



Community Planning & Economic Development Services
 Building Safety Division
 300 Park Avenue, Suite 103E, Falls Church, VA 22046
 703-248-5080 (TTY 711) permits@fallschurchva.gov

BUILDING PERMIT APPLICATION

PERMIT No. _____

ADDRESS OF BUILDING

| | | | |
|----------------|--------|-------------------------|----------|
| Street Address | Unit # | Falls Church, VA | Zip Code |
|----------------|--------|-------------------------|----------|

| APPLICANT: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OWNER | | | | PROPERTY OWNER INFORMATION | | | |
|--|--|---|-----------------|----------------------------|---|--|----------|
| 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 |
| VA State Contractor's License Number | | Class <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | Expiration Date | | TENANT/LESSEE INFORMATION <input type="checkbox"/> NONE | | |
| Falls Church Customer Number (if known): | | | | Name | | Phone <input type="checkbox"/> H <input type="checkbox"/> O <input type="checkbox"/> C | |
| Mechanic's Lien Agent: <input type="checkbox"/> None Designated <input type="checkbox"/> Designated on MLA Addendum | | | | Address | | | |
| Total Job Cost | | Cost for Building Work (<i>total minus trades</i>) | | City | | State | Zip Code |

| <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> PLAN PREPARER INFORMATION | | | |
|---|--|--|-----------|
| Name | | Phone <input type="checkbox"/> H <input type="checkbox"/> O <input type="checkbox"/> C | License # |
| Address | | | |
| City | | State | Zip Code |

| TYPE OF WORK | USE AND OCCUPANCY CLASSIFICATION |
|---|--|
| <p>Exterior Work: <input type="checkbox"/> New Primary Building New Accessory Building: <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Other _____ <input type="checkbox"/> Addition (<i>incl. attached garage</i>) <input type="checkbox"/> Pool <input type="checkbox"/> Deck/Porch (Plat Required) <input type="checkbox"/> Sump Pump (Plat Required) <input type="checkbox"/> Foundation Only <input type="checkbox"/> Crane or Hoist <input type="checkbox"/> Temporary Trailer <input type="checkbox"/> Temporary Stand</p> <p style="text-align: center;"><i>Check All That Apply Give Details Below</i></p> | <p>Interior Work: Remodel Finished Space: <input type="checkbox"/> Kitchen <input type="checkbox"/> Bath <input type="checkbox"/> Other Existing Space Finish Unfinished Space: <input type="checkbox"/> Basement <input type="checkbox"/> Attic <input type="checkbox"/> Garage <input type="checkbox"/> Other Add: <input type="checkbox"/> Full Bath <input type="checkbox"/> Half Bath <input type="checkbox"/> Bedroom <input type="checkbox"/> Fireplace <input type="checkbox"/> Kitchen <input type="checkbox"/> Other Elevator: <input type="checkbox"/> Install <input type="checkbox"/> Repair Other Work: <input type="checkbox"/> Low-Voltage Wiring <input type="checkbox"/> Systems Furniture</p> |
| <p><input type="checkbox"/> A-1 Theater <input type="checkbox"/> A-2 Restaurant, Nightclub <input type="checkbox"/> A-3 Church, Museum, Gym, Lecture Hall, Library <input type="checkbox"/> A-4 Indoor Arena, Pool <input type="checkbox"/> A-5 Outdoor Viewing, Bleacher Stadium <input type="checkbox"/> B Business <input type="checkbox"/> E Educational, Day Care <input type="checkbox"/> F-1 Factory Industrial, Moderate Hazard <input type="checkbox"/> F-2 Factory Industrial, Low Hazard <input type="checkbox"/> H-1 Hazardous, Explosives <input type="checkbox"/> H-2 Hazardous, Flammable <input type="checkbox"/> H-3 Hazardous, Combustible <input type="checkbox"/> H-4 Hazardous, Health Hazard <input type="checkbox"/> H-5 Hazardous, Semiconductor</p> | <p><input type="checkbox"/> I-1 Institutional, Residence Care, Halfway House <input type="checkbox"/> I-2 Institutional, Hospital <input type="checkbox"/> I-3 Institutional, Jail <input type="checkbox"/> I-4 Institutional, Child Care <input type="checkbox"/> M Mercantile <input type="checkbox"/> R-1 Hotel, Boarding House <input type="checkbox"/> R-2 Apartments, Condos <input type="checkbox"/> R-3 1 & 2 Family (Comm. Code/IBC) <input type="checkbox"/> R-4 Residential Care, Assisted Living <input type="checkbox"/> R-5 1 & 2 Family (Resid. Code/IRC) <input type="checkbox"/> S-1 Storage, Moderate Hazard <input type="checkbox"/> S-2 Storage, Low Hazard <input type="checkbox"/> U Utility and Miscellaneous</p> |

