



ZONING PERMIT APPLICATION COMMERCIAL USE AND OCCUPANCY

(City Code §110-6.20.)

\$60.00 NON REFUNDABLE FEE

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to your business occupying the proposed location. Please familiarize yourself with these procedures and then prepare: 1) the completed application form, 2) the prohibited sign form (with tenant signature), and 3) the business floor plan, with dimensions and functions, for any interior space. Bring these documents to the City of Fairfax Zoning Division office at the above address. While visiting the Zoning Division office please inquire about sign requirements and applications.

While in City Hall please visit:

- A) Commissioner of Revenue in room 224 or call 703-385-7830 to submit an application for a business license.
- B) Office of Building Code Administration in room 208 or call 703-385-7830 to schedule and pay for the Fire Marshal inspection.

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 affidavit.
- 2) **Zoning Permit Review Fee.** This non-refundable fee is due at the 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 is determined complete. (In addition to the zoning review mentioned above, applications of 1,000 square feet or more floor area may require Office of Code Administration review and Fire Marshal inspection.)
- 5) **Permit Issuance.** The Zoning Permit approval certificate will be sent to the Office of Building Code Administration (703-385-7830) and you may be contacted to schedule a Building Official/Fire Marshal inspection and pay the inspection fee.
- 6) **Building Inspection.** The Building Official/Fire Marshal may contact you to schedule a Building Official/Fire Marshal inspection and pay the inspection fee.
- 7) **Business Licensing.** The Zoning Permit approval certificate and the Code Administration approval document will be sent to the Commissioner of the Revenue Office (703-385-7880) to ensure that your business license application has been submitted. Once the business license application has been processed the Commissioner's office will mail to you the Zoning Permit approval certificate, the Code Administration approval document and the business license



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BUSINESS DETAILS

1) Name of the Business (as advertised): _____

Name of the Business (if incorporated): _____

Name of the Business Owner: _____

2) Street Address of the Business: _____ Zip: _____ Suite Number: _____

3) Business Phone Number: _____ Business Email: _____

4) Total floor area used by this business: _____ **SF** Business Website: _____

5) Is this Business (check one): A New Business in the City

An Existing City Business – **New Owner Only** (no fee)
(If Federal ID changing please provide evidence)

An Existing City Business - **Name Change Only** (no fee)
(Provide State Corp. Commission or Trade name Registration)

An Existing City Business that is **expanding** within the City

An Existing City Business that is **relocating** within the City

PLEASE PROVIDE EXISTING ADDRESS _____

PROPOSED PRINCIPAL USE

60.00 NON REFUNDABLE FEE

(City Code §110-3.3.1.)

Please check what type of business use this is:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Convenience store | <input type="checkbox"/> Day Care Center | <input type="checkbox"/> Grocery store | <input type="checkbox"/> Manufacturing, general |
| <input type="checkbox"/> Medical Care Facility | <input type="checkbox"/> Office, general | <input type="checkbox"/> Office, medical | <input type="checkbox"/> Research and Development |
| <input type="checkbox"/> Restaurant or food service | <input type="checkbox"/> Retail, general | <input type="checkbox"/> Schools, technical, trade, business | |
| <input type="checkbox"/> Service, general | <input type="checkbox"/> Service, personal | <input type="checkbox"/> Tobacco & smoke shops | <input type="checkbox"/> Vehicle service |
| <input type="checkbox"/> Vehicle repair | <input type="checkbox"/> Vehicle sales and leasing | <input type="checkbox"/> Other: _____ | |

PROPOSED ACCESSORY USE

60.00 NON REFUNDABLE FEE

(City Code §110-3.5.5.)

Please check what type of business use this is:

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Amusement Machines | <input type="checkbox"/> ATM's | <input type="checkbox"/> Catering/Delivery Services <i>(Limited to 4 vehicles)</i> |
| <input type="checkbox"/> Day Camps | <input type="checkbox"/> Food Truck | <input type="checkbox"/> Retail, convenience |
| <input type="checkbox"/> Outdoor dining/services areas | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Services, convenience |

*****OFFICE USE ONLY*****

Case # _____ Tax Map _____ Change of Use? YES NO

Receipt # _____ Historic YES NO Transition YES NO FP YES NO RPA YES NO

Zone CL CO CR CU CG IL IH PD-M PD-C PD-I

Zoning Ordinance Use _____ Description _____ Square Footage _____ **SF**

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.

