



## City of Fairfax, Virginia

FIRE DEPARTMENT / CODE ADMINISTRATION

10455 Armstrong Street • Room 208 • Fairfax, VA 22030-3630

P 703.385.7830 • [www.fairfaxva.gov/code](http://www.fairfaxva.gov/code)

### PROCEDURES FOR OBTAINING A BUILDING PERMIT TO DEMOLISH AN EXISTING STRUCTURE

A Building Permit to demolish a structure shall not be issued until the following criteria has been met and approved by the Office of Code Administration, City of Fairfax.

A Building Permit Application shall be submitted with the following documentation:

- A copy of the Contractor's Virginia State Contractor's License.
- A written statement by the owner indicating that there are no outstanding liens being held against the structure.
- Disconnect letters from each of the utilities companies.  
These include: Gas, Electricity, Telephone, Water and Cable Television.
- A Plumbing permit must be issued and approved for final inspection for the water & sewer lateral cap-off. Please provide a copy of the Record of Inspection showing approval of final inspection.
- A Fire Prevention Code Permit (FPC) shall be obtained for the removal of any fuel storage tank. Please provide a copy of the Record of Inspection showing the work as inspected and approved by the Fire Marshal.
- A well and septic abandonment permit, if applicable, shall be secured through the Fairfax County Health Department (10777 Main St, Fairfax VA 22030 telephone 703-246-2444).
- The owner/agent may need to provide a copy of the completed asbestos certification inspection report. The inspection report shall have the company's name, the inspector's name, and a copy of the inspection company's Virginia contractor's license.
- If an asbestos abatement is necessary, a permit for asbestos removal will be required. A licensed Virginia asbestos removal company shall perform the abatement.
- A \$1,000 Bond shall be secured before demolition can occur. The bond requirement can be met by any of the following:
  - A required Site Bond by the Office of Zoning
  - A bond, through a bonding agent, held by the City of Fairfax.
  - A company check or money order for \$1,000 payable to the City of Fairfax.
    - This bond will be refunded after the final inspection is approved.
    - A written request must be submitted to receive this refund.
- A pre-construction meeting with a building inspector must be scheduled prior to any demolition of a residential property. (this may be done either by phone or in person at the discretion of the building inspector)
- A final inspection must be scheduled as soon as the demolition is complete.