

PERMIT APPLICATION

Permit Application Center
 12055 Government Center Parkway
 Suite 230
 Fairfax, Virginia 22035-5504
703-222-0801, TTY 711
www.fairfaxcounty.gov/buildingpermits



County use only

	Fee
Building # _____	\$ _____
Mechanical # _____	\$ _____
Electrical # _____	\$ _____
Plumbing # _____	\$ _____
Fire # _____	\$ _____
Appliance # _____	\$ _____

Tax Map # _____ Parent # _____ Plan # _____

Job Location

Street Address _____
 Lot Number _____ Building _____ Floor _____ Suite _____
 Tenant's Name _____ Subdivision _____

Owner Information

Name _____ Owner Tenant
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Contractor Information (see back for additional contractors)

Company Name _____ Same as Owner
 Address _____ Contractor ID # _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____
 State Contractor's License # _____ County BPOL # _____

Applicant Information

Name _____ Contact ID # _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Designated Mechanics Lien Agent (residential only)

Name _____ None Designated
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

Description of Work

Estimated Cost \$ _____ House Type _____ Masterfile Number _____

I hereby certify that I have authority to make this application, that the information is complete and correct, and that the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations which relate to the property.

Signature of Owner, Master or Agent _____ Date _____

Printed Name _____ Title _____

COUNTY USE ONLY

Licensing _____ Health _____ Wastewater _____

Zoning _____ Site _____ Building _____

Approved for issuance by _____ Date _____ Fee \$ _____

Contractor Information

Company Name _____
 Address _____ Contractor ID # _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____
 State Contractor's License # _____ County BPOL # _____

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BPOL Exemption

I certify that in accordance with Section 4-7.2-3(G) of the Fairfax County Code, a contractor listed on this permit application is exempt from current business license tax based on the prior year gross receipts attributed to their business.

Name _____ Contractor Agent
 Signature _____ Date _____

Routing Information

The boxes below, completed by your permit technician, indicate the county agencies and their corresponding addresses that must sign-off on your application prior to permit issuance.

- Zoning:** Herrity Building, Suite 250. *Zoning will review your project for compliance with the Zoning Ordinance. For permit applications in the town of Vienna, you must start your process at the Vienna town hall, 127 Center Street South.*
- Site and Addressing Center:** Herrity Building Information Center, Suite 230. *The Site and Addressing Center will ensure your project complies with site-related ordinances and regulations such as the Chesapeake Bay Preservation Ordinance.*
- Cashier:** Herrity Building, Suite 236. *The cashier accepts most fees in the form of cash, check or Discover Card only. You may incur additional fees during the permit review process, and thus may need to visit the cashier again prior to Log-out.*
- Health Department:** Kelly Square, 10777 Main Street, Fairfax. *The Health Department reviews permit applications for properties with a well or septic system, food service establishments, hotels, private schools and some daycare centers.*
- Residential Walk-Through:** Herrity Building, Suite 252. *While you wait, the Residential Walk-Thru counter reviews construction plans for small residential projects to ensure compliance with the building code.*
- Building Plan Review:** Herrity Building, Suite 324. *Building Plan Review ensures construction plans for your large residential or commercial projects meet the provisions of the building code and applicable referenced standards.*
- Wastewater:** Government Center, 12055 Government Center Parkway, Suite 358, Fairfax. *Wastewater reviews projects which involve public sewer, such as building a new home or adding fixture units in a commercial space.*
- Log-out:** Herrity Building Information Center, Suite 230. *As your last stop, the technicians in Log-out review your complete submission package, ensure all the appropriate agencies have signed-off and print your permit.*