

How to Apply for a Commercial Trade Permit

Updated 5/29/25

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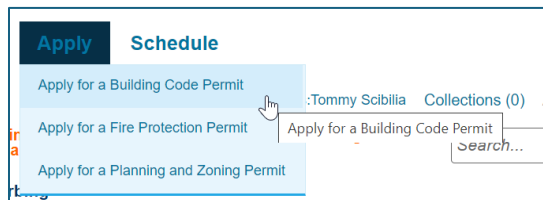
Apply

Follow the instructions below to apply for a **commercial trade permit** (“ELEC...”, “GASC...”, “MECC...”, “PLBC...”).

- 1) If the contractor applying does 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 Building Code Permit”.



- 4) Read and accept the terms of the disclaimer.

5) Select the relevant permit type:

▶ BUILDING - CODE MODIFICATION
 ▶ BUILDING - RESIDENTIAL TRADE
 ▼ BUILDING - COMMERCIAL

- ☐ Commercial Addition ?
- ☐ Commercial Alteration/Interior Demo ?
- ☒ Commercial Electrical ?
- ☐ Commercial Footing & Foundation ?
- ☒ Commercial Gas ?
- ☐ Commercial Interior Framing ?
- ☒ Commercial Mechanical ?
- ☐ Commercial New ?
- ☒ Commercial Plumbing ?
- ☐ Commercial Relocatable Building ?
- ☐ Commercial Shell Building ?
- ☐ Commercial Structure Demo ?
- ☐ Commercial Tenant Build-Out ?

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 **Fill** **Leave blank**
 *Street No.: 10455 Start Fraction: Leave blank *Street Name: armstrong Street Type: --Select--
 City: Leave blank State: --Select-- *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 ×

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

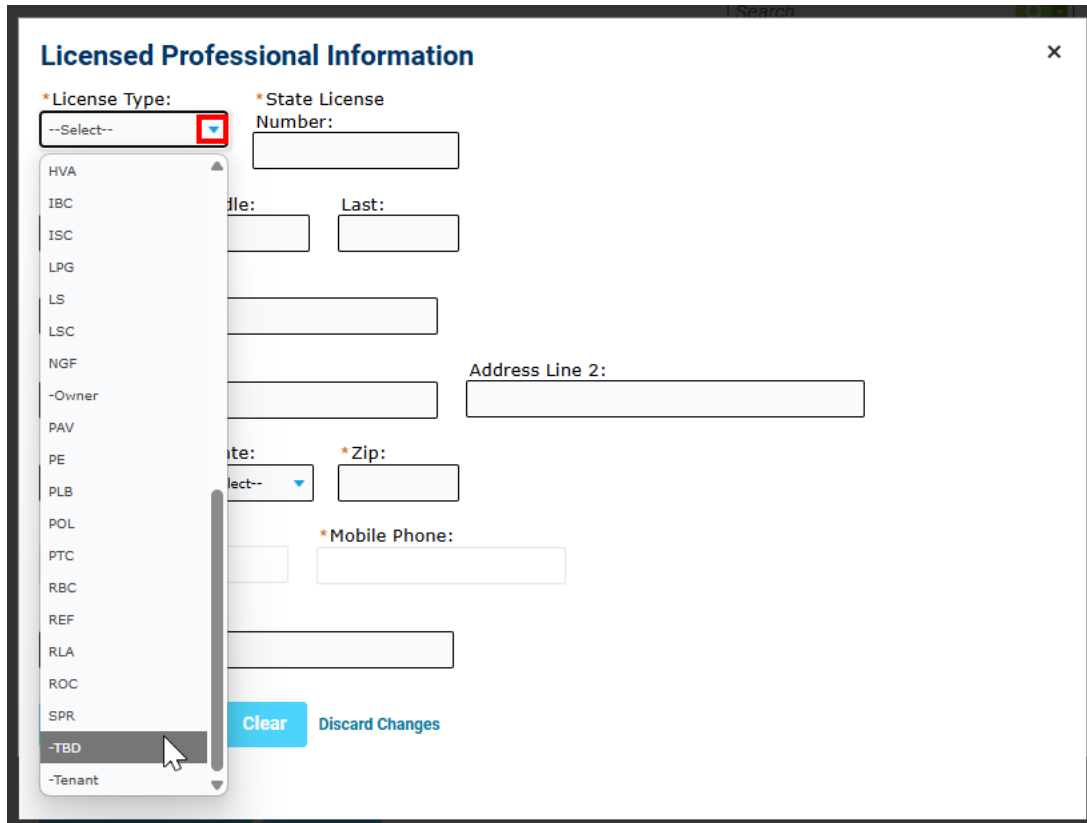
Showing 1-2 of 2

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 enter a Licensed Professional's information. Click "Add Licensed Professional" and enter their information in the pop-up window.

Note: If you do not have a licensed professional lined up at the time of filing the application, you can select "TBD" in the "License Type" drop-down menu. Note that you will have to provide the contractor's information prior to the permit being issued.



The screenshot shows a web form titled "Licensed Professional Information" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. The "License Type:" dropdown menu is open, showing a list of options: HVA, IBC, ISC, LPG, LS, LSC, NGