

# How to apply for a **Minor BAR** Certificate of Appropriateness (Board of Architectural Review)

Updated 5/23/25

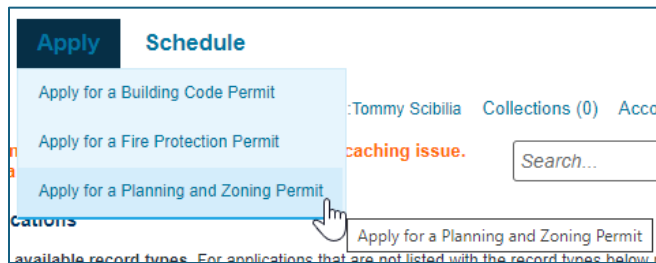
**Note: Major BAR** Certificates of Appropriateness (COAs) are not currently available in the Permit Portal. The application package is [linked here](#). A preapplication meeting with staff is required prior to submission. To schedule this, send an email request to [Anna.McClintock@farifaxva.gov](mailto:Anna.McClintock@farifaxva.gov) or follow steps 1-8 below.

Follow the instructions below to apply for a **Minor BAR** Certificate of Appropriateness (COA):

- 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 “BAR – Certificate of Appropriateness” select “BAR Certificate of Appropriateness”



- 6) To enter an address, enter the street number and the street name, and click “Search”. **Leave the additional fields blank.**

*Street No.:	Start Fraction:	*Street Name:	Street Type:
<input type="text" value="10455"/>	<input type="text"/>	<input type="text" value="Armstrong"/>	<input type="text" value="--Select--"/>
City:	State:	*Zip:	
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	
<input type="button" value="Search"/>		<input type="button" value="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. Click “Continue Application” on the main screen and complete subsequent steps as prompted.

Address Search Result List

×

Addresses

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Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 10455 ARMSTRONG ST, FAIRFAX VA 22030, 10455 ARMSTRONG ST	FAIRFAX	VA	22030

Associated Parcels

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Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 57 4 02 013 A			

Associated Owners

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Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030
<input type="radio"/> CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030

- 8) On the next screen 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:

\* 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) Below, indicate whether you have a representative for the applicant and click “Continue Application”. If you selected “No”, continue to step 10. If you selected “Yes”, the following screen will require you to add an additional contact. This can be done in the same way as the previous step, Click “Continue Application” to move to the next step.

Custom Fields

ADDITIONAL CONTACTS

\* Do you have an Applicant Representative?:

☐ Yes
☒ No

Step 2: Applicant > Additional Contact

\* indicates a required field.

Contacts

Enter contact information, the Application Representative information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration.

Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

✕

**An error has occurred.**

The agency has disabled the use of the Application Representative role. Please contact the agency for help.

Select from Account

Add New

Save and resume later

Continue Application »

10) On the next screen, enter a name for your project and a detailed description of the work proposed. Click “Continue Application” to move ahead.

Step 3: Application Detail >

\* indicates a required field.

Custom Fields

PROJECT DETAILS

\* Project Name:

\* Proposed Project Detail:

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Save and resume later

Continue Application »

- 11) Review the summary page, agree to the certification at the bottom of the screen, and click “Continue Application” to submit your preapplication meeting request.


I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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

[Save and resume later](#)
[Continue Application »](#)

- 12) Once you have completed the submission, you will receive a temporary application number (“PRE...”).

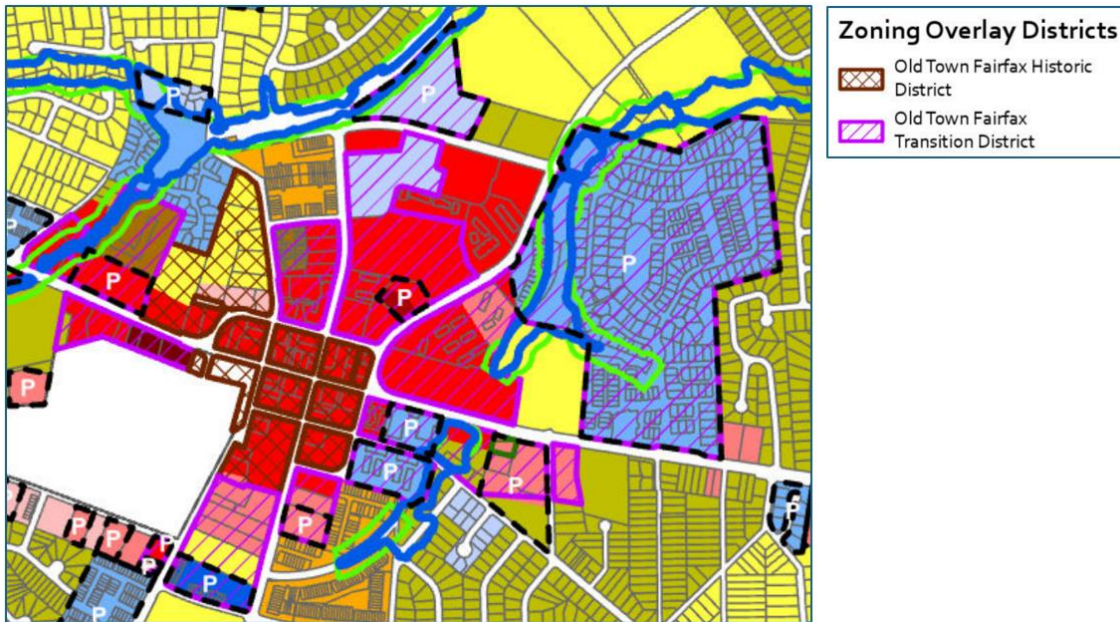
### Step 5: Application Submission



Your application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is PRE25-00008.**

