

# How to Apply for a Residential Trade Permit

Updated 8/12/26

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See the accompanying [process flowchart](#) | Ver la guía [en español](#)

## Apply

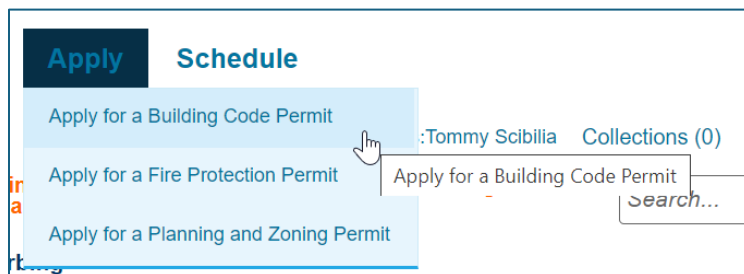
Follow the instructions below to apply for a **residential trade permit (ELER..., MECR..., PLBR..., GASR...)**.

**Note:** Permits for buildings **4 stories or taller** (not including work on individual residential units within that are less than 4 stories) must be applied for under **commercial trade permits**. See guides on previous page for **Commercial Trade Permits**.

- 1) If the contractor applying 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 Building Code Permit”.



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

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5) Select the relevant permit type:

▶ BUILDING - CODE MODIFICATION  
 ▼ BUILDING - RESIDENTIAL TRADE  
☐ Residential Electrical  
☐ Residential Gas  
☐ Residential Mechanical  
☐ Residential Plumbing  
 ▶ BUILDING - COMMERCIAL

6) Click “Continue Application” at the bottom of the screen to start filling out the application. To enter an address, enter only the street number and the street name. For street name, **do not** include words or abbreviations such as “Drive,” “Dr,” “Street,” “St,” etc. **Leave all other fields blank.** Click “Search”.

Fill: \*Street No.: 10455  
 Start Fraction: Leave blank  
 Fill: \*Street Name: armstrong  
 Leave blank: Street Type: --Select--  
 City: Leave blank  
 State: --Select--  
 \*Zip: Leave blank  
 Search Clear

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. All other fields on this page will automatically populate. 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

[Return to beginning](#)

- 8) On the next screen you will be prompted to enter a Licensed Professional's information. Click "Add New" and enter their information in the pop-up window. Click "Save and Close" when complete.

**Note:** If you do not have a licensed professional lined up at the time of filing the application, you can select "TBD" in the "License Type" drop-down menu. Note that you will have to provide the contractor's information prior to the permit being issued.

**Note:** If you select either "Business Owner/Manager" or "Property/Building Owner," the implication is that you are opting not to use a licensed contractor/tradesperson for the work and an exemption statement will be required to be submitted with your application. See more information on subsequent steps in this guide.

### Licensed Professional Information

×

"Business owners/managers and property/building owners who are opting to do the work themselves, please select that option from the License Type drop-down menu. If you will be using a licensed contractor but do not yet have one selected, please choose "TBD" from the drop-down.

**\* License Type:**

--Select--

GFC  
H/H  
HIC  
HVA  
IBC  
ISC  
LPG  
LSC  
NGF  
PAV  
PLB  
POL  
-Property/Building Owner  
PTC  
RBC  
REF  
ROC  
SPR  
**-TBD**  
VCC

**\* State License Number:** Your license number must be numeric and between 9-12 characters

**First:**  **Last:**

**\* State:**

--Select--

**\* Zip:**

**\* Mobile Phone:**

Add Contact link. To edit a contact, click the link next to a contact name.

- 9) Below, 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”.

**Step 2: Applicant >**

\* indicates a required field.

**Applicant**

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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            |
|-----------------------------------------------------|-------------|-----------------|
| <input checked="" type="radio"/> Associated Contact | Public User | Tommy Scibilia  |
| <input type="radio"/> Associated Owner              |             | CITY OF FAIRFAX |
| <input type="radio"/> 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. |           |         |        |

- 10) Below, enter Mechanics Lien Agent and/or Tenant in the same way as in the previous step if either are applicable.