SCOPE AND DESCRIPTION OF WORK

If any work will take place outside the building, you must submit the addendum form, Land Disturbance & Exterior Work

| TYPE OF CONSTRUCTION | FIRE SUPPRESSION | DIMENSIONS |
|--|---|--|
| <input type="checkbox"/> 1A <input type="checkbox"/> 1B Non-Combustible Protected <input type="checkbox"/> 2A <input type="checkbox"/> 2B Non-Combustible Unprotected <input type="checkbox"/> 3A <input type="checkbox"/> 3B Combustible/Non-Combustible <input type="checkbox"/> 4 Heavy Timber <input type="checkbox"/> 5A <input type="checkbox"/> 5B Combustible | <p>Will/Does This Building Have a Sprinkler System? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will/Does This Building Have a Fire Alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Total Area Of Work (ft²): _____</p> <p>Is There A Basement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p># Of Stories (excl. basement): _____</p> |

SIGNATURE

Check Policy - The City of Falls Church accepts checks as a form of payment. However, should your check be returned to us for any reason, it is our policy to electronically debit your account for the amount of the check plus a processing fee of \$50.00.



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. 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 _____

Submission: E-mail this application, any other required documents, and plans to permits@fallschurchva.gov. Please make all submissions in PDF format. Do not submit photos either in the e-mail or as attachments.

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

Instructions: As initial intake to Munis is completed, mark the boxes below to indicate what was done. Be sure to also sign the prerequisites in Munis and enter text notes.

| <p>Commercial Work</p> <table style="width: 100%;"> <tr> <th>Plans</th> <th>Required</th> <th>Received</th> </tr> <tr> <td>Electronic Set</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> <tr> <th>Supplements</th> <td></td> <td></td> </tr> <tr> <td>ADA Form</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Asbestos Form</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Land Dist Form</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> <tr> <td>CO Application</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> </table> | Plans | Required | Received | Electronic Set | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | Supplements | | | ADA Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | Asbestos Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | Land Dist Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | CO Application | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | <p>Residential Work</p> <table style="width: 100%;"> <tr> <th>Plans</th> <th>Required</th> <th>Received</th> </tr> <tr> <td>Electronic Set</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> <tr> <th>Supplements</th> <td></td> <td></td> </tr> <tr> <td>Land Dist Form</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> <tr> <td>CO Application</td> <td><input type="checkbox"/> Y <input type="checkbox"/> N</td> <td><input type="checkbox"/></td> </tr> </table> | Plans | Required | Received | Electronic Set | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | Supplements | | | Land Dist Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | CO Application | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | <p>Contractor License</p> <input type="checkbox"/> Valid in Munis <input type="checkbox"/> Verified at DPOR, Munis updated <input type="checkbox"/> Need copy <input type="checkbox"/> Owner, Cert. Attached <input type="checkbox"/> Owner, need Cert. <input type="checkbox"/> TBD |
|--|---|--------------------------|--|----------------|---|--------------------------|-------------|--|--|----------|---|--------------------------|---------------|---|--------------------------|----------------|---|--------------------------|----------------|---|--------------------------|--|-------|----------|----------|----------------|---|--------------------------|-------------|--|--|----------------|---|--------------------------|----------------|---|--------------------------|--|
| Plans | Required | Received | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electronic Set | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADA Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asbestos Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Land Dist Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CO Application | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plans | Required | Received | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electronic Set | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Land Dist Form | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CO Application | <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <p>Special Handling</p> <input type="checkbox"/> Property in RPA <input type="checkbox"/> Property in Floodplain <input type="checkbox"/> HARB Project <input type="checkbox"/> Health Dept Req'd <input type="checkbox"/> Other: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|---|--|---|---|
| <p>Outside Work:</p> <input type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> Addendum Attached <input type="checkbox"/> Under a Site/Grading Plan | <p>Initial Routing</p> <input type="checkbox"/> Zoning <input type="checkbox"/> Building Safety <input type="checkbox"/> Public Works (Arb/Eng) <input type="checkbox"/> Issued over the counter | <p>Commissioner Check-in</p> <input type="checkbox"/> Contractor based in City or annualized <input type="checkbox"/> Check-in verified by waiver <input type="checkbox"/> Check-in verified by bus. license <input type="checkbox"/> Job value under license requirement | <p>Munis Number: _____</p> <p>Intake by: <i>(Initial)</i> _____</p> |
|---|--|---|---|

