

How to Apply for a Commercial Zoning Permit

Updated 7/31/25

Contents

- [Apply](#)
- [Review Timeframe](#)
- [Permit Issuance](#)
- [Example Plat](#)

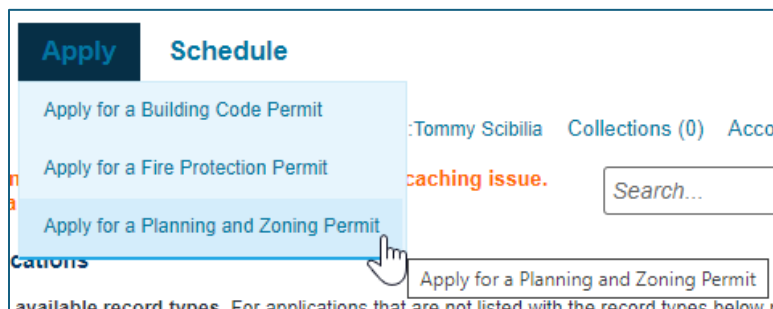
Apply

Follow the instructions below to apply for a **commercial zoning permit (“PLN...”)**.

- 1) If the applicant does not already have a free account in our [Permit Portal](#), create one by clicking the “Register Now” link on the portal home screen.
- 2) Log into the [Permit Portal](#).

Note: Be sure to “Allow Pop-ups” on this website for it to function properly.

- 3) Hover over “Apply” and select “Apply for a Planning and Zoning Permit”.



- 4) Read and accept the terms of the disclaimer.

- 5) Under “Zoning Permits” select either “Commercial Land Disturbing” or “Commercial Non-Land Disturbing”. If improvements are on the exterior of a building and disturb any amount of earth, “Land Disturbing” should be the type selected.

Note: If the proposed work is for a new commercial tenant, the business owner will need to apply for a Commercial Use & Occupancy Permit before being able to operate and before a Business License will be issued. See guides on previous page for **Commercial Use & Occupancy Permits**.

- 6) Click “Continue Application” at the bottom of the screen to start filling out the application. To enter an address, enter the street number and the street name, and click “Search”. Leave the additional fields blank.

- 7) The pop-up window will display the street address and parcel number, which should already be selected. At the bottom of the window, select a property owner, and click “Select” to continue. Click “Continue Application” on the main screen.

Address Search Result List

Addresses

Showing 1-1 of 1

Address	City	State	Zip
10455 ARMSTRONG ST, FAIRFAX VA 22030, 10455 ARMSTRONG ST	FAIRFAX	VA	22030

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
57 4 02 013 A			

Associated Owners

Showing 1-2 of 2

Name	Address
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030

Select Cancel

- 8) On the next screen you will be prompted to assign an applicant. You can either select a contact already associated with your account or assign the role of applicant to another person. To select from your account, click “Select from Account”, select the contact you want to use from the pop-up window, follow prompts to complete contact information, and click “Continue”. If you want to add a new contact as applicant, click “New”, add required contact information, and click “Continue”. Click “Continue Application” to proceed.

Step 2: Applicant > * indicates a required field.

Applicant

The applicant may be either the property owner or occupant/business owner with the owner's authorization. (The Compliance Affidavit form, signed by the owner, must be uploaded as part of this application at later step)

Click on "Select from Account" to use existing contacts in your account. Or click "Add New" to create additional contacts.

Select from Account Add New

Save and resume later

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
☒ Associated Contact	Public User	Tommy Scibilia
☐ Associated Owner		CITY OF FAIRFAX
☐ Associated Owner		CITY OF FAIRFAX

Continue Discard Changes

Contact Information

Please enter the required contact information (name, phone, email address) for the applicant or authorized agent for this project.

*Individual/Organization:
--Select--

*First: Middle: *Last:

*Name of Business:

*Primary Phone: Phone 2: Phone 3:

*E-mail:

▼ Contact Addresses

Add Additional Contact Mailing Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

- 9) On the next screen you will need to enter project details including a project name, description, type of construction, area of land disturbance, and contractor information. Click “Continue Application” to proceed.
- 10) For the attachments step, you will need to submit the following items with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their reviews:
- Building plan as a **single PDF file**. Separate sheets uploaded individually will not be accepted.

- This should be the same plan set that is uploaded for the associated Building Permit submission.
- Plat/Site Plan if the improvements affect the exterior of the building.
 - Must show the location and dimensions of the proposed improvement and **must be to scale**. See example plat at the end of this document.
 - Plats are prepared by state-licensed surveyors or title companies.
 - The City may have an old plat on file for your property. Email Zoning@fairfaxva.gov to ask.
 - Plats from the City are generally for reference only. They may not be to scale and may be outdated and not contain all pertinent information needed for staff to conduct their review.
- Owner Authorization Form to be signed by the applicant and property owner.

