

# How To Schedule Preconstruction Meetings

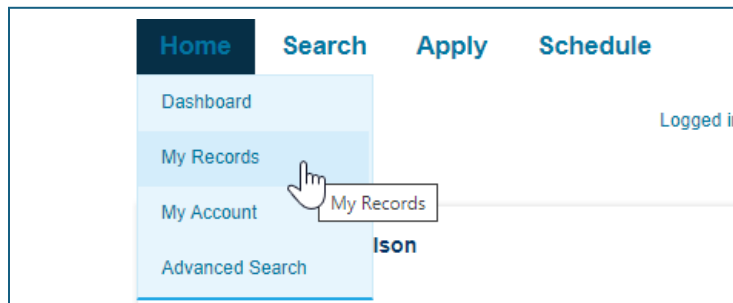
Updated 10/3/25

Follow the instructions below to **request a preconstruction meeting**.

The instructions below apply to cases where there is a **building permit** issued for the construction project. If you would like to schedule a preconstruction meeting for [site work only](#) associated with site plan or house grading plan, or for installation of a [stormwater BMP](#), see instructions at the end of this guide.

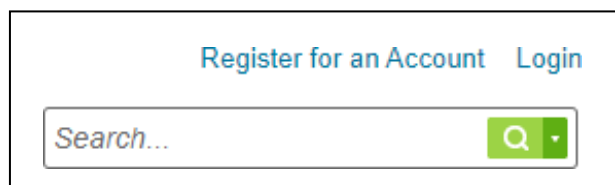
## Construction Projects with an Issued Building Permit

- 1) 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.
- 2) Log into the Permit Portal.
- 3) Under “Home”, select “My Records”.

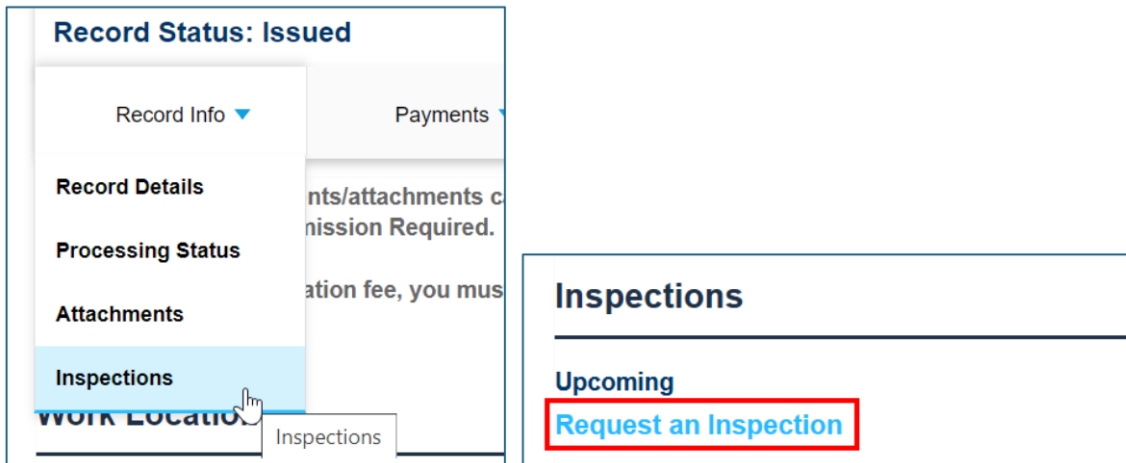


- 4) Click on the applicable Record Number (“BLD...”).

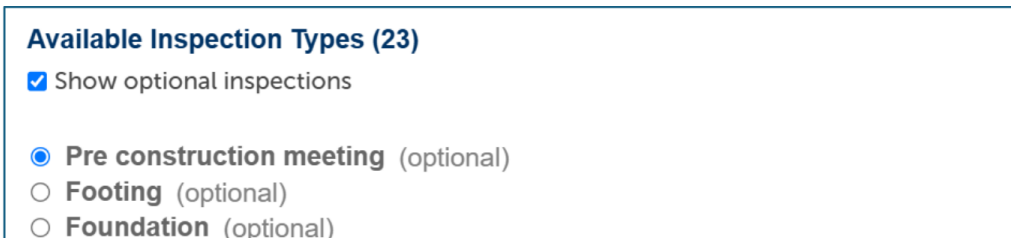
**Note:** If you are not the record holder or applicant, you can still schedule inspections. Use the search bar to enter either the record number (“BLD...”) or property address:



5) In the “Record Info” dropdown, select “Inspections”, and click “Request an Inspection”.



