

How to Apply for Residential Building and Zoning Permits

Updated 5/29/25

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Apply

Pre-Application Submission

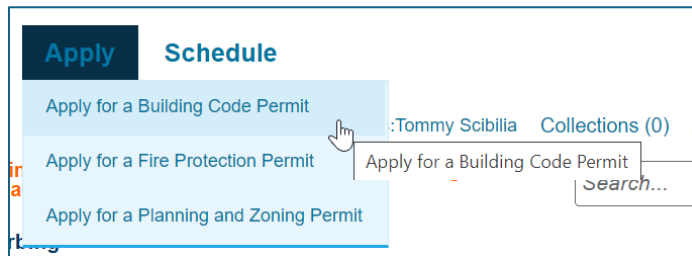
Follow the instructions below to apply for **residential building and zoning permits** (“BLDR...”, “ZON...”).

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 building and zoning permits**. See guides on previous page for **Commercial Building Permits** and **Commercial Zoning Permits**.

- 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 Building Code Permit”.



- 4) Read and accept the terms of the disclaimer.
- 5) Click the link in the pre-application section for residential work.



- 6) Read and accept the terms of the disclaimer.
- 7) Answer the yes/no questions of the intake questionnaire and click “Continue Application”. Depending on your answers to the questionnaire, you may be prompted to answer additional Yes/No questions on the following page.

Step 1: Intake Questionnaire > Pre-Application

Please accurately complete the following pre-application questionnaire to help us determine the permits required for your (or this) project.

* indicates a required field.

Project Info

Survey Questions

Does the proposed work involve any of the following?

* A new building or addition, including a second story addition ("pop-up"):

☐ Yes ☒ No

* An accessory structure such as a garage, carport, or storage structure >250 SF:

☐ Yes ☒ No

- 8) When you get to step 2, you must enter the property address. To enter an address, enter the street number and the street name, and click “Search”. Leave the additional fields blank.

Fill
 *Street No.:

Start Fraction:

Fill
 *Street Name:

Leave blank
 Street Type:

City:

State:

*Zip:

- 9) 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.

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

- 10) On the next screen you will be prompted 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”. Click “Continue Application” to proceed.

Step 2: Applicant > * indicates a required field.

Applicant

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.			

- 11) On the next screen you will need to enter project details including a project name, description, type of construction, area of land disturbance, and contractor information. Click “Continue Application” to proceed.
- 12) For the attachments step, you will need to submit the following attachments. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review depending on the scope of the proposal:
- Building 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 architect or engineer licensed in Virginia.
- Plat/Site Plan if the improvements affect the exterior of the building.
 - Must show the location and dimensions of the proposed improvement. See example plat at the end of this document. The plat **must be to scale**.
 - Plats are prepared by state-licensed surveyors or title companies.
 - The City may have an old plat on file for your property. Email Zoning@fairfaxva.gov to ask.
 - Plats from the City are generally for reference only. They may not be to scale and may be outdated and not contain all pertinent information needed for staff to conduct their review.
- Owner Authorization Form signed by both the applicant and property owner.

- 13) 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.

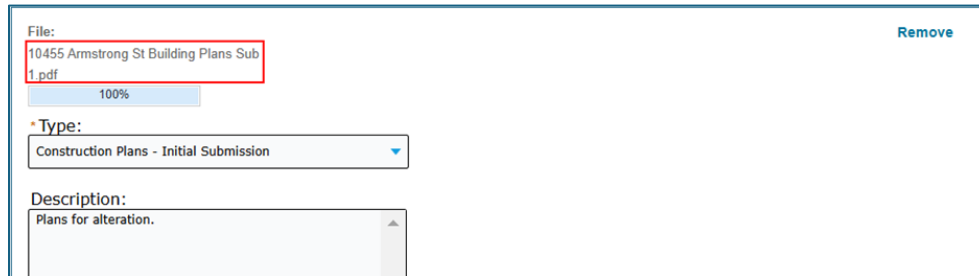
10455 Armstrong St Plat Sub 1.pdf	100%
Authorization Form.pdf	100%

Continue **Add** **Remove All** **Cancel**

Type:
Ref: Survey
File: 10455 Armstrong St Plat Sub 1.pdf
Description:
Ref:
Type:
Description:
Ref:
Type:
Description:
Ref:

Save **Add** **Remove All**

Note: Building or site plans must be uploaded with the following **naming convention:** [Address] [Document type] [Record type] [Submission Number]. Example: “10455 Armstrong Street Building Plans Sub 1”.



