



ZONING PERMIT APPLICATION
RESIDENTIAL AND COMMERCIAL BUILDING CONSTRUCTION
NON-LAND DISTURBING
(City Code §110-6.20.)

NON REFUNDABLE FEE

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to receiving a building permit from the Office of Building Code Administration. Please familiarize yourself with these procedures and then prepare: 1) the completed application form, 2) required review fee, 3) one set of building project plans with dimensions, 4) additional materials may be requested if architectural review is required. Bring these documents to the City of Fairfax Zoning Division office at the above address.

ATTENTION:

Visit the Office of Building Code Administration in City Hall room 208 or call 703-385-7830 for more information regarding submission requirements for building, electrical, mechanical and plumbing permits.

The required Zoning Permit will not be issued until steps 1-4 are completed:

- 1) **Application form.** The applicant submits a completed Zoning Permit application form to the Zoning Division with all information requested on the application filled in.
 - Two (2) signatures are required on the application form:
 - The applicant, and
 - The property owner or owner's agent.
 - Some applications will require the additional signatures of: Board of Architectural Review liaison and/or Bond Administrator.
- 2) **Zoning Review fee.** This non-refundable fee is due at time of application submission.
- 3) **Completeness Review.** The application form will be reviewed for completeness within five business days of submission. If more information is required, the applicant will be notified of the additional information that remains outstanding.
- 4) **Staff Review.** The review for approval may take up to 15 days after the application form is determined complete. In addition to the Zoning Permit, all building projects will require the Office of Building Code Administration review and building inspection.
- 5) **Permit Issuance**
 - Once approved, the Zoning Permit certificate and stamped plans will be sent to Office of Code Administration.
 - The applicant will receive a call from the Office of Building Code Administration once the Zoning Permit and Building, Mechanical, and/or Electrical Permit applications have been approved.
 - The Zoning office requires no further steps.

The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)



ZONING PERMIT APPLICATION
RESIDENTIAL AND COMMERCIAL BUILDING CONSTRUCTION
NON-LAND DISTURBING

PAGE 1 OF 2

JOB LOCATION INFORMATION (ALL FEES ARE NON REFUNDABLE)

Job Location Address Suite
Building or Shopping Center Name
Description of Work

RESIDENTIAL - \$30.00 (City Code §110-6.20.)

CHECK ALL THAT APPLY

- Accessory Dwelling Unit Construction (requires residential accessory use application)
Electrical (i.e. emergency generator)
Other Exterior Construction (i.e. new HVAC)

NON-RESIDENTIAL - \$60.00 (City Code §110-6.20.)

CHECK ALL THAT APPLY

- Commercial Common Space Alterations (i.e. bathrooms, lobby)
Existing Tenant Alterations
Mechanical (i.e. new HVAC)
Interior Demolition
New Tenant Alterations
Electrical (i.e. emergency generators)
Landlord Improvements
Other

TELECOMMUNICATION (City Code §110-6.20.)

Note: Structural engineer certification required on plans for pole mounted facilities
Telecommunication Antenna \$60.00
Small Cell Facility \$100.00** Quantity Fee \$
New Structure – Administrative Review-Eligible Project \$500.00 (Locational analysis required)

OFFICE USE ONLY

Case# Tax Map FP YES NO RPA YES NO

Receipt # \$30 \$60 \$500 Small Cell \$ Approved Tenant YES NO Case #

RL RM RH RT RT-6 RMF CL CO CR CU CG IL IH PD-M PD-R PD-C PD-I

Has a (CIRCLE ONE) Board of Architectural Review / Rezoning with Proffers / Special Use Permit / Special Exception / Variance

Date of approval Proffers Reviewed by

ATTACH A COPY OF ANY CONDITIONS OR PROFFERS APPROVED OR IMPOSED BY CITY COUNCIL OR THE BOARD OF ZONING APPEALS.

This Application is Approved By Zoning Official Date

Zoning Official Comments

BAR Liaison Date

BAR Comments:

Bonding Administrator Date

Bonding Administrator Comments

PROPERTY OCCUPANCY INFORMATION

Current Use of Property _____
Proposed Use of Property _____
Business Name _____
Phone _____ Email _____

CONTRACTOR INFORMATION

Contractor Name _____
Phone _____ Email _____

THE STATEMENTS BELOW MUST BE SIGNED BY THE PROPERTY OWNER (OR THE OWNER AGENT ON BEHALF OF THE PROPERTY OWNER) AND THE APPLICANT AS SPECIFIED:

APPLICANT SIGNATURE

I hereby certify that I have authority of the owner or agent to make this application, that the information is complete, and that if a permit is issued the construction and/or use will conform to the Zoning Ordinance, the Building Code, applicable laws and regulations including private building restrictions, if any, which relate to the property.

Applicant Signature (**REQUIRED**) _____ Date _____
Applicant Name (PRINTED) _____
Phone _____ Email _____

PROPERTY OWNER OR OWNER AGENT SIGNATURE (ONE REQUIRED)

I hereby authorize the zoning permit activity as presented by the applicant to be conducted in conformance to the Zoning Ordinance, the Building Code, applicable laws and regulations, which relate to the property.

PROPERTY OWNER

Property Owner Signature _____ Date _____
Property Owner Name (PRINTED) _____
Phone _____ Email _____

AGENT (representing the owner)

I hereby certify that I have the authority of the owner to sign this application and represent the owner's interest related to this application.

Agent Signature _____ Date _____
Agent Name (PRINTED) _____
Phone _____ Email _____

Please check the relationship to owner: Management Company Other: _____