



Solar Installations Checklist

If you have a printed copy of this checklist, access it online to open the various links below by visiting this URL: <https://www.fairfaxva.gov/SolarInstallationChecklist>

Please complete the items in the checklist below to obtain all required City of Fairfax approvals to install solar panels. If you have questions, please contact the appropriate City department as identified below. Suite numbers indicate where in City Hall the respective Departments can be found. For general inquiries about the review process, please contact the Development Review Ombudsperson: Tommy.Scibilia@fairfaxva.gov | 571-546-5115.

✓	Step	Item	Instructions	Department	Suite #	Phone	Email
☐	1	Apply for a Building Permit ^A	Residential or Commercial	Code	208	703-385-7830	CodeAdministration@fairfaxva.gov
☐	1	Apply for a Zoning Permit	Residential or Commercial	Zoning	207	703-385-7820	Zoning@fairfaxva.gov
☐	1	Apply for BAR Approval ^B	Guide	Zoning	207	703-385-7820	Zoning@fairfaxva.gov
☐	1	Submit sections 1-4 of the Form Net Metering Interconnections Notification (Form NMIN)	Webpage	Dominion		1-866-DOM-HELP	
☐	2	Apply for Electrical Permit ^C	Residential or Commercial	Code	208	703-385-7830	CodeAdministration@fairfaxva.gov
** Install solar panels **							
☐	3	Submit section 5 of the Form NMIN	Webpage	Dominion		1-866-DOM-HELP	
☐	4	Pass Building and Trade Inspections	Webpage	Code	208	703-385-7830	CodeAdministration@fairfaxva.gov
☐	5	Pass Dominion Energy Inspection	Webpage	Dominion		1-866-DOM-HELP	
** Energize and operate solar panels **							
☐	6	<i>Optional:</i> Apply for Solar Energy Equipment Tax Exemption ^D	Webpage	Real Estate	238	703-385-7840	RealEstate@fairfaxva.gov

Notes:

- The Building Permit has certain items that must be submitted for review as attachments, including the contractor's license and building/electrical plans, which the linked guides outline. For solar installations specifically, **this linked document** (<https://www.fairfaxva.gov/SolarInstallationPlanRequirements>) outlines what items the plans must contain for a complete Code review. Failure to include all the items listed may result in issuance of a comment letter and a requirement to resubmit for another round of review, delaying the project timeline.
- Architectural review for issuance of a Certificate of Appropriateness (COA) is only required for **commercial** solar installations or installations on **multifamily** residential buildings where the solar components are **visible from public spaces**, such as roadways, parks, or plazas. Residential installations only require this approval if they are located in a Historic Overlay District. See [Zoning Map](#) for locations of Overlay Districts. If applicable, a COA must be approved before a Zoning Permit can be issued.
- Electrical components will be reviewed as part of the Building Permit, but a separate electrical permit is also needed. Once the Building Permit is issued, you will apply for the Electrical Permit with the instructions linked above and enter the record number for the Building Permit to link the two records together. Further plan review will not be required, and the Electrical Permit will be issued right away once the fee is paid.
- For questions about the application, what equipment qualifies, the permit process, or inspections, please contact the Code Administration Office (codeadministration@fairfaxva.gov, 703-385-7830). For questions about the tax exemption calculation, please contact the Real Estate Assessment Office (info in checklist above).