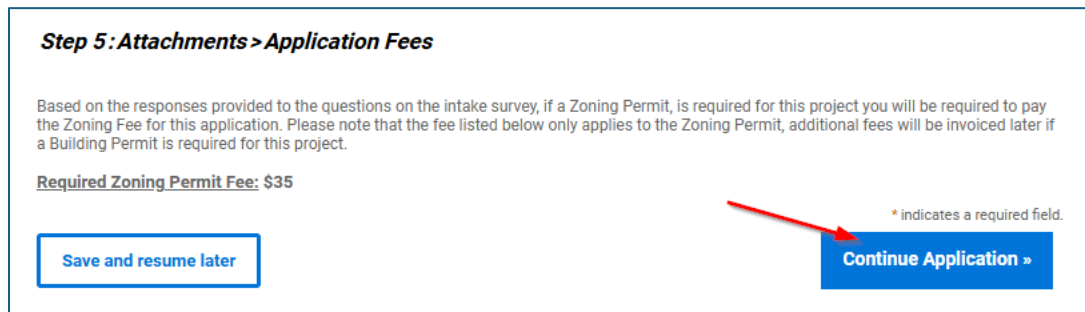
File: 10455 Armstrong St Building Plans Sub 1.pdf Remove

100%

Type: Construction Plans - Initial Submission

Description: Plans for alteration.

- 14) The next screen will appear to let you know of an upcoming fee if a zoning permit is required based on the questions you entered in the questionnaire at the beginning of the process (see step 7). Review and click “Continue Application” to proceed.



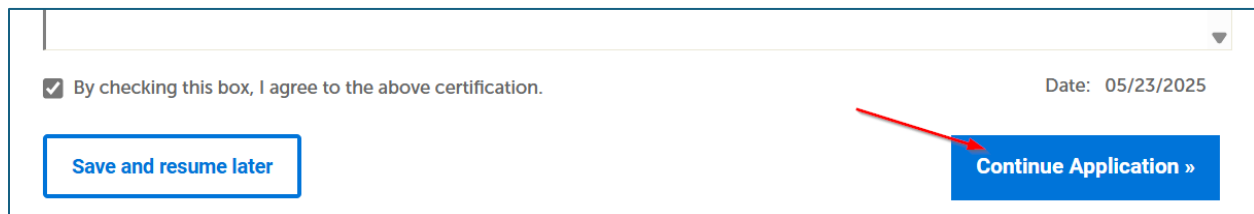
Step 5: Attachments > Application Fees

Based on the responses provided to the questions on the intake survey, if a Zoning Permit, is required for this project you will be required to pay the Zoning Fee for this application. Please note that the fee listed below only applies to the Zoning Permit, additional fees will be invoiced later if a Building Permit is required for this project.

Required Zoning Permit Fee: \$35

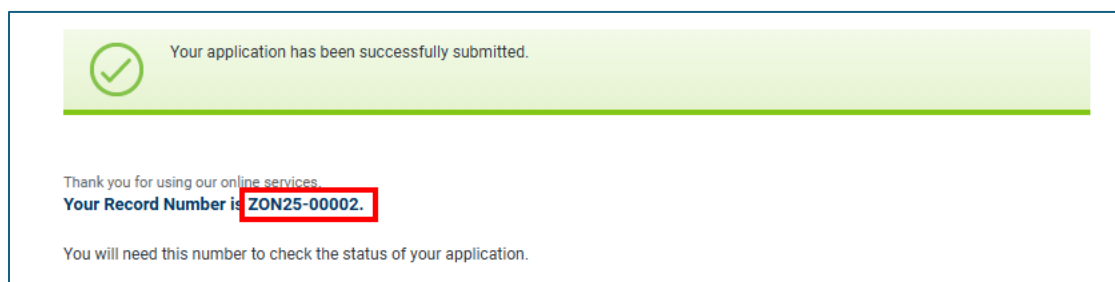
Save and resume later * indicates a required field. Continue Application »


- 15) Review the summary page, agree to the certification, and click “Continue Application” to submit. A zoning permit record number will be provided (“ZON...”). **If you do not see a record number, you have not submitted your application, and it will not be reviewed.**



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

Save and resume later Continue Application »



 Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is ZON25-00002.

