



**Community Planning & Economic Development Services**

Zoning and Building Safety Divisions  
 300 Park Avenue, Suite 103E, Falls Church, VA 22046  
 Phone: 703-248-5080 (TTY 711) Fax: 703-248-5214  
 permits@fallschurchva.gov www.fallschurchva.gov

**APPLICATION FOR FENCE OR SHED**

(Application and Review Required. No Permit or Fee.)

**TRACKING No.** \_\_\_\_\_

**Instructions:** This application is for residential fences and sheds that do not require a permit or a fee. Indicate below the type of work, fence or shed, and be certain your project meets the requirements indicated for not requiring a permit. The City will review your application and contact you with the results.

**ADDRESS OF BUILDING**

Street Address	Unit #	Falls Church, VA	Zip Code
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OWNER/APPLICANT			TENANT/LESSEE INFORMATION <input type="checkbox"/> NONE		
Name		Phone <input type="checkbox"/> H <input type="checkbox"/> O <input type="checkbox"/> C	Name		Phone <input type="checkbox"/> H <input type="checkbox"/> O <input type="checkbox"/> C
Address			Address		
City	State	Zip Code	City	State	Zip Code

**TYPE OF WORK**

<input type="checkbox"/> <b>Fence</b> <ul style="list-style-type: none"> <li>Submit a plat with the fence location highlighted and the height noted. Height is limited to seven (7) feet in required side and rear yards, four (4) feet in front yards. Required yards are defined by code (setbacks) and may differ from perceived yards on your property</li> <li>Fill in below the description of the type of fence, including length</li> <li>If this fence protects a swimming pool, a full Building Permit is required</li> </ul>	<input type="checkbox"/> <b>Shed</b> <ul style="list-style-type: none"> <li>Submit a plat showing the location of the shed. It must be at least five (5) feet from the property line and ten (10) feet from the main building</li> <li>No more than one story, twelve (12) feet to the midline of the roof</li> <li>Must comply with all provisions of the Virginia Uniform Statewide Building Code, even though no permit is issued.</li> <li>Must be less than 256 square feet and may not have electric, plumbing or gas connected. If it is over 256 square feet, or has any of those connections, a full Building Permit is required.</li> </ul>
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**GENERAL DESCRIPTION OF WORK**

**SIGNATURE**

I hereby certify the proposed work is authorized by the property owner and I have been authorized by all involved parties to make this application. I also certify the work meets the requirement for being done without a permit, as outlined above. We agree to conform to all applicable laws, codes, and ordinances of the City of Falls Church.

Signature of Applicant	Date	Address
Print Name	Phone Number	City State Zip Code
E-Mail Address	<input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/> Postal mail Preferred method of contact for questions/when ready	

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).

**OFFICIAL USE ONLY**

Approved as compliant with Chapter 48 of the Zoning Code  _____ <i>John C. Boyle, Zoning Administrator</i> Date	Approved by Public Works  _____ <i>Michael Whitfield, Director of Public Works</i> Date
Approved by Urban Forestry  _____ <i>Kate Reich, Urban Forestry/Arborist</i> Date	Permit Staff: When everything is approved, notify the applicant of the approval. In Munis, withdraw the permit (status Withdrawn   Closed) with the note "No permit required". Write today's date in the box at the top of the form. Put the form in the front of the folder for withdrawn permits. <i>Do not file by address.</i>