

# Occupancy Checklists

Updated 4/15/2026

The following items must be completed prior to issuance of Residential Use Permits (RUPs) and/or Certificates of Occupancy (COs) for projects requiring a house grading plan, site plan, or subdivision plan. Each item contains a link to email the relevant city department or division if you have questions. Please use the checklist most relevant to the scope of your project (click to jump to a specific checklist):

- [Single-family residential construction](#)
- [All other construction](#)

## Single-family residential construction

Check	N/A	Item	Responsible City Department
<input type="checkbox"/>		Upon establishment of the foundation for each building and prior to constructing beyond the first-floor elevation, submit a <b>Wall Check Survey</b> to Zoning for approval. See <a href="#">sample wall check survey</a> at the end of this document.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>	<input type="checkbox"/>	Upon establishment of the foundation for each building and prior to constructing beyond the first-floor elevation, submit a <b>Height Verification Survey</b> if a Height Alert has been issued. See <a href="#">sample height verification survey</a> at the end of this document.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>		Pass <a href="#">final inspections</a> for all <b>trade</b> permits.	<a href="#">Code Administration</a> 703-385-7830
<input type="checkbox"/>		Pass <a href="#">final inspection</a> for <b>building</b> permit.	<a href="#">Code Administration</a> 703-385-7830
<input type="checkbox"/>		Submit a <a href="#">Landscape Certification Form</a> to Urban Forestry prior to requesting the RUP inspection for Urban Forestry (see below).	<a href="#">Urban Forestry</a> 703-385-2026
<input type="checkbox"/>		Request <a href="#">RUP inspections</a> (Zoning, Public Works, Urban Forestry), and address all punch list items.	<a href="#">Zoning</a> 703-385-7820

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## All other construction

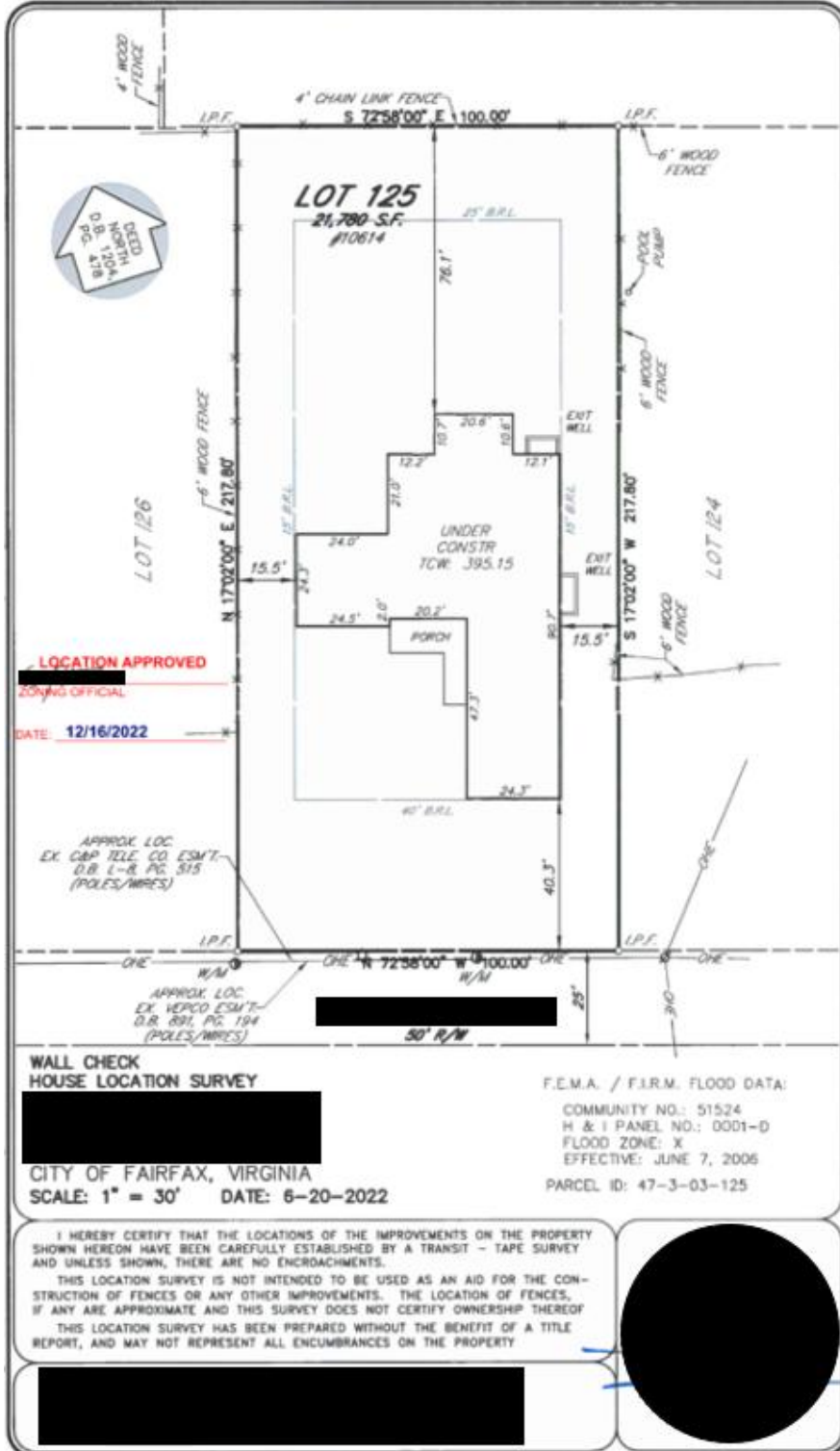
Check	N/A	Item	Responsible City Department
<input type="checkbox"/>		Upon establishment of the foundation for each building and prior to constructing beyond the first-floor elevation, submit a <b>Wall Check Survey</b> to Zoning for approval. See <a href="#">sample wall check survey</a> at the end of this document.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>	<input type="checkbox"/>	Upon establishment of the foundation for each building and prior to constructing beyond the first-floor elevation, submit a <b>Height Verification Survey</b> if a Height Alert has been issued. See <a href="#">sample height verification survey</a> at the end of this document.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>	<input type="checkbox"/>	If there are commercial uses in the project scope: Apply for and receive a <b>Commercial Use &amp; Occupancy Permit</b> for each business on the property.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>		Pass <a href="#">final inspections</a> for all <b>trade permits</b> .	<a href="#">Code Administration</a> 703-385-7830
<input type="checkbox"/>		Pass <a href="#">final inspection</a> for <b>building permit</b> .	<a href="#">Code Administration</a> 703-385-7830
<input type="checkbox"/>		Pass <a href="#">Fire Marshal inspections</a> (including Fire Prevention Code inspections and Use inspections dependent on project scope).	<a href="#">Code Administration</a> 703-385-7830
<input type="checkbox"/>	<input type="checkbox"/>	All <b>proffers or commitments</b> tied to any land use approval are satisfied.	<a href="#">Community Development</a> 703-385-7820
<input type="checkbox"/>		Submission of <a href="#">as-built plan package</a> compliant with Zoning Ordinance §6.8.12.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>		Submission of <b>BMP agreement</b> , part of the as-built plan package (see above).	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/>		A final <b>landscape inspection</b> is required at or before as-built plan submission and again at the end of the two-year warranty bond period. A <a href="#">Landscape Certification Form</a> will be required prior to requesting an inspection by Urban Forestry.	<a href="#">Urban Forestry</a> 703-385-2026
<input type="checkbox"/>		Structures and site must be constructed according to architectural plans reviewed and approved by City Council and/or the Board of Architectural Review as well as any conditions attached to the <b>Certificate of Appropriateness</b> .	<a href="#">Community Development</a> 703-385-7820