You will need this number to check the status of your application.

- 16) Once staff review the initial submission, if applicable to your scope of work, you will get an email prompting you to complete a temporary **Building Permit** record in the portal (“TMP...”) that is created for you automatically. See [instructions below](#) for completing this.
- 17) If it is determined that a zoning permit is needed, you will receive an email prompting you to pay the invoice of \$35, which can be completed online. Payment can be made with either a credit card or bank information. To pay the fee, login into the Permit Portal, navigate to “My Records”, and in the “Action” column next to the applicable record number, click “Pay Fees Due”.

Planning						
Showing 1-8 of 8 Add to collection						
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	12/31/2024	PLN24-00671	Permanent Sign	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Submitted	
<input type="checkbox"/>	12/30/2024	24TMP-005374	Commercial Non-Land Disturbing	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States		Resume Application
<input type="checkbox"/>	12/30/2024	ZON24-00309	Residential	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Payment Pending	Pay Fees Due

Note: If a zoning permit is not needed for the scope of work, you will receive an email informing you of this, and the ZON record will be closed.

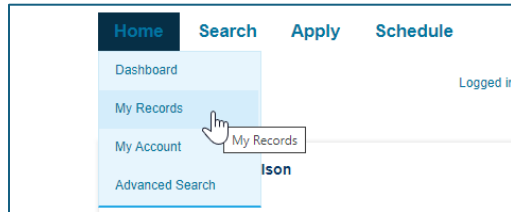
Note: If the initial submission did not contain enough information for staff to assess what permits are needed, you will receive an email stating that the submission is incomplete, prompting you to resubmit with additional information or attachments (see separate guide: [How to Resubmit Applications](#)).

End of section

Building Permit Completion

Follow the instructions below to complete your building permit submission.

- 18) Log into the [Permit Portal](#). Under “Home”, select “My Records”.



- 19) Select “Resume Application” in the “Action” column of the TMP record to complete.

▼ Building							
Showing 1-7 of 7 Add to collection							
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Created By
<input type="checkbox"/>	05/29/2025	25TMP-000145	Residential Alteration	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States		Resume Application	WTSCIBILIA

- 20) The next screen will already be filled out with the property location information entered previously. It cannot be updated. At the bottom of the screen click “Continue Application” to proceed.

- 21) You will be prompted to enter a Licensed Professional’s information. Click Add Licensed Professional” and enter their information in the pop-up window.

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.

22) Below, the applicant info you entered previously will appear. You can edit, remove, or add additional contacts here (see step 13 above for more on how to add applicants). Once complete, click “Continue Application” at the bottom of the screen to proceed.

Applicant

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

Tommy Scibilia
tommy.scibilia@fairfaxva.gov
Home phone: 571 546 5115
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

23) If you did not enter “Owner” or “Tenant” on the previous screen for licensed professional, skip to step 24. If you did, on the next screen, carefully read the statement to determine if you are exempt from using a Virginia licensed contractor to complete the work. Complete the affirmation and click “Continue Application”.

I affirm

Affirmation

* I am exempt from the contractor licensing requirement for this permit. (Yes to affirm, No if not applicable):

☐ Yes ☐ No

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

24) The next page is where you will enter the specifics of the project, including the scope of work, building use, the Construction Code to be used, info on fire protection systems, and estimated job cost. 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”.

25) On the next screen, you will need to submit the following attachments with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review:

- Building 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 architect or engineer licensed in Virginia.
- Virginia Contractor's License
 - If the contractor is not known at the time of applying for the permit, you can select "TBD" from the contractor selection menu, and the plan review can commence. Note that if not submitted initially, the contractor's license must be uploaded to the record before the permit can be issued.
- Asbestos Affidavit (and asbestos abatement report if applicable) **for existing buildings only**, which demonstrates that:
 - There is no asbestos-containing material being affected, OR
 - If there is asbestos-containing material it has already been or will be abated, OR
 - The project is exempt from the requirement to abate (e.g. built after 1/1/1985, single-family building, etc.).

26) See step 13 above for how to attach documents. Click "Continue Application" to proceed.

