

How to Apply for a Commercial Building Permit for an Elevator

Updated 7/31/25

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Apply

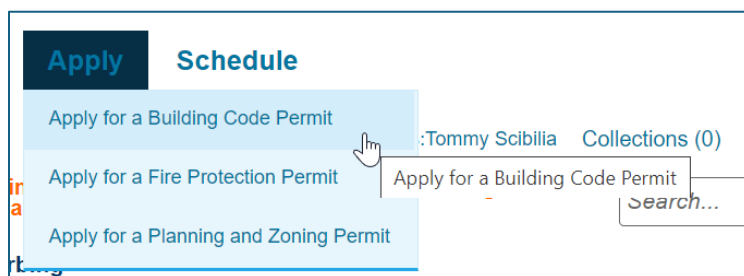
Follow the instructions below to apply for **commercial building permits for installation of a new elevator or modification to an existing elevator (“BLDC...”)**.

Note: Work to prepare penetrations and construct elevator shafts in existing structures may need to be applied for by a general contractor under a separate commercial building permit prior to applying for a building permit for the elevator installation itself. Check with the elevator installer to find out what their requirements are.

- 1) If the contractor applying 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) Select “Commercial Alteration/Interior Demo”.

BUILDING - CODE MODIFICATION
 BUILDING - RESIDENTIAL TRADE
 BUILDING - COMMERCIAL

- ☐ Commercial Addition
- ☒ Commercial Alteration/Interior Demo
- ☐ Commercial Electrical
- ☐ Commercial Alteration/Interior Demo
- ☐ Commercial Gas
- ☐ Commercial Interior Framing
- ☐ Commercial Mechanical
- ☐ Commercial New
- ☐ Commercial Plumbing
- ☐ Commercial Relocatable Building
- ☐ Commercial Shell Building
- ☐ Commercial Structure Demo
- ☐ Commercial Tenant Build-Out

6) Click “Continue Application” at the bottom of the screen to start filling out the application. To enter an address, enter the street number and the street name, and click “Search”. Leave the additional fields blank.

Fill *Street No.: 10455
 Start Fraction: Leave blank
 Fill *Street Name: armstrong
 Leave blank Street Type: --Select--
 City: Leave blank
 State: --Select--
 Zip: Leave blank
 Search 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.

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

Select Cancel

- 8) On the next screen 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.

The screenshot shows a web form titled "Licensed Professional Information" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. The "License Type:" dropdown menu is open, showing a list of options: HVA, IBC, ISC, LPG, LS, LSC, NGF, -Owner, PAV, PE, PLB, POL, PTC, RBC, REF, RLA, ROC, SPR, -TBD, and -Tenant. A red square highlights the dropdown arrow. Other fields include "State License Number:", "First Name:", "Last Name:", "Address Line 2:", "City:", "State:" (with a dropdown), "Zip:", and "Mobile Phone:". At the bottom of the form are two buttons: "Clear" and "Discard Changes".

- 9) Below, 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

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.			

- 10) Below, enter tenant info in the same way as in the previous step for applicant if applicable. Click “Continue Application” to proceed.

Tenant

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

Select from Account

Add New

Save and resume later

Continue Application »

- 11) 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 »](#)

- 12) 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”.
- 13) On the next step, 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 depending on the scope of your proposal:
- Elevator assembly plans sealed by an engineer licensed in Virginia.
 - Building plan for associated structural changes to the building (e.g. penetrations, joists, load-bearing walls, shafts, etc.) **if not applied for under a separate permit.**
 - Must be submitted as a **single PDF file**. Separate sheets uploaded individually will not be accepted.
 - 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.).
- [Accessibility Compliance Form](#) to demonstrate that the building is ADA compliant or sufficient improvements will be made to bring the building closer into full compliance.

14) 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:

File / Document

File

10455 Armstrong St Plat Sub 1.pdf

10455

*Description:

File

*Type:

Authorization Form.pdf

10455

*Description:

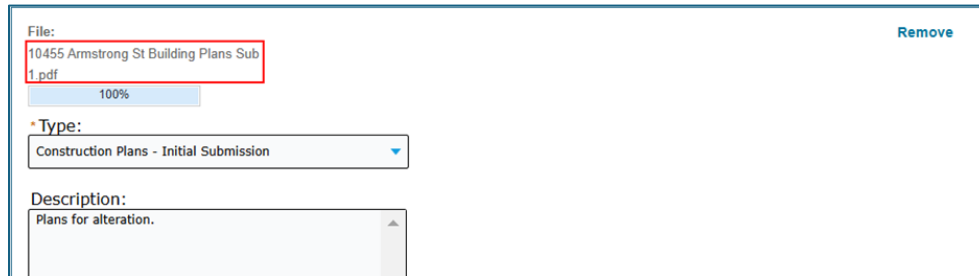
Authorization Form.pdf

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”.