**Mechanics Lien Agent**

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To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Add New

**Tenant**

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To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Add New

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- 11) At the bottom of the screen, please select a Permit Holder from the drop-down menu. In order to select “Tenant,” you must have added a contact in the previous step. If you select “Other,” you will be prompted to enter a first and last name that will appear on the issued permit. Click “Continue Application” to proceed.

### Permit Holder

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**PERMIT HOLDER**

\* As the applicant representing the property Owner, please indicate who will be the permit holder:

Save and resume later

--Select--

--Select--
Applicant
Licensed Professional
Other
Owner
Tenant

Continue Application »

City of

- 12) If you **did not** select “Business Owner/Manager” or “Property/Building Owner” for License Type on the previous screen, you can skip this step of the guide. Otherwise, on the next screen, identify whether the business/property/building owner is an LLC. If so, you will be required to return to the previous step and select a valid contractor license type or “TBD.” If “No,” select that option and click “Continue Application” to proceed.



**An error has occurred.**  
Contractor Information is required on the previous step of this application. Please update the License Professional to a valid contractor

#### Commercial Alteration/Interior Demo

|                        |                      |                 |               |          |   |   |
|------------------------|----------------------|-----------------|---------------|----------|---|---|
| 1 Location Information | 2 People Information | 3 Permit Detail | 4 Attachments | 5 Review | 6 | 7 |
|------------------------|----------------------|-----------------|---------------|----------|---|---|

**Step 2: People Information > LLC**

\* indicates a required field.

#### Custom Fields

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LLC

Is the property owner or business owner/manager an LLC?:

☒ Yes
☐ No

- 13) The next page is where you will enter the specifics of the project, including the scope of work, the Construction Code to be used, estimated job cost, and other trade-specific information. Typically, a licensed contractor or design professional like an architect or engineer can answer these questions. If you are having trouble filling out this information, please start by contacting your contractor or design professional for assistance. If you still are having trouble, staff in Code Administration may be able to assist on a case-by-case basis. Call 703-385-7830 to reach them. Once all required info is provided, click “Continue Application”.
- 14) On the next step, if the trade was included as part of an affiliated building permit submission, under “Building Permit Info”, enter the building permit record number (“BLDR...”). Complete subsequent steps as prompted.

### Building Permit Info

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#### BUILDING PERMIT INFO

Building Permit Number:

15) On the next step, you will need to submit the following attachments with this application type. Note these lists are not exhaustive, and more or fewer items may be needed for staff to complete their review depending on the scope of your proposal:

- Trade plan as a **single PDF file**. Separate sheets uploaded individually will not be accepted.
  - For very basic scopes of work, drawings may not be required. Drawings for simple and minor changes may be prepared by the contractor. More involved work may require plans prepared by an engineer licensed in Virginia.
  - **Note:** If this trade was included as part of an affiliated Building Permit submission, a plan is not required.
- Manufacturer's specifications may be required for installation of equipment.
- Gas riser diagram will be needed for **gas permits** only, unless it is a like-for-like replacement.
- A Manual J is required for installation of **new mechanical systems** or changes to existing systems. This is not required for like-for-like replacements.
- Virginia Contractor's License
  - If you selected "TBD", "Business Owner/Manager", or "Property/Building Owner", this will not be required. If "TBD", the record will continue to be processed, but the contractor's license must be uploaded to the record before the permit can be issued. Staff will contact you to remind you.
- City of Fairfax Business License
  - Contractors doing work in the city that surpass an annual job cost threshold must have a valid City of Fairfax Business License, in accordance with Code of Virginia § 58.1-3715. If you have questions, you can contact Revenue staff at 703-385-7884.
- Owner Exemption Statement
  - This is only required if you selected "Business Owner/Manager" or "Property/Building Owner" on for Licensed Professional type. It must be signed and notarized.

- 16) 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.

Continue

Add

Remove All

Cancel

#### 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

Add

Remove All

Cancel

Type: Ref / Census

File: 10455 Armstrong St Plat Sub 1.pdf

100%

Description:

Type: Authorization Form.pdf

File: Authorization Form.pdf

100%

Description:

Save

Add

Remove All

- 17) Review the summary page, agree to the certification, and click “Continue Application” to submit. A record number will be provided on the following screen (“ELER...”, “GASR...”, “MECR...”, “PLBR...”). **If you do not see a record number, you have not submitted your application and it will not be reviewed.**

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 »

**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 the record with additional information or attachments. (see separate guide: [How to Resubmit Applications](#)).