*****ZONING OFFICIAL APPROVAL SIGNATURE*****

This Application is Approved By _____ Date _____
Zoning Official

Zoning Official Comments _____

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. I further certify that I have received and read the prohibited sign regulations.

Applicant Signature (**REQUIRED**) _____ Date _____

Applicant Name (PRINTED) _____

Phone _____ Email _____

PROPERTY OWNER OR OWNER AGENT SIGNATURE (ONE REQUIRED)

I hereby authorize the commercial use and occupancy 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: _____

Note:

- Tenant change of use for multi-tenant buildings may require you to provide a parking tabulation to verify the code required parking available.
- Any exterior changes to the property visible from the street including painting, outdoor furniture and landscaping require architectural approval through a separate application process.

Please contact the office for details at 703-385-7820.



Prohibited Signs In the City of Fairfax

Prohibited Signs – General Standards

(City Code §110-4.6.4.)

Signs with the following general characteristics are prohibited in the City of Fairfax:

1. Signs located in a manner that would constitute a hazard to the public health, safety and welfare;
2. Signs imitating or closely resembling official traffic or government signs or signals, except for traffic control signs on private streets;
3. Signs displaying flashing or intermittent lights or lights of changing degrees of intensity, including signs utilizing electronic technology;
4. Portable spotlights or beacons used as advertising to draw attention to any use;
5. Signs painted on or attached to bike racks, bollards, hydrants, parking meters, public benches, refuse containers, sidewalks or walkways, street light poles, trees, utility poles and similar facilities;
6. Signs which display “obscene, indecent, or immoral matter”; and
7. Any commercial display of vehicles with open hoods, trunks, or doors; or located on a building, ramp or other elevated structure.

Prohibited Sign Types

(City Code §110-4.6.4.)

The following sign types are specifically prohibited:

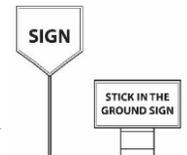
1. Moving signs and devices intended to attract attention

Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to pennants, balloons, propellers, discs, flutter and feather flags, inflatables, wavy man advertising, and handhelds; provided, traditional barber pole signs may include the traditional spinning, red/white, internal element.



2. Billboards and other off-site signs

3. A sign that describes or calls attention to products, activities, or services that are not customarily engaged in, produced, or sold on the premises upon which the sign is located.



4. Pole (or pylon) and stick in the ground signs

A sign erected on a vertical framework of one or more uprights, supported by the ground, except as permitted by §4.6.12.

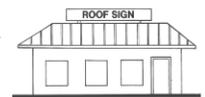
5. Portable signs

Any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels, except for sandwich board signs as permitted by §4.6.11.



6. Roof signs

A sign or signs erected, constructed, or maintained above or on any part of the roof of the building, except allowed for wall signs.



7. Signs on vehicles and trailers

Signs attached to, painted on, or displayed on vehicles and trailers conspicuously parked in places visible from public rights-of-way. This prohibition does not apply to commercial vehicles parked at the business establishment for which the primary use of the vehicle is delivery, service, or passenger transport.



Disclaimer: The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 703-385-7820. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.



Prohibited Signs

(City Code §110-4.6.4)

These are examples of prohibited signs:



1. **Moving / Inflatables** - Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to pennants, balloons, propellers, discs, flutter and feather flags, inflatables, wavy man advertising, and handhelds.
2. **Window with exposed light source**
3. **Neon** - Greater than 2 sq. ft.
4. **Signs on vehicles or trailers** - Signs painted or displayed on vehicles or trailers conspicuously parked in places visible from public rights-of-way.
5. **Roof Signs** - A sign or signs erected, constructed, or maintained above or on any part of the roof of the building, except as specifically allowed for wall signs.
6. **Pole (or pylon) and stick in the ground** - Signs painted on or attached to bike racks, bollards, hydrants, parking meters, public benches, refuse containers, sidewalks or walkways, street light poles, trees, utility poles and similar facilities.