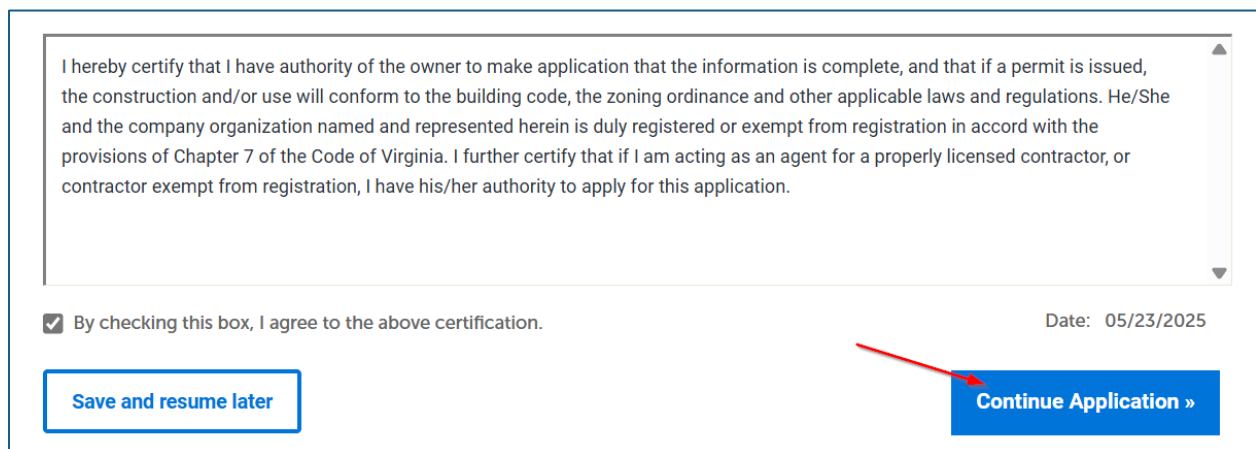
File: 10455 Armstrong St Building Plans Sub 1.pdf Remove

100%

Type: Construction Plans - Initial Submission

Description: Plans for alteration.

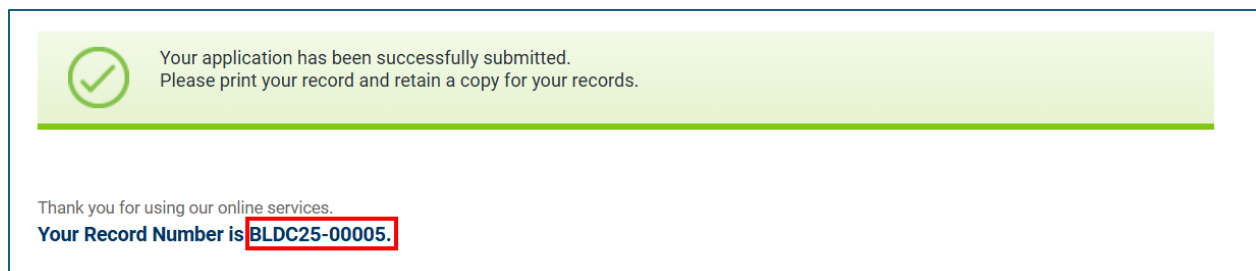
- 15) Review the summary page, agree to the certification, and click “Continue Application” to submit. A building permit record number will be provided (“BLDC...”) on the following screen. **If you do not see a record number, you have not submitted your application, and it will not be reviewed.**




I hereby certify that I have authority of the owner to make application that the information is complete, and that if a permit is issued, the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations. He/She and the company organization named and represented herein is duly registered or exempt from registration in accord with the provisions of Chapter 7 of the Code of Virginia. I further certify that if I am acting as an agent for a properly licensed contractor, or contractor exempt from registration, I have his/her authority to apply for this application.

☒ 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.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is BLDC25-00005.

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 for [resubmitting applications](#).

Note: After a building permit application has been submitted, you will need to apply for the associated Trade Permits separately, referencing the “BLDC...” record number for the building permit (see above). See separate guides on previous page for **Commercial Trade Permits**.

- 16) 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. To pay an invoice, login to the permit portal, navigate to “My Records” under the “Home” menu, and click “Pay Fees Due” in the “Action” column for the applicable record.

▼ Building								
Showing 1-4 of 4 Add to collection								
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Created By	Des
<input type="checkbox"/>	01/09/2025	BLDC25-00001	Commercial Addition	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Issued	Amendment	WTSCIBILIA	Tes
<input type="checkbox"/>	12/31/2024	BLDR25-00002	Residential Alteration	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Submittal/Invoice	Pay Fees Due	WTSCIBILIA	A
<input type="checkbox"/>				10455 ARMSTRONG ST,				

- 17) Once the fees are paid, the application will be routed for review.

