Mixed-Use Development Flowchart Updated 7/30/2025 Development Stage — Symbol Key Click for Code Economic Start/End **Applicant Public Works** Development Revenue Detailed Note **Administration** Development and Planning **Flowchart** Note: The relative length of the development stages illustrated on this chart is NOT indicative of how long each stage or process takes. For a live look at how long different application types and reviews are taking on average, please visit the **Permit & License Hub**. Preapplication **Land Use** Site Plan Permitting and Construction Bonding Licensing and Occupancy CU&O Sign Permit submission 10 Recordation of Building and Land Use (SUP, Use and FPC Site Plan CO issuance 11 Meetings & **Bond Execution** Construction Trade SE, PD) 2 Meeting 7 Inspections Inspections 9 Water Quality Site and BAR (CoA) 3 Building Occupancy End Impact Foundation Assessment 4 Inspections complete Stormwater As-Built Ribbon Business Foundation Site Inspection **Bond Release** Management Cutting 14 License Inspection Plan 4 Floodplain Site Wall Check Permit 5 Inspections Survey Warranty Bond Warranty Bond Execution Release **Building Permit** Site Inspection application

1. Prospective developers should schedule a meeting with the City Manager, Planning Division Chief, and Director of Economic Development to determine if the project meets City economic development goals.

2. Required if construction does not meet all requirements of the **Zoning Ordinance** (e.g. use, setbacks, height, coverage).

3. Architectural review is required for improvements visible from the public realm (roads,

parks, plazas, etc.). See the

City's **Design Guidelines**.

4. Required if total land disturbance is > 2500 SF.

Trade Permit application

Zoning Permit application 6

5. Required if construction will impact the floodplain. See the City's nteractive Floodplain and RPA map.

6. Zoning Permits are equired to be filed in nany cases when a Building Permit is required, unless the work proposed is exclusively nterior to a building and does not change the use. Apply through the Permit Portal.

7. Preconstruction meetings can be scheduled as an inspection type in the Permit Portal, or by contacting Code Administration staff: 703-385-7830, CodeAdministration@fairf axva.gov. See guide on the inspections page.

9. Building and Trade 8. Wall check surveys are only required if the inspections take place development includes throughout the construction process, and single-family detached, single-family attached, are completed with a townhouse, or duplex Final (Complete) residential uses, and inspection. All associated requires an inspection trade permits must be finaled before the once the foundation is building permit can be complete before finaled. construction continues. This should be submitted to **Zoning@fairfaxva.gov**

or directly to the site plan

coordinator.

10. Commercial Use and Occupancy (CU&O) Permits are required in order to open and operate a business in the City. A Business License will not be issued without an approved CU&O.

11. The Certificate of Occupancy (CO) is issued at the end of the Building Permit process. No additional submission is required.

12. The Residential Use Permit (RUP) is issued at the end of the Zoning Permit process. No additional submission is required.

13. Download the As-Built

Plan Application from the All Permits and Applications page. The As-Built submission is a requirement for Bond Release. Click the Bond Release box to the right to get a more detailed flowchart explaining that process.

14. Ribbon cuttings are optional publicity opportunities for new businesses opening in the City. Contact Fairfax City Economic Development for more info. Access the online Ribbon Cutting **Ceremony Application** here.