27) Review the summary page, agree to the certification, and click "Continue Application" to submit. A building permit record number will be provided on the following screen ("BLDR..."). **If you do not see a record number, you have not submitted your application, and it will not be reviewed.**

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: 05/29/2025

Save and resume later

Continue Application »

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is BLDR25-00007.

You will need this number to check the status of your application. Choose "View Record Details" to check status or make other updates.

Note: Once a building permit application has been submitted, you will need to apply for the associated trade permits individually, referencing the “BLDR” number for the building permit (see above). See guides on previous page for **Residential Trade Permits**.

28) 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.

29) 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 and resubmitting (see separate guide: [How to Resubmit Applications](#)). Emails will be from 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

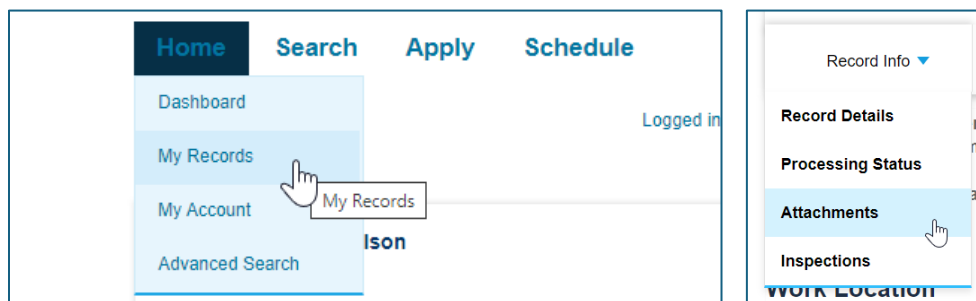
Review Timeframe

Building permits and zoning permits can be reviewed at the same time. **The building permit will not be issued until the associated zoning permit has been approved.** Currently, zoning permits are being reviewed for comments or issuance within 2 weeks of application acceptance, and building permits are being reviewed for comments or issuance within 4 weeks of application acceptance.

End of section

Permit Issuance

Once the permits are issued, you will receive an email with the permit attached. You can also download them from the portal by navigating to them in “My Records”, clicking on the record number (“BLDR...” and “ZON...”), and navigating to “Attachments” under “Record Info”. The Building Permit document name will begin with “Forms_and_Letters\”.



For instructions on how to schedule inspections for work associated with the building permit, please see separate guide: [How To Schedule Inspections](#).

End of section

New Houses – During and Post Construction

The following section is for **construction of new residences only**.