6) Select “Preapplication Meeting” and click “Continue”.



7) Select a date and a start time. Note that the portal will show these as 30-minute time slots, but that is not reflective of how long the meeting will actually be. Click “Continue”.

Feb 2025							Mar 2025							Apr 2025				
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
						1							1			1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30	
							30	31										

« Prev

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**Available Times for Friday, Feb 21 2025**

**Morning (09:00 AM - 12:00 PM)**

09:00 AM - 09:30 AM
  09:30 AM - 10:00 AM
  10:00 AM - 10:30 AM
  10:30 AM - 11:00 AM
  11:00 AM - 11:30 AM
  11:30 AM - 12:00 PM

**Afternoon (12:00 PM - 02:30 PM)**

12:00 PM - 12:30 PM
  12:30 PM - 01:00 PM
  01:00 PM - 01:30 PM
  01:30 PM - 02:00 PM
  02:00 PM - 02:30 PM

- 8) On the next screen, select the contact person from your account, or specify a different contact. Click “Continue”.

Contact

Select an existing contact

Tommy Scibilia (5715465115) ▼

Specify another person (for this inspection only)

\*First Name

Middle Name

\*Last Name

\*Phone Number

- 9) On the next screen, click “Include Additional Notes” to expand the text box. Enter any pertinent information, such as an alternate contact, location onsite to meet, and instructions for inclement weather. Click “Finish”.

**Include Additional Notes**

Optional Comments or Instructions for your Inspector:

Meet at the southeast driveway entrance to the site. Please call Tommy Scibilija when you arrive. If he does not answer, please call David Smith at 703-123-4567. In the event of rain, please meet at the entrance to 12345 Example Avenue.

(Please include an alternate phone number if different from the contact information provided in your application.)

10) Your preconstruction meeting will now show up under inspections in your record info.

**Inspections**

**Upcoming**

[Request an Inspection](#)

*You have not added any inspections.  
Click the link above to request an inspection.*

**Summary (1)**

Requested - 1

**Requested** Pre construction meeting (31953913)  
Result by: *unassigned* on 02/12/2025 at 06:05 PM

[View Details](#)

*End of section*

## Preconstruction Meetings for Site Work Only

If you would like to conduct site work in advance of issuance of building permits, follow the instructions below to request a preconstruction meeting. Note, you must have a released site plan or house grading plan with bonding in place before you can request this meeting.

- 1) Send an email to [Zoning@fairfaxva.gov](mailto:Zoning@fairfaxva.gov) and the planner assigned to your site plan or house grading plan review.
- 2) The subject line should be in the following format: [street address] [site plan or house grading plan record number] – Preconstruction Meeting Request. For example: *10455 Armstrong St PLN25-00555 – Preconstruction Meeting Request*
- 3) In the body of the email state that you would like to schedule a preconstruction meeting with staff and include the following information:
  - Availability of you and your team (**NOTE:** The request should not be for sooner than 5 business days from the date of the request to allow staff to coordinate)
  - Preferred time frame for meeting
  - Contact information for day-of coordination, i.e. name and phone number for someone from your team that will be onsite
  - Notes for the meeting, such as where to meet, where to park, inclement weather alternate meeting location, etc.
- 4) Staff will coordinate with staff internally and send an event invitation to you via email.
- 5) If the scheduled time does not work, email staff to reschedule.

*End of section*

## Preconstruction Meetings for BMPs

If your project scope includes only installation of a stormwater BMP and is not part of a larger project tied to a building permit, site plan, or house grading plan, follow these instructions to request a preconstruction meeting.

- 1) Send an email to [PW-inspectors@fairfaxva.gov](mailto:PW-inspectors@fairfaxva.gov).
- 2) The subject line should be in the following format: [street address] BMP – Preconstruction Meeting Request. For example: *10455 Armstrong St BMP – Preconstruction Meeting Request*
- 3) In the body of the email state that you would like to schedule a preconstruction meeting with staff and include the following information:
  - Availability of you and your team (**NOTE:** The request should not be for sooner than 5 business days from the date of the request to allow staff to coordinate)
  - Preferred time frame for meeting
  - Contact information for day-of coordination, i.e. name and phone number for someone from your team that will be onsite
  - Notes for the meeting, such as where to meet, where to park, inclement weather alternate meeting location, etc.
- 4) Staff will coordinate with staff internally and send an event invitation to you via email.
- 5) If the scheduled time does not work, email staff to reschedule.

*End of document*