



**City of Fairfax
Fire Department
Office of Code Administration
10455 Armstrong St. #208
Fairfax, VA 22030**

Expedited Plan Review Program

This establishes the policy and procedure for the Expedited Commercial and Residential Plan Review Program. The goal of the program is to expedite the review and approval of plans and issuance of permits for smaller commercial and residential projects in and/ or attached to existing buildings that have received final inspection approval

Program Criteria

1. Business Group (B) occupancies not exceeding 1,500sf including Restaurant Group (B) occupancies.
2. Residential Group (R-1, R-2, R-3, R-4, and R-5) occupancies which have a scope of work involving a single level not exceeding 1,500sf.
3. Alteration/ Repair and second generation or later Tenant Layouts with low complexity as determined by the building official or deputy building official. (For example, engineering firm office will qualify for expedited plan review program; a laboratory will not qualify for expedited plan review program.)
4. Structural work shall be limited to minor structural alterations. Minor structural alterations are defined as:
 - a. structural support for rooftop equipment less than or equal to 1500 lb.,
 - b. ceiling hung water heaters, interior equipment suspended from existing or new structural members,
 - c. openings through load bearing or masonry walls less than or equal to 4 feet in width and opening through non-load bearing or non-masonry walls equal to or greater than 8 feet in width,
 - d. structural calculations and details are required for loads exceeding 500 lbs. and suspended loads greater than 100 lbs. per hanger.
5. Architectural/ building plans and structural plans with calculations shall be prepared by a licensed design professional (e.g., registered architect or professional engineer).
6. Fire protection plans of automatic sprinkler systems or fire alarm systems illustrating new construction, alterations, additions, repairs, or amendments involving 1500sf or less.
7. Mechanical, electrical, plumbing and gas plans may be designed by a registered design professional (A/E), Class A Trade Contractor, or Master Tradesman as allowed by Code of Virginia Section 54.1-402.
8. Meeting with the Zoning Office for review and approval of the [Zoning Permit](#) before scheduling an Expedited Plan Review meeting with the Office of Code Administration is recommended. Contact the Zoning Office at 703-385-7820.

Plan Submission Process/ Requirements

1. The Plan Review Meeting Schedule –
 - a. Plan Review Meetings will be scheduled for Wednesday and Fridays of each week at 10:00am and 11:00am with the exception of federal holidays observed by the City of Fairfax Government.
 - b. Meetings have a maximum of an hour duration (consisting of approximately 20 minutes of project review, 20 minutes of discussion of code issues, and 20 minutes of code administrative processing).
 - c. Meeting time requests will be based on the order in which the projects were scheduled with the Office of Code Administration.
2. Submission Requirements -
 - a. The plan submission shall include the collection of filing fee and the following completed documents:
 - i. Appropriate trade application(s). (e.g., building permit application, electrical permit application)
 - ii. [Zoning Permit](#) approval (recommended to obtain in advance of Expedited Plan Review meeting)
 - iii. Accessibility certification form
 - iv. Asbestos affidavit
 - v. Owner affidavit, if applicable
3. Plan Review Meeting –
 - a. The purpose of the Plan Review Meeting is for the plan reviewer to provide comments that can be corrected by the designer(s) during the meeting. Therefore, all designers are required to be present at the meeting. If all the designers are not present within 20 minutes of the scheduled meeting start time, the meeting will be canceled.
 - b. Registered design professionals are required to have their seals at the meeting to seal, sign, and, date all changes made to the project documents which do not already have their credentials. All changes are to be clouded, and dated.
 - c. Class A Trade Contractor, or Master Tradesman are required to have their certificate of licensure at the meeting. All changes are to be clouded, initialed, and dated.
 - d. Changes made to the project documents during the Expedited Plan Review meeting may require an additional Zoning Permit review to be scheduled separately.
 - e. At the conclusion of the meeting:
 - i. If the plans are approved, the building permit may be issued after receipt of building permit fees. The trade permits associated with the project may be issued within one business day of the meeting.
 - ii. If technical issues cannot be resolved at the meeting, the applicant shall decide whether to schedule another expedited meeting to facilitate review of revised plans or submit revised plans into the regular review process.