- 18) You will get emails from the portal throughout the review process letting you know if there is any action that needs to be taken, including addressing comments (see separate guide: [How to Resubmit Applications](#)) and applying for a zoning permit, which is often required to accompany building permits, dependent on the scope of the proposal (see guides on previous page for **Commercial Zoning Permits**). 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

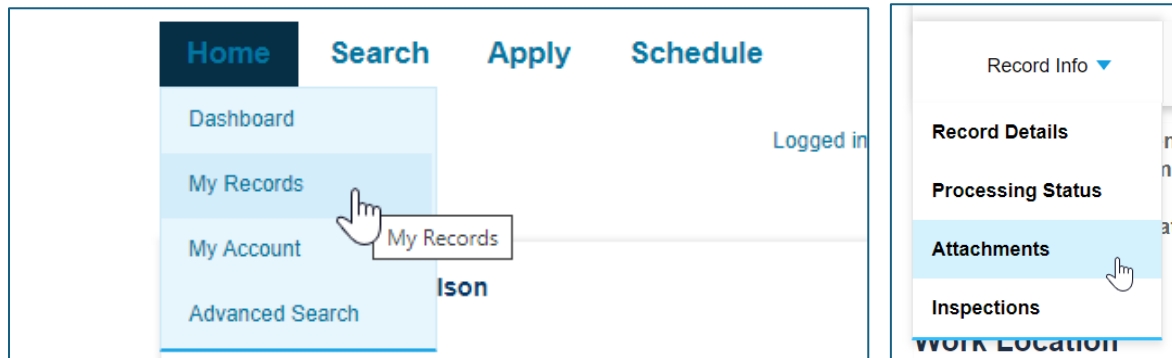
Review Timeframe

Building permits and zoning permits are often reviewed at the same time. **The building permit will not be issued until the 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 building permit is issued, you will receive an email with the permit attached. You can also download it from the portal by navigating to it in “My Records”, clicking on the record number (“BLDC...”), and navigating to “Attachments” under “Record Info”.



End of section

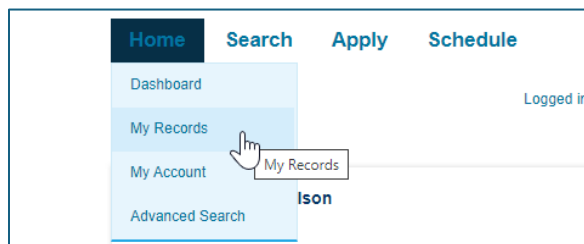
Schedule Inspections

Follow the instructions below to **schedule inspections for elevators** (installation or modification).

- 1) When the elevator is **initially installed**, contact an elevator inspection service to perform an **elevator acceptance test**.

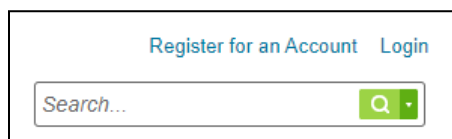
Note: Elevator repairs must be inspected by NEIS. The contact at NEIS is Toni Frazier: toni.frazier@bureauveritas.com | 713-852-7483.

- 2) Once the elevator acceptance test is scheduled, log into the [Permit Portal](#). If you do not already have a free account in our [Permit Portal](#), create one by clicking the “Register Now” link on the portal home screen. You do not have to be the record holder or applicant in order to schedule inspections, however you must have a portal account.
- 3) Under “Home”, select “My Records”.

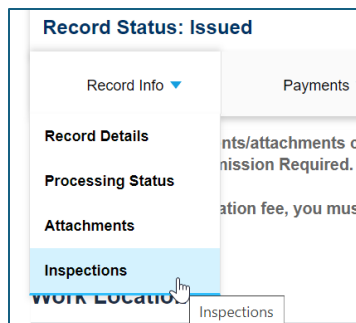


- 4) Click on the applicable record number (“BLDC…”).

Note: If you are not the record holder or applicant, you can still schedule inspections. Use the search bar to enter either the record number (“BLDC…”) or property address:



- 5) In the “Record Info” dropdown, select “Inspections”.



- 6) Click “Request an Inspection”, select “Final (Complete)”, and click “Continue”.

Request an Inspection

You must schedule each inspection type individually.

For **pre construction meetings** ONLY: Please enter your preferred meeting time in Additional

For all other inspection types: Please enter "NA" as well as any other notes you would like to in

of contact.

Available Inspection Types (23)

☒ Show optional inspections

☐ Final (partial) (optional)

☒ **Final (Complete)** (optional)

☐ Other (optional)

< Prev
1
2
3
Next >

- 7) Select the date and time slot (morning or afternoon) that **coincides with your elevator acceptance test** and click “Continue”.

Note: Next-day inspections must be scheduled by 3pm the previous business day.

Note: Before a Final (Complete) building inspection can be scheduled, all associated trade permits must be finalized already, or the Final (Complete) trade inspection(s) must be scheduled for the same date/time slot as the Final (Complete) building inspection.

- 8) Enter contact information for the person who will be meeting the inspector onsite. In **“Additional Notes”**, enter the precise time of the elevator acceptance test inspection to ensure the City’s inspector is there at the same time as the elevator inspector. Click “Continue” then “Finish”.
- 9) Once the elevator acceptance test is passed, the City will “final” the building permit. You will be notified via email.

Annual elevator inspections

Elevators in commercial and multifamily buildings are required to be inspected annually. The City will send out notifications to property owners, typically in October or November of each year, with instructions for scheduling these inspections with NEIS (see above). Once passed, NEIS will notify the City, and the City will release the certificate that must be posted inside the inspected elevator.

End of document