- 18) Once the application is accepted, you will get an email letting you know that an invoice for the permit review fee needs to be paid, which can be completed online. To pay an invoice, login to the permit portal, navigate to “My Records” under the “Home” menu, and click “Pay Fees Due” in the Action column for the applicable record.

| ▼ Building                                           |            |               |                        |                                                    |                   |              |            |     |
|------------------------------------------------------|------------|---------------|------------------------|----------------------------------------------------|-------------------|--------------|------------|-----|
| Showing 1-4 of 4   <a href="#">Add to collection</a> |            |               |                        |                                                    |                   |              |            |     |
| <input type="checkbox"/>                             | Date       | Record Number | Record Type            | Address                                            | Status            | Action       | Created By | Det |
| <input type="checkbox"/>                             | 01/09/2025 | BLDC25-00001  | Commercial Addition    | 10455 ARMSTRONG ST, FAIRFAX VA 22030 United States | Issued            | Amendment    | WTSCIBILIA | Tes |
| <input type="checkbox"/>                             | 12/31/2024 | BLDR25-00002  | Residential Alteration | 10455 ARMSTRONG ST, FAIRFAX VA 22030 United States | Submittal/Invoice | Pay Fees Due | WTSCIBILIA | A   |
|                                                      |            |               |                        | 10455 ARMSTRONG ST,                                |                   |              |            |     |

- 19) Once the fees are paid, the application will be routed for review.

- 20) 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 (see separate guide: [How to Resubmit Applications](#)). Emails will be from [Auto\\_Sender@Accela.com](mailto: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*

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## Review Timeframe

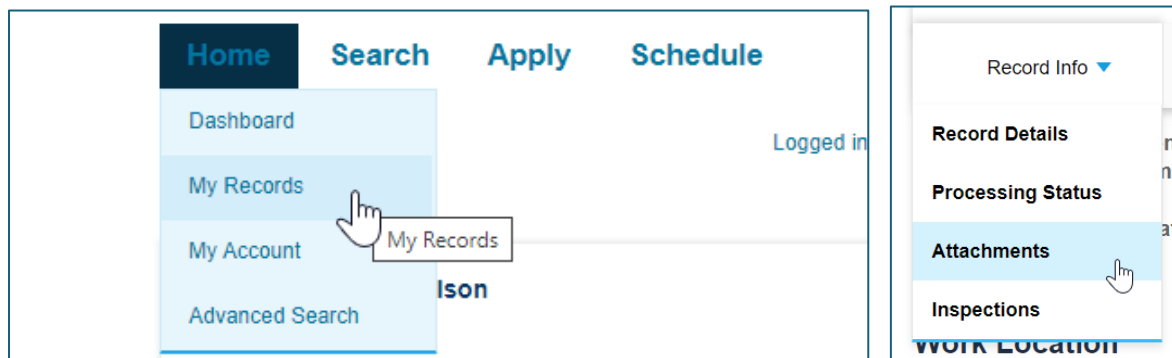
When the trade was included as part of an affiliated building permit submission, the permit will be issued almost immediately. If the trade was **not** included as part of an affiliated building permit submission, current review cycles for comments or permit issuance is 4 weeks per submission.

- **Note:** Gas permit filings requiring submission of a gas riser diagram (see step 9 in previous section) will require a full plan review.
- **Note:** Mechanical filings requiring submission of a Manual J (see step 9 in previous section) require full plan review.
- **Note:** Commercial plumbing permits and plumbing permits for new residential construction are routed to the Department of Public Works for assessment of fixture fees, which are required to ensure maintenance of utilities as new connections and fixtures are added in the City. This review typically takes 3 business days and the assessed fee will be invoiced and emailed to you for payment prior to permit issuance. See step 12 in previous section for instructions on paying fees.

*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 (“ELER...”, “GASR...”, “MECR...”, “PLBR...”), and navigating to “Attachments” under “Record Info”. The permit document name will begin with “Forms\_and\_Letters\”.



21) For instructions on how to schedule inspections, please see separate guide: [How To Schedule Inspections](#).

*End of document*

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