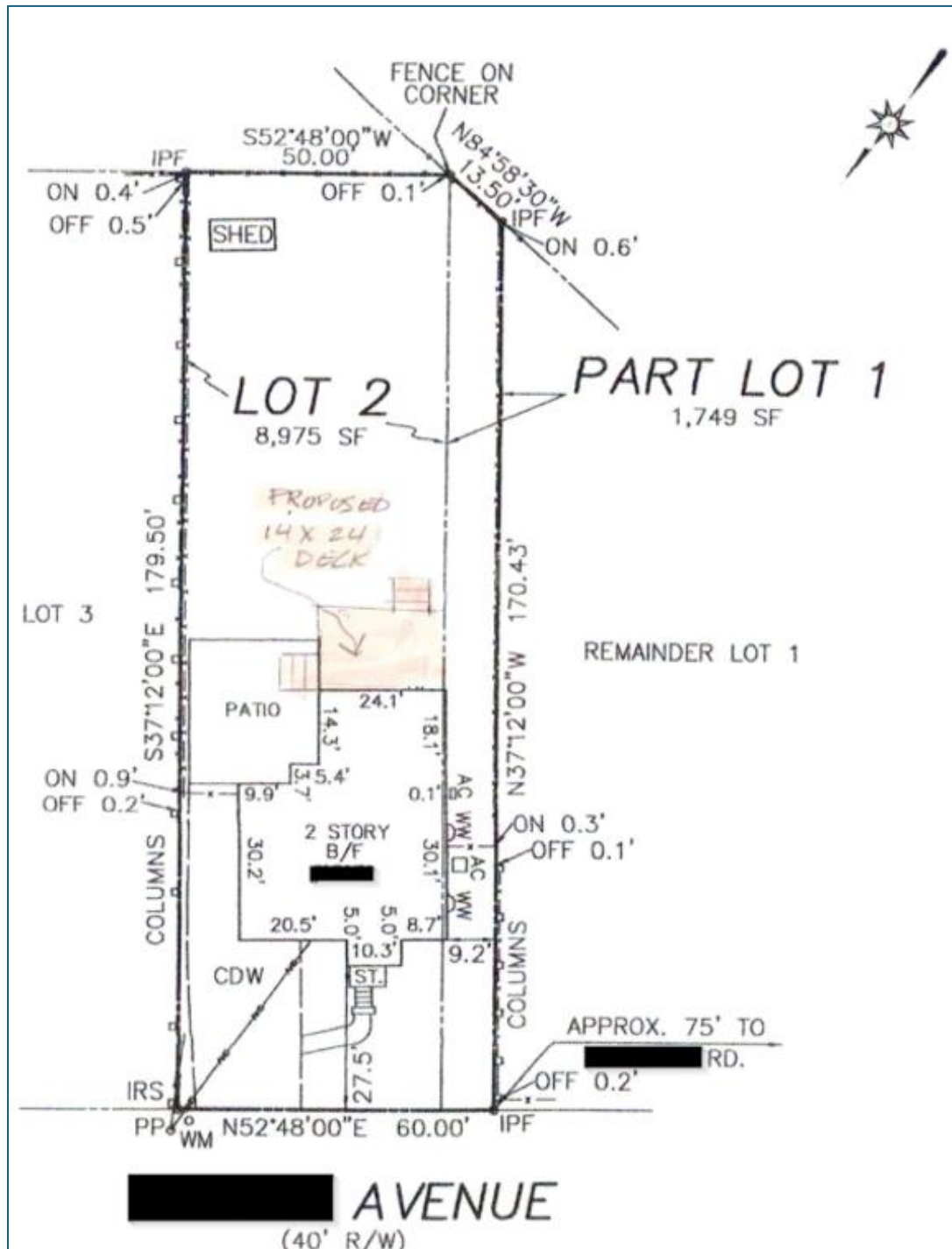
- 1) After the foundation of the new house is completed, you will need to schedule a foundation inspection. See separate guide: [How To Schedule Inspections](#).
- 2) At the same time you schedule your foundation inspection, you will need to submit the following to Zoning@fairfaxva.gov. The subject line should contain the ZON record number and the street address.
 - Wall check survey demonstrating the actual built conditions of the foundation so that zoning staff can ensure the foundation is positioned correctly onsite before the

entire structure is constructed. See [example wall check survey](#) at the end of this guide.

- [Height certification](#), if the structure's height is to be within 3 feet of the maximum height for the zoning district. For residential construction, this is typically 35 feet, but please refer to [Section 3.6 of the Zoning Ordinance](#) to confirm. See [example height certification](#) at the end of this guide.
- 3) Zoning will conduct its own inspection. This does not need to be scheduled, nor is the builder expected to meet staff onsite for this. If there are any issues, zoning staff will reach out.
 - 4) Once construction is finished and all site improvements covered by the Zoning Permit are complete, you will need to submit the following to Zoning@fairfaxva.gov. The subject line should contain the ZON record number and the street address.
 - [House location survey](#) showing the final built conditions of the lot. See [example house location survey](#) at the end of this guide.
 - 5) Once the House Location Survey has been submitted, schedule Residential Use Permit (RUP) inspections which must be passed in order to occupy the residence(s). See separate guide: [How To Schedule RUP Inspections](#).
 - 6) Once both the RUP inspections and the final building inspection are passed, the City will issue the Certificate of Occupancy and Residential Use Permit through the portal. The applicant will be emailed to notify them.

