



## Certificate of Occupancy Permit Requirements

A Certificate of Occupancy requires two full weeks to process.

A completed application package will include the following as applicable:

- a. Completed site work
- b. Accepted final inspection
- c. Completed Certificate of Occupancy Permit application
- d. Completed As-Built drawings
- e. Completed Wall-Check-Survey, to verify set back requirements
- f. Real Property Code and condo documents, (if required) filed & approved
- g. Completed address plan for building
- h. An Issued Business License
- i. Zoning "Minor Home Occupancy" form, for a home business

Please note a Commercial Certificate of Occupancy permit may require a Certificate of Occupancy Inspection by the City of Falls Church Building Safety Division. Note that if your business needs Fairfax County Health Department approval (please see "[Permitting Process](#)" for a list of businesses), you **must contact** the Health Department and **schedule** an inspection with them. You must bring an approved inspection report from the Health Department to the City of Falls Church Permit Office in order to get an Occupancy Permit.

<b>To Book an Inspection</b>	(703) 248-5080 [TTY 711]
<b>Building Official:</b>	(703) 248-5087 [TTY 711]
<b>Arlington County Fire Marshall:</b>	(703) 228-4644/(703)228-4649
<b>Fairfax County Health Department</b>	(703) 246-2444

Fees: \$50.00

**Inspections are booked on a first-come, first-served basis and must be booked a minimum of one day in advance.**

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5080, (TTY 711).