platforms **DO NOT** file and remit TOT taxes to Fairfax County. Additionally, if gross receipts exceed \$10,000 per calendar year, a Business Professional and Occupational License (BPOL) is required.
- STL is **prohibited** in a detached accessory structure, accessory dwelling unit, temporary family health care structure, affordable dwelling unit or workforce dwelling unit.

The Zoning Administrator's issuance of a permit does not abrogate, nullify, or invalidate any other provision of federal, state, or local law; any restrictive covenant; or any property owners' association by-law.