



# Commercial Building, Trade, & Zoning Permits Flowchart

Updated 3/13/25

## Symbol Key

Start/End

Applicant

CDP 1. Note

Code

Public Works

1. Note

Step Step numbers are not always sequential

**NOTE:** This flowchart is for illustrative purposes only. Not every submission will follow this exact review flow.

### INITIAL SUBMISSION

### INTAKE

### PLAN REVIEW

### ISSUANCE

### TRADE PERMITS

### CONSTRUCTION

### INSPECTIONS

### OCCUPANCY

1. Link to the City of Fairfax [Permit Portal](#).

2. See step-by-step instructions: [How To Apply - Commercial Building Permit](#)

3. See step-by-step instructions: [How To Apply - Commercial Zoning Permit](#)

4. A resubmission fee may be required for the second resubmission and any subsequent resubmissions.

5. If disturbance is above 2500 SF, a Site Plan will be required. See [Site Plan guides](#) on previous page.

6. Architectural Review (**BAR**) may be required. For new residential developments and properties located in the Historic or Transition Overlay Districts, additional approvals may be required. See [BAR guides](#) on previous page.

7. Public Works review may be required based on the scope.

8. If you are applying for a standalone trade permit (i.e. not affiliated with a building permit), start at step 9.

9. See step-by-step instructions: [How To Apply - Commercial Trade Permit](#)

10. Your trade permit will only be routed to Zoning for review in a few instances, those where the improvement has an affect on the exterior of the property. Common examples include exterior mechanical equipment, solar panels, and electrical vehicle charging equipment.

11. Building and trade inspections are scheduled through the Permit Portal. See instructions: [How To Schedule Inspections](#). Note you cannot schedule your final building inspection before final trade inspections are scheduled.

12. A reinspection fee may be required for instances where the contractor fails to meet the inspector onsite, or for repeat rejections for the same issue.

13. Some scopes of work will require multiple inspections throughout the construction process prior to the final inspection. Note that the building permit cannot be finaled until all affiliated trade permits have been finaled.

14. Certificates of Occupancy are generally only issued for new construction.

15. This is the end of the building, zoning, and trade permit process, but there are other processes that may need to be completed depending on the scope of work, such as site plan, stormwater review, and bonding. See additional flowcharts on the [Flowcharts and How To Guides webpage](#).

