

# How to apply for a Commercial Use and Occupancy Permit (CU&O)

Updated 5/30/25

**A Commercial Use and Occupancy Permit must be approved before a Business License can be issued**, however, you can submit your Business License application online in advance of receiving approval of the CU&O: [Apply for a Business License Online](#)

**Note:** For commercial uses in a residence, please apply for a **Minor Home Occupation (MHO)** in the [Permit Portal](#), rather than a CU&O.

**Note:** If your business was the subject of a Special Use Permit application, you do not need to apply for a CU&O or follow this process. Staff will generate this document on your behalf. See guides on previous page for **Land Use and BAR**.

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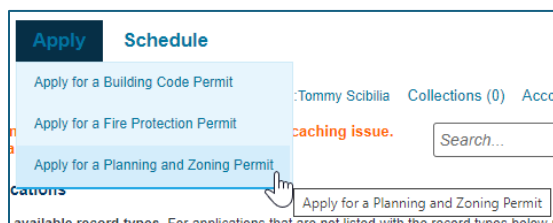
## Apply

Follow the instructions below to apply for a **Commercial Use and Occupancy Permit (“PLN...”)**.

- 1) If you do not already have a free account in our [Permit Portal](#), create one by clicking the Register Now link on the portal home screen.
- 2) Log into the [Permit Portal](#).

**Note:** Be sure to “Allow Pop-ups” on this website for it to function properly.

- 3) Hover over “Apply” and select “Apply for a Planning and Zoning Permit”.



- 4) Read and accept the terms of the disclaimer.
- 5) Under “Commercial & Residential Uses” select “Commercial Use & Occupancy”.

ZONING PERMITS  
 COMMERCIAL & RESIDENTIAL USES  
☐ Accessory Dwelling Unit (ADU) (?)  
☒ Commercial Use & Occupancy (?)  
☐ Hoarding of Chickens (?)  
☐ Commercial Use & Occupancy  
☐ Minor Home Occupation (MHO) (?)

- 6) Click “Continue Application” at the bottom of the screen to start filling out the application. To enter an address, enter the street number and the street name, and click “Search”. Leave the additional fields blank.

Fill  
 \*Street No.:   
 Start Fraction: **Leave blank**  
 Fill  
 \*Street Name:   
 Leave blank  
 Street Type:   
 City:   
 State:   
 \*Zip:   
**Leave blank**  
 Search Clear

- 7) The pop-up window will display the street address and parcel number, which should already be selected. At the bottom of the window, select a property owner, and click “Select” to continue. Click “Continue Application” on the main screen.

**Address Search Result List** X  
**Addresses**  
 Showing 1-1 of 1  

Address	City	State	Zip
10455 ARMSTRONG ST, FAIRFAX VA 22030, 10455 ARMSTRONG ST	FAIRFAX	VA	22030

**Associated Parcels**  
 Showing 1-1 of 1  

Parcel Number	Lot	Block	Subdivision
57 4 02 013 A			

**Associated Owners**  
 Showing 1-2 of 2  

Name	Address
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030
CITY OF FAIRFAX	10455 ARMSTRONG ST FAIRFAX VA 22030

 Select Cancel

- 8) On the next screen you will be prompted to assign an applicant. You can either select a contact already associated with your account or assign the role of applicant to another person. To select from your account, click “Select from Account”, select the contact you want to use from the pop-up window, follow prompts to complete contact information, and click “Continue”. If you want to add a new contact as applicant, click “New”, add required contact information, and click “Continue”. Click “Continue Application” to proceed.

**Step 2: Applicant >**

\* indicates a required field.

### Applicant

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The applicant may be either the property owner or occupant/business owner with the owner's authorization. (The Compliance Affidavit form, signed by the owner, must be uploaded as part of this application at later step)

Click on "Select from Account" to use existing contacts in your account. Or click "Add New" to create additional contacts.

Select from Account

Add New

Save and resume later

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Public User	Tommy Scibilia
<input type="radio"/> Associated Owner		CITY OF FAIRFAX
<input type="radio"/> Associated Owner		CITY OF FAIRFAX

Continue

Discard Changes

### Contact Information

Please enter the required contact information (name, phone, email address) for the applicant or authorized agent for this project.

\*Individual/Organization:  
--Select--

\*First:  Middle:  \*Last:

\*Name of Business:

\*Primary Phone:  Phone 2:  Phone 3:

\*E-mail:

▼ Contact Addresses

Add Additional Contact Mailing Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

- 9) The next step is where you will enter application details. Please see notes below to assist in filling out this section. Complete the rest of the sections and click “Continue Application” to proceed.

## Application Detail

### BUSINESS DETAILS

\* Name of Business (as advertised):

What is put on your sign

Name of Business (as incorporated):

For example, LLC name

\* Name of Business Owner:

Person or entity

Owner Title (Mr, Ms, Dr, Esq, etc.):

\* Street Address:

Business address in City

\* Zip:

City zip code

Suite Number:

Required if in a suite

\* Owner Phone Number:

\* Total floor area used by this business (square feet):

\* Application Type (How is your business changing?):

--Select--

\* Business Description:

For existing city business, please provide existing address::

Previous business address in City

Business Website:

- 10) On the next screen you will need to enter information on business operations, such as whether you have scheduled appointments, what your hours of operation are, and information on students and company vehicles if applicable. To enter hours of operation, click “Add a Row” and in the pop-up window, enter hours, and click “Submit”. When done entering all applicable info on your operations, click “Continue Application” to proceed.