Zoning Approved Rejected Comments _____

_____ Date _____

Akida Rouzi, Zoning Administrator

Building Safety Approved per VUSBC only Rejected Comments _____

_____ Date _____

John Russell, Building Official

Trade Permit Requirements

| | | | | | | |
|-------------------------------------|--|--|-------------------------------------|--|--|---|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Fuel-Gas | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Sprinkler | <input type="checkbox"/> Hood Suppression |
| <input type="checkbox"/> OTC | <input type="checkbox"/> OTC | <input type="checkbox"/> OTC | <input type="checkbox"/> OTC | <input type="checkbox"/> OTC | <input type="checkbox"/> OTC | <input type="checkbox"/> OTC |
| <input type="checkbox"/> Plans Req. | <input type="checkbox"/> Riser Diagram Req | <input type="checkbox"/> Layout Req. | <input type="checkbox"/> Plans Req. | <input type="checkbox"/> Layout Req. | <input type="checkbox"/> Layout Req. | <input type="checkbox"/> Layout Req. |
| | | <input type="checkbox"/> Manual J Req. | | <input type="checkbox"/> Submittals Req. | <input type="checkbox"/> Submittals Req. | <input type="checkbox"/> Submittals Req. |

FEES

| | | | | | | | | | | | | | | | | | | |
|--|---|---|--------------------|----------|--------------------|----------|--------------------------------|----------|------------------------------------|-----------------|-------------------------|----------|--------------------------|----------|-----------------------------|----------|---------------------------|-----------------|
| <p>Square-Footage Fees</p> <input type="checkbox"/> Commercial Sq. Ft. Fees (\$.65/sf) <i>B002</i> <input type="checkbox"/> Residential Sq. Ft. Fees (\$.55/sf) <i>B003</i> <input type="checkbox"/> Retaining Wall Sq. Ft. Fees (\$.75/sf) <i>B060</i> <input type="checkbox"/> Swimming Pool Sq. Ft. Fees (\$.75/sf) <i>B005</i> <input type="checkbox"/> Sheeting & Shoring Sq. Ft. Fees (\$.75/sf) <i>B060</i> <p>Special Fees How many units? _____</p> <input type="checkbox"/> Crane (\$110 ea.) <i>B050</i> <input type="checkbox"/> Door Locking (\$10/door) <i>B045</i> <input type="checkbox"/> Elevators (\$220 ea.) <i>B030</i> <input type="checkbox"/> Fence (\$55 ea.) <i>B015</i> <input type="checkbox"/> Low-voltage wiring (\$55/floor) <i>B090</i> <input type="checkbox"/> Modular Buildings (\$55/module) <i>B025</i> <input type="checkbox"/> Sump Pump (\$55/pump) <i>B055</i> <input type="checkbox"/> Systems Furniture (\$55/floor) <i>B020</i> <input type="checkbox"/> Temporary Stand (\$55 ea.) <i>B075</i> <input type="checkbox"/> "Other" (\$50/est. inspection) <i>B999</i> | <p>Square Footage Calculations</p> <p>Calculated Sq. Ft: _____</p> <p>Plan Review Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(30% of base permit fee, \$100 Minimum)</i></p> <input type="checkbox"/> HARB 50% Reduction Applies <p>Additional Fees</p> <input type="checkbox"/> Work without permit, initial (\$55) <input type="checkbox"/> Work without permit, secondary (\$330) <input type="checkbox"/> Other fee: _____ <p><input type="checkbox"/> Fees Waived because: _____</p> | <p>Fees</p> <table style="width: 100%;"> <tr> <td>1. Base Permit Fee</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>2. Plan Review Fee</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>3. Additional Fees (from left)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>4. Total Fee (#1 + #2 + #3)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>5. Tech Fee (10% of #4)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>6. Admin Fee (10% of #4)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>7. 2% State Levy (2% of #4)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>8. Grand Total Fee</td> <td style="text-align: right;">\$ _____</td> </tr> </table> <p style="text-align: right;"><i>(fee with 2.95% credit-card fee)</i> \$ _____</p> | 1. Base Permit Fee | \$ _____ | 2. Plan Review Fee | \$ _____ | 3. Additional Fees (from left) | \$ _____ | 4. Total Fee (#1 + #2 + #3) | \$ _____ | 5. Tech Fee (10% of #4) | \$ _____ | 6. Admin Fee (10% of #4) | \$ _____ | 7. 2% State Levy (2% of #4) | \$ _____ | 8. Grand Total Fee | \$ _____ |
| 1. Base Permit Fee | \$ _____ | | | | | | | | | | | | | | | | | |
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| 3. Additional Fees (from left) | \$ _____ | | | | | | | | | | | | | | | | | |
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