End of section

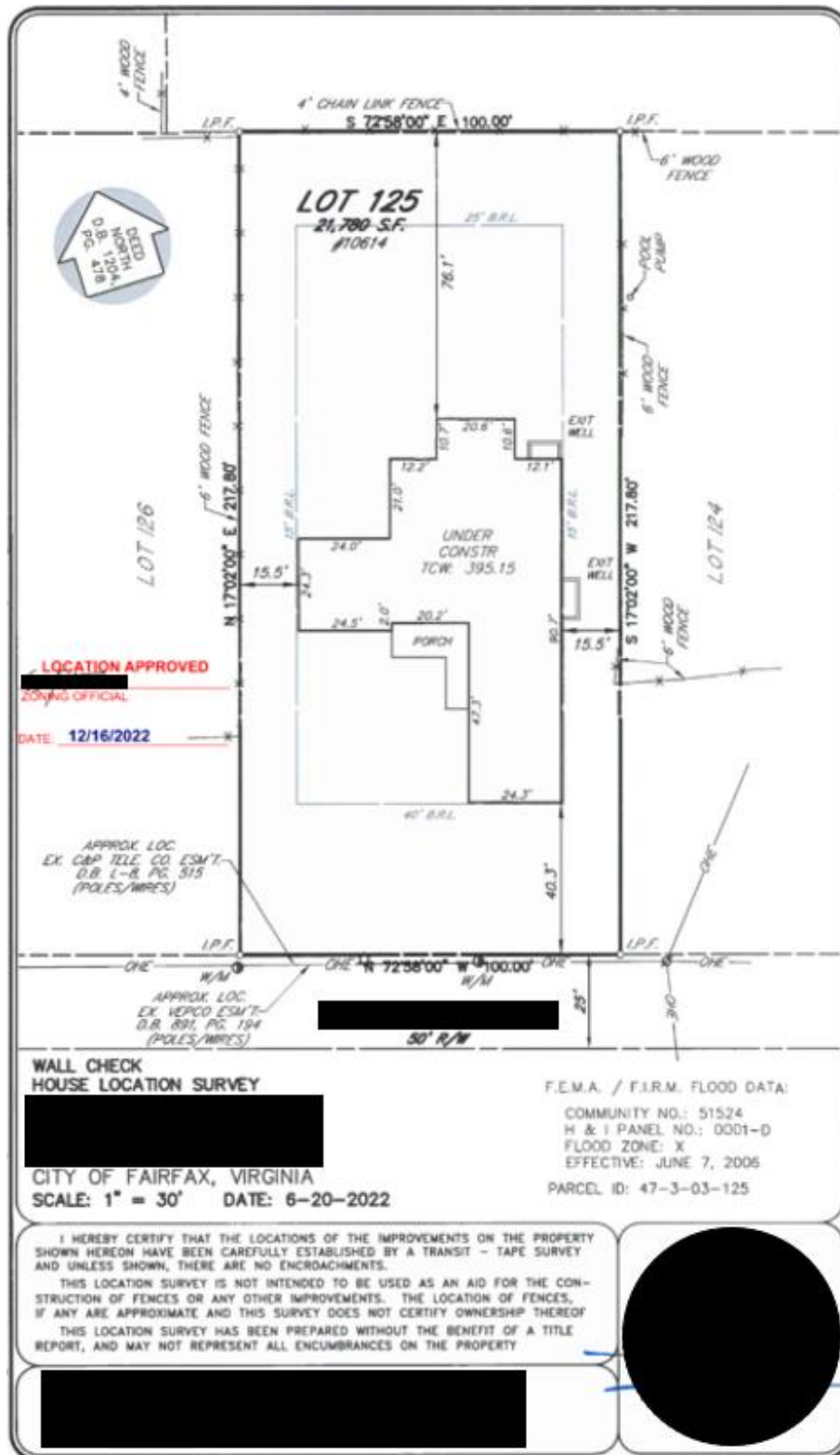
Example Plat



Note: Plat must be to scale. Drawings added to plats for proposed work are acceptable in most cases but must be accurately scaled.

End of section

Example Wall Check Survey



End of section

Example Height Certification

ELEVATION TABLE		
ELEVATION POINT	Pre-Existing Grade Elevation	Finished Grade Elevation
1	394.10	395.17
2	394.10	395.73
3	394.50	396.49
4	394.30	396.53
5	394.40	395.98
6	393.00	394.44
7	391.80	392.40
8	392.10	392.22
9	392.30	393.18
10	392.10	395.95
11	393.70	394.34
12	394.10	396.59
13	394.00	394.43
14	393.80	395.26
15	393.40	396.49
16	393.40	396.55
17	393.60	396.26
18	393.90	395.35
Average Pre-Existing Grade Elevation:		393.48
Average Finished Grade Elevation:		395.19

