

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.



INFORMATION FOR PROSPECTIVE CONTRACTORS



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To obtain this information in an alternate format
call 703-324-7329, TTY 711 | www.fairfaxcounty.gov



GENERAL INFORMATION

Any project valued at \$1000 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 with the [State Corporation Commission \(SCC\)](#). Trade names are also registered with the SCC.

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

PACA

12055 Government Center Pkwy
Suite 334
Fairfax, VA 22035

703-324-1300, TTY 711
landdevelopmentservices@fairfaxcounty.gov
www.fairfaxcounty.gov/Plan2Build

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).

ZONING PERMITS SECTION

12055 Government Center Pkwy
Suite 250
Fairfax, VA 22035

703-222-1082, TTY 711
DPZMailforZPRB@fairfaxcounty.gov
www.fairfaxcounty.gov/Plan2Build

These are the required Steps/Permits necessary to perform contracting work in Fairfax County:

STATE AND LOCAL LICENSES

BECOME A LICENSED CONTRACTOR THROUGH THE COMMONWEALTH OF VIRGINIA

Read [A Step by Step Guide to Obtaining Your Contractor License](#) 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).

ZONING PERMIT

Section 4101 of the Zoning Ordinance includes use tables and associated permissions based on zoning district. If your office will be located in a commercial space, you may need to obtain building permits if you are making any interior renovations and you will need to obtain a **Non-Residential Use Permit/Occupancy Permit** before occupying the space.

You may be able to operate the office portion of your business from your home with the approval of a Home-Based Business (HBB) Permit. The standards for a home-based business include the following:

ZONING PERMIT (CONT.)

- If located in a single-family detached dwelling, only one nonresident employee is permitted. No other employees may come to the dwelling for any purpose, including to pick up paychecks, work orders, or supplies.
- There may be no exterior evidence of the business, including outside storage of materials.
- Only one commercial vehicle may be parked at the property. Commercial vehicles are subject to the limitations of subsection 4102.1.B(2) of the Zoning Ordinance.

Learn more about the HBB standards and process on the Home-Based Business webpage.

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 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.

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. Contractors are required to submit a copy of their Contractors License or HIC when applying for a BPOL license.

- 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. 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 submit a copy of the state contractor's license when applying for or renewing BPOL. Journeymen, Handymen and Masters must submit the [Fairfax County Affidavit of Exemption From State Licensing Requirement](#).
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 BPOL renewal application and Business Personal Property Tax form in the mail in January. Businesses located in Fairfax County, including the Towns of Clifton, Herndon and Vienna, are required to file an annual Return of Business Tangible Property Taxes, and pay taxes on tangible property owned by the business. More information is available on the DTA website.

FIDO ID NUMBER

The first time a contractor files for a permit in Fairfax County, he or she will need to send their BPOL license and State license information to the Customer and Technical Support Center via email to LDSBuildingPermits@fairfaxcounty.gov. Each contractor is assigned a unique FIDO Contractor Identification Number via return email (FIDO is the county's permitting process software). This number must be provided on all subsequent permit applications in Fairfax County. If you have forgotten your FIDO ID number, you can call 703-222-0801, Press Option 1 and a technician can give you that information.

REQUIRED PERMITS/LICENSES (CONT.)

DTA

12000 Government Center Pkwy
Suite 261
Fairfax, VA 22035

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

CTSC

12055 Government Center Pkwy
Fairfax, VA 22035

703-222-0801, TTY 711
LDSbuildingpermits@fairfaxcounty.gov