Fire Prevention Code (FPC) Permit and Use Inspections Flowchart Updated 3/13/2025 Symbol Key **NOTE:** This flowchart is for illustrative purposes only. Start/End Code Note **Applicant** 1. Note Not every submission will follow this exact review Step numbers are flow. sequential Start 1 Use Inspection required? 2 FPC Permit required? 3 Yes Notify applicant that Use Inpsection Notify applicant that FPC is required and send invoice Permit is required Apply for FPC Permit 4 Pay invoice Pay invoice Plan review required? 5 Yes **Application** Resubmission Distribution Comments issued Fire Review Approved Fire Prevention Code Permit Issued Contact applicant to Contact applicant to Corrections Corrections schedule FPC Pay invoice chedule use inspection 6 inspection 6 Fire Marshal Notify applicant of Fire Marshal Inspection Inspection renewal requirement | Passed Passed **Inspection Pass Inspection Pass** Result emailed Result emailed Post Fire Prevention Code Permit on premises CUO forwarded to Revenue End 7

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 <u>Inspections webpage</u> 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.