*Continued on next page*

<input type="checkbox"/>	<input type="checkbox"/>	If there are dwelling units in the project scope: Request <b>RUP inspections</b> (Zoning, Public Works, Architectural Review), and address all punch list items.	<a href="#">Zoning</a> 703-385-7820
<input type="checkbox"/> Acknowledged	<input type="checkbox"/>	If there are commercial uses in the project, for acknowledgement only: Businesses must apply for a city Business License within 30 days of opening doors to the public.	<a href="#">Revenue</a> 703-385-7884

# Sample Surveys

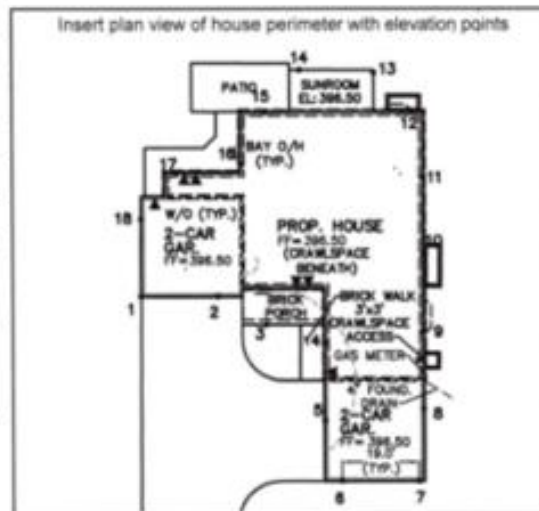
## Wall Check Survey



# Height Verification Survey

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	393.16
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	395.49
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**	



## AS-BUILT HEIGHT CERTIFICATION

Subdivision Name: \_\_\_\_\_

Lot/Section: \_\_\_\_\_

Property Address: \_\_\_\_\_

CITY OF FAIRFAX, VA. 22030

Parcel ID Number: \_\_\_\_\_

Referenced Plan Number: \_\_\_\_\_

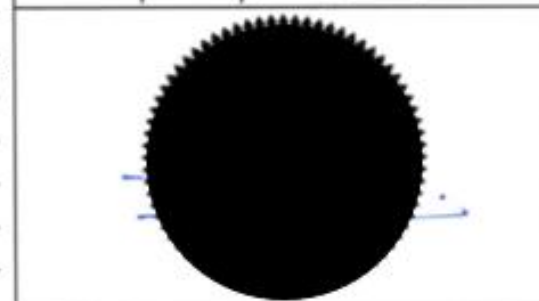
Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



**RECEIVED**  
1/31/2023  
Community Dev & Planning

**APPROVED**  
2/1/23  
Date

Community Development and Planning