### HOURS OF OPERATION

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*Operation Hours*

Showing 0-0 of 0

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
No records found.						

Add a Row
Edit Selected
Delete Selected

### Operation Hours

MONDAY:  
10AM-4PM

TUESDAY:  
10AM-4PM

WEDNESDAY:  
10AM-4PM

THURSDAY:  
Closed

FRIDAY:  
11AM-3PM

SATURDAY:  
11AM-3PM

SUNDAY:  
Closed

Submit
Cancel

- 11) The next step is to upload required attachments. You will need to submit the following items with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review:

- Floor plan of the tenant space or building to be occupied as set up for occupancy and commercial use, indicating the dimensions, function of each room, and furniture layout. See an [example floor plan](#) at the end of this document.
- [Owner Authorization Form](#), which must be signed by the applicant and property owner or owner’s agent.
- If this is a change in use, the applicant may be required to provide additional information regarding onsite parking.

- 12) To upload Attachments, click “Add” at the bottom of the screen, click “Add” again in the pop-up window, select the documents for upload, and click “Continue”. Select the document type from the dropdown menu (note that certain document types are required to be selected in order to submit the application), enter a short description, and click “Save”. Click “Continue Application” to move to the next step.

### Attachment

The following document(s) must be uploaded to complete this application:

- Minor Home Occupation compliance affidavit (Please download [the compliance affidavit page](#), sign, obtain property owner signature and upload)

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg and Tif documents only. We disallow executables, scripts and html files to be uploaded.

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Add

Save and resume later

Continue Application »

#### File Upload

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg only. We disallow executables, scripts and html files to be uploaded.

Continue

Add

Remove All

Cancel

#### File Upload

The maximum file size allowed is 400 MB. We accept PDF, Word documents, Jpeg only. We disallow executables, scripts and html files to be uploaded.

10455 Armstrong St Plat Sub 1.pdf	100%
Authorization Form.pdf	100%

Continue

Add

Remove All

Cancel

Type: Flat / Garage

File: 10455 Armstrong St Plat Sub 1.pdf

Description: Flat

Type: Authorization Form

File: Authorization Form.pdf

Description: affidavit

Save

Add

Remove All

- 13) Review the summary page, agree to the certification, and click “Continue Application” to proceed.

☒ By checking this box, I agree to the above certification.

Date: 05/23/2025

Save and resume later

Continue Application »

14) You will be prompted to pay the review fee, **except** for the types of CU&O application listed below, for which **no fee** is collected:

- Business Name Change Only (keeping same business owner)
- Owner Name Change Only (keeping same business name)
- Update to a previously approved CU&O

15) If a fee is required, click “Proceed to Payment” to pay with either a credit card or bank info.

**Application Fees**

Fees	Qty.	Amount
ZP - Commercial	1	\$70.00

**TOTAL FEES: \$70.00**  
Note: This does not include additional fees which may be assessed later.

[Continue to Payment »](#)

16) Once payment is complete, if applicable, a permit record number will be provided (“PLN...”). **If you do not see a record number, the application was not submitted and will not be reviewed.**

**Note:** If the initial submission did not contain enough information for staff to assess what permits are needed, you will receive an email stating that the submission is incomplete, prompting you to resubmit with additional information or attachments.

17) You will get emails from the portal throughout the review process letting you know if there is any action that needs to be taken.

18) CU&Os are currently being reviewed within 2 weeks of application acceptance.

19) If your application is deemed incomplete or if you are required to resubmit the application, please see separate guide: [How to Resubmit Applications](#).

*End of section*

## Inspections

- 1) Once approved, you will receive an email that the CU&O was forwarded to the Office of Code Administration and the Fire Marshal's Office. The record's status will show as "Review Complete," indicating that the Zoning review is complete and there are no outstanding comments.

▼ Planning					
Showing 1-4 of 4   <a href="#">Add to collection</a>					
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status
<input type="checkbox"/>	11/18/2024	<a href="#">PLN24-00669</a>	Commercial Use & Occupancy	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Review Complete

- 2) The Office of Code Administration will notify you if your business needs building permits, as well as **Use** and/or **Fire Prevention Code (FPC) inspections** and will contact you to instruct you how to schedule them as needed. These inspections take place after all associated Building and Trade Permits have been inspected and finalized.
  - **Note:** See webpage on [Inspections](#) for more information on Use and FPC inspections.
  - **Note:** Use and Fire Prevention Code inspections can and typically are scheduled on the same day as the final (complete) building inspection. See guides on previous page for **Commercial Building Permits**.
  - **Note:** For Use and FPC inspections, you must set up your space with furnishings as it will be operated, but actual operations cannot begin until all required inspections are completed and passed.

*End of section*

## Issuance

Once all inspections have been passed, the CU&O will be forwarded to the Office of the Commissioner of the Revenue, which issues Business Licenses. Once all required documentation is received by the Commissioner of the Revenue and the Business License fee is paid, you will be mailed a copy of your Business License along with your CU&O.

- For questions about applying for a Business License, please contact the Office of the Commissioner of the Revenue by calling 703-385-7884 or emailing [Revenue@fairfaxva.gov](mailto:Revenue@fairfaxva.gov).

**Note:** You must have your Business License in hand within 30 days of opening your business.

*End of section*



## Example Floor Plan



End of document