- 13) Staff will review the submission to confirm whether the scope is **minor** or **major**. Staff may contact you to set up a brief virtual meeting to review the project scope and explain next steps. See note at the beginning of this guide for **Major BAR**.
- Minor applications are for items such as awnings, lighting, railings, window replacement, and fencing.
  - Signs in the **Old Town Fairfax Historic Overlay District** and the **Transition Overlay District** are also required to receive a Minor COA. See the extents of the Overlay Districts in the [City's Zoning map](#), screenshot included below.
  - See guide on previous page for **Sign Permits**.



14) If the scope is determined to be **minor**, you will receive an email prompting you to complete the record in the [Permit Portal](#) and submit. If the scope is determined to be **major**, you will receive an email from staff with a PDF application form attached to be completed and emailed back to staff for their review. See note at the beginning of this guide for **Major BAR**.

15) Log back into the [Permit Portal](#). Under “Home”, select “My Records”. Navigate to the temporary record, which will be under the “Planning” heading’s clickable dropdown, and click “Resume Application”.

Planning						
Showing 1-10 of 11   <a href="#">Add to collection</a>						
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	01/03/2025	25TMP-000003	Minor	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States		<a href="#">Resume Application</a>

16) Click “Continue Application” at the bottom of the screen.

17) The next screen is where you will upload your attachments. 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 review:

- [BAR Affidavit](#) to be signed by both the applicant and property owner.
- [Plans, Photos, and Specifications](#). What exactly is submitted is dependent upon the scope of work proposed. Below are some examples:
  - Elevations of the proposed conditions of the building.
  - Site plan showing changes to exterior of the building and property.

- Material specifications for any new materials to be used on the exterior of the building.
- Photos of existing site/building
- Manufacturer's information for any new windows, doors, fencing, exterior lighting fixtures, awnings etc. to be installed, including indication of finishes/materials/colors to be used.
- Color samples for new colors to be used on the exterior of the building.
- Sign drawings prepared by sign manufacturer detailing the materials, dimensions (length, width, depth), width of the building face or storefront of tenant space if a wall sign, height of the underside of the sign from grade if applicable, lighting information if applicable, and a rendering depicting the sign on the building or property.

18) 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 certain document types are required to be selected in order to submit the application), enter a short description, and click “Save”. Once all documents are uploaded and saved, click “Continue Application”.

The screenshot displays a web interface for uploading documents. It features two separate form sections, each with a "Remove" link in the top right corner.

**First Entry:**

- \*Type:** One complete set of plans (dropdown menu)
- File:** 10455 Armstrong St Building Plans Sub 1.pdf (with a 100% progress bar)
- \*Description:** Plans of exterior improvement and photos of existing site (text area)

**Second Entry:**

- \*Type:** Authorization Signature/Affidavit (dropdown menu, with a mouse cursor hovering over it)
- \*Description:** BAR Affidavit (text area)

At the bottom left, there are three buttons: "Save", "Add", and "Remove All". A red arrow points to the "Save" button.

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

- 20) You will be prompted to pay the review fee. Click “Continue to Payment” and follow prompts to pay with either a credit card or bank information.

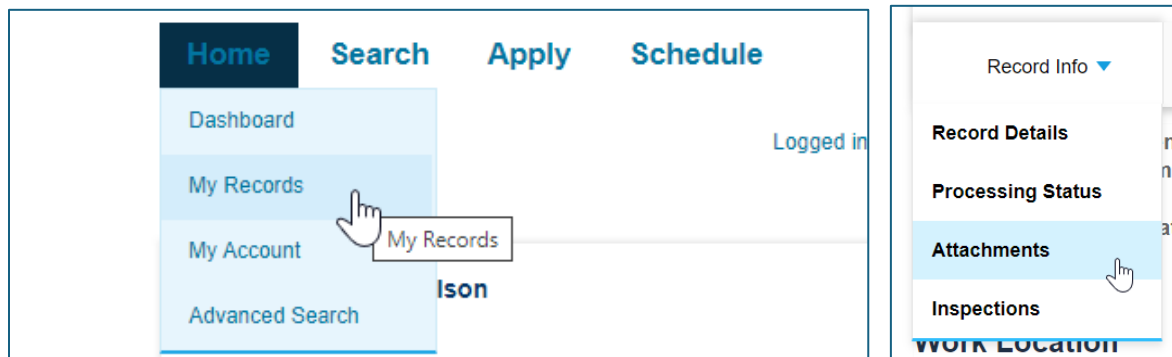
**Application Fees**

Fees	Qty.	Amount
Minor COA (Including Signs)	1	\$50.00

**TOTAL FEES: \$50.00**  
Note: This does not include additional fees which may be assessed later.

[Continue to Payment »](#)

- 21) Once payment is made, a record number will be provided (“BAR...”).
- 22) Minor COAs are typically reviewed administratively by staff within 1-2 weeks. You will receive messages from the portal or directly from staff via email if there is anything further needed for them to complete their review.
- 23) Once approved, you will receive an email with the Minor COA attached. You can also download it from the portal by navigating to it in “My Records”, clicking on the record number (“BAR...”), and navigating to “Attachments” under “Record Info”.



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