BUILDING HEIGHT TABLE	
Highest Ridge Elevation (gable, hip or gambrel roof)*=	430.07
OR	
Highest Point Elevation (flat roof)*=	
OR	
Deck Line Elevation (mansard roof)*=	
Midpoint of Roof Elevation (gable, hip or gambrel roof)*=	423.92
Corresponding Eave Elevation (gable, hip or gambrel roof)*=	417.76
Lower Average Grade Elevation*=	393.48
Building Height*=	30.45'
*If the eaves of the roof are uneven, provide the elevations of each eave	
Eave 1 Elevation*=	
Eave 2 Elevation*=	

Insert plan view of house perimeter with elevation points

AS-BUILT HEIGHT CERTIFICATION

Subdivision Name: [REDACTED]

Lot/Section: [REDACTED]

Property Address: [REDACTED]

CITY OF FAIRFAX, VA. 22030

Parcel ID Number: [REDACTED]

Referenced Plan Number: [REDACTED]

Date: [REDACTED]

Company Name: [REDACTED]

Company Address: [REDACTED]

Phone Number: [REDACTED]

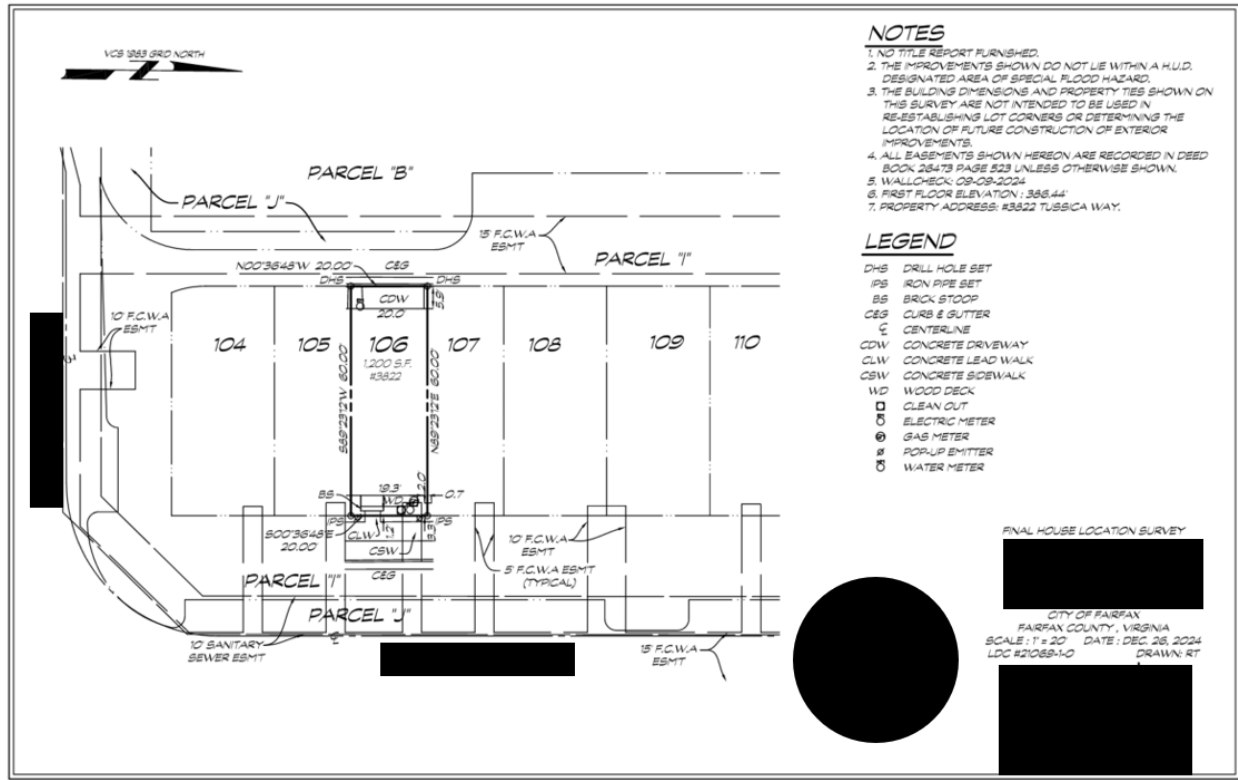
Email: [REDACTED]

RECEIVED
1/31/2023
Community Dev & Planning

APPROVED
2/1/23
Date
Community Development and Planning

End of section

Example House Location Survey



End of document