11) To upload Attachments, click “Add” at the bottom of the screen, click “Add” again in the pop-up window, select the documents for upload, and click “Continue”. Select the document type from the dropdown menu (note that certain document types are required to be selected in order to submit the application), enter a short description, and click “Save”. Click “Continue Application” to move to the next step.

Attachment

The following document(s) must be uploaded to complete this application:

* Minor Home Occupation compliance affidavit (Please download [the compliance affidavit page](#), sign, obtain property owner signature and upload)

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg and Tif documents only. We disallow executables, scripts and html files to be uploaded.

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Add

Save and resume later

Continue Application »

File Upload

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg only. We disallow executables, scripts and html files to be uploaded.

Add

File Upload

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg only. We disallow executables, scripts and html files to be uploaded.

10455 Armstrong St Plat Sub 1.pdf	100%
Authorization Form.pdf	100%

Continue

*Type:

Plat / Survey

File

10455 Armstrong St Plat Sub 1.pdf

100%

Description:

Plat

*Type:

Authorization Form

File

Authorization Form.pdf

100%

Description:

Authorization

Save

Note: Building or site plans must be uploaded with the following **naming convention:** [Address] [Document type] [Record type] [Submission Number]. Example: “10455 Armstrong Street Building Plans Sub 1”.

File: 10455 Armstrong St Building Plans Sub 1.pdf Remove

100%

Type: Construction Plans - Initial Submission

Description: Plans for alteration.

12) Review the summary page, agree to the certification, and click “Continue Application” to proceed.

I hereby certify that I have authority of the owner to make application that the information is complete, and that if a permit is issued, the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations. He/She and the company organization named and represented herein is duly registered or exempt from registration in accord with the provisions of Chapter 7 of the Code of Virginia. I further certify that if I am acting as an agent for a properly licensed contractor, or contractor exempt from registration, I have his/her authority to apply for this application.

☒ By checking this box, I agree to the above certification. Date: 05/23/2025

Save and resume later **Continue Application »**

13) You will be prompted to pay the review fee. Click “Proceed to Payment” to pay with either a credit card or bank info.

Application Fees

Fees	Qty.	Amount
ZP - Commercial	1	\$70.00

TOTAL FEES: \$70.00
 Note: This does not include additional fees which may be assessed later.

Continue to Payment »

14) Once payment is complete, a zoning permit record number will be provided (“PLN...”). **If you do not see a record number, you have not submitted your application and it will not be reviewed.**

Note: If the initial submission did not contain enough information for staff to assess what permits are needed, you will receive an email stating that the submission is incomplete, prompting you to resubmit with additional information or attachments (see separate guide: [How to Resubmit Applications](#)).

- 15) You will get emails from the portal throughout the review process letting you know if there is any action that needs to be taken, such as addressing comments and resubmitting (see separate guide: [How to Resubmit Applications](#)). Emails will be from Auto_Sender@Accela.com. Make sure to check your spam folder periodically in case the portal's emails are inadvertently being sent there.

End of section

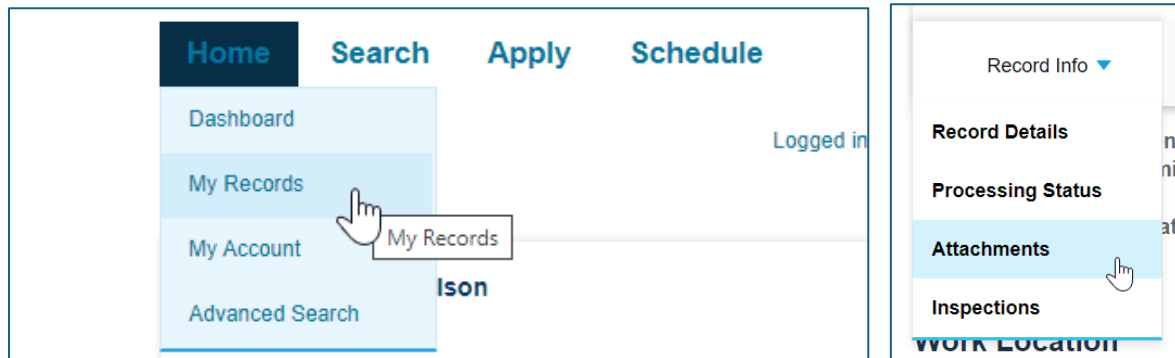
Review Timeframe

Zoning and building permits can be reviewed at the same time. The building permit will not be issued until the zoning permit has been approved. Currently, zoning permits are being reviewed within 2 weeks of application acceptance, and building permits within 4 weeks of application acceptance.

End of section

Permit Issuance

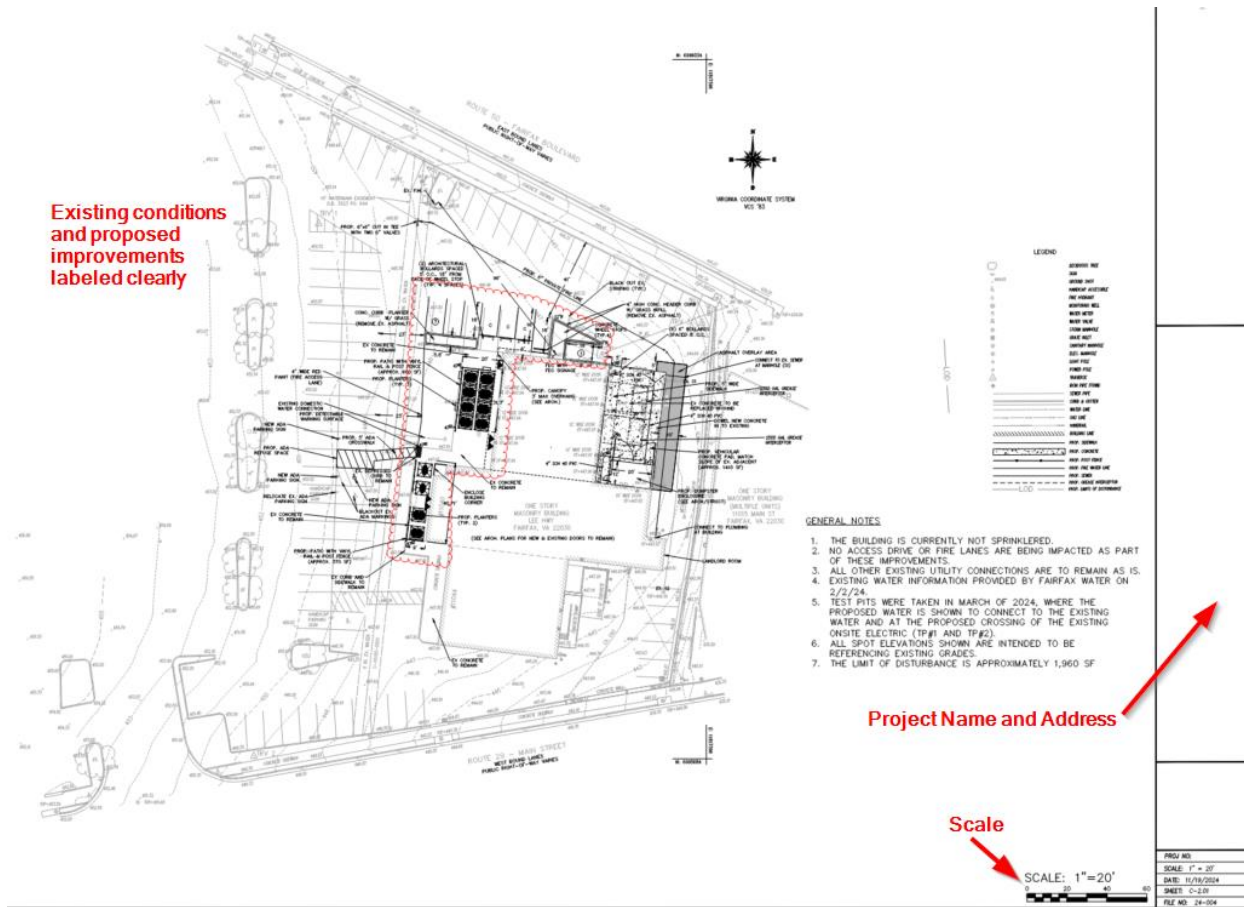
Once the permit is issued, you will receive an email with the permit attached. You can also download it from the portal by navigating to it in “My Records”, clicking on the record number (“PLN...”), and navigating to “Attachments” under “Record Info”.



Note: Affiliated building permits (“BLDC...”) will not be issued until the zoning permit is approved.

End of section

Example Plat/Site Plan



Note: Plat/site plan and all proposed improvements shown must be to scale.

End of document