



Fire Prevention Code (FPC) Permit and Use Inspections Flowchart

Updated 3/13/2025

Symbol Key

Start/End

Applicant

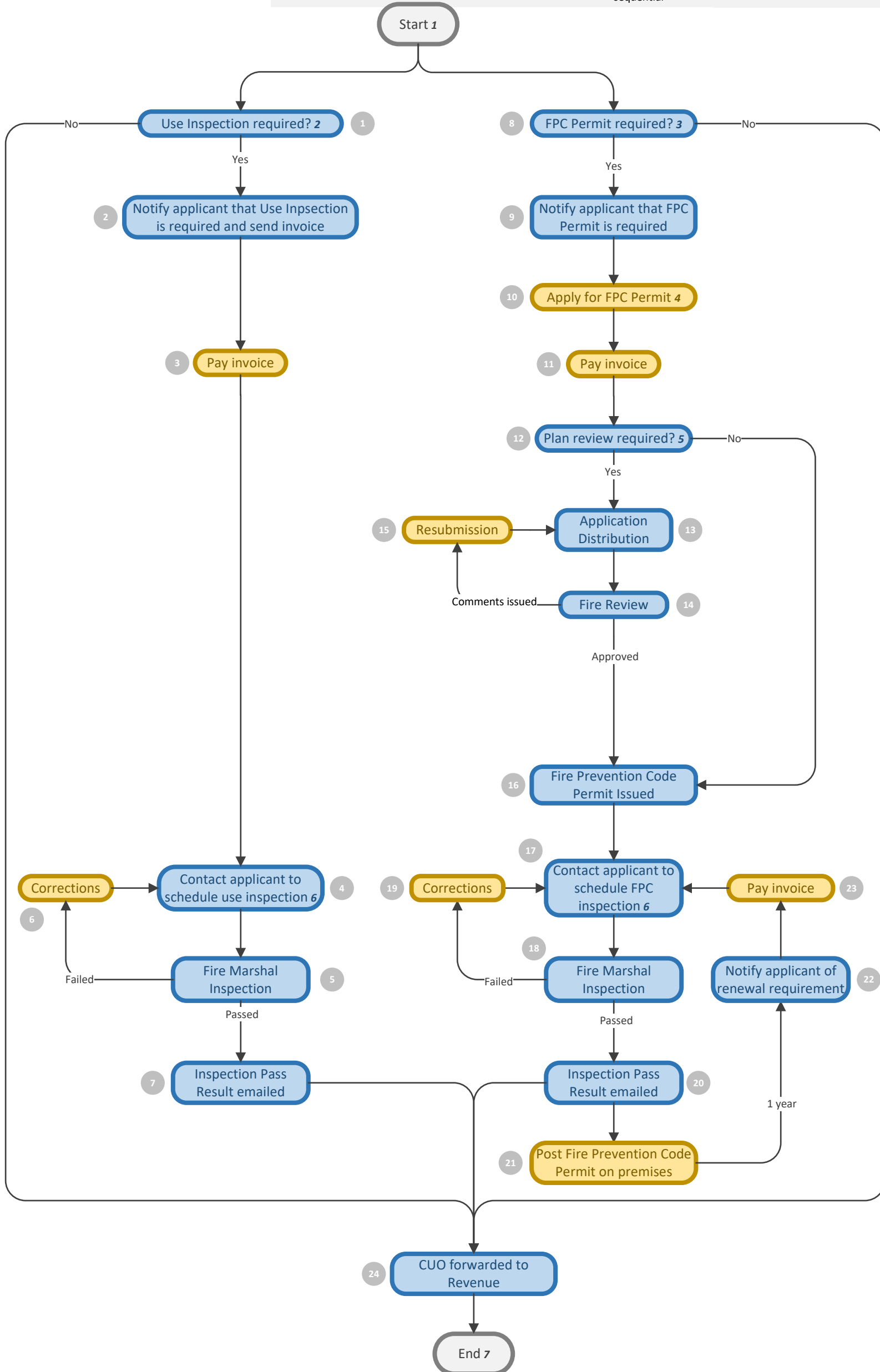
Code Note

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.



1. When the Commercial Use & Occupancy Permit (CU&O) is approved by Zoning, Code will review to determine whether a Use inspection and/or an FPC Permit is required. These are scheduled after all construction is complete and the space is set up for operations. See guides on previous page for **CU&O**.

2. A Use inspection is needed, generally, when there is a change in use of a building or space, which the CU&O will indicate, or if the space or building in question hasn't been inspected in two or more years. You will be contacted by Code Administration staff if this is needed. You do not need to proactively reach out. See the [Inspections webpage](#) for more information.

3. Fire Prevention Code (FPC) inspections are performed by the Fire Marshal as part of the Building Permit process. Construction requiring this inspection type include, generally, new tenant fit-outs, improvements associated with restaurant kitchen equipment installations, or installation/modification to fire protection systems (fire alarm, sprinkler, extinguishing system). Similar to Use Inspections, you will be contacted by Code Administration staff if this is required. The two inspections can be scheduled simultaneously. See the [Inspections webpage](#) for more information.

4. [Link to the FPC Permit application](#) form, which must be filled out and emailed to CodeAdministration@fairfaxva.gov.

5. Only certain applications require plan review. These include but are not limited to: Fireworks, explosives, amusement structures, carnivals/fairs, pyrotechnics, hazardous materials, places of assembly, and temporary membrane structures.

6. Use inspections can be scheduled simultaneously with the FPC inspection.

7. Once both the initial FPC Permit Inspection and Use Inspection have been passed, depending on whether one or the other or both were required, the CUO is sent to Revenue who will issue the Business License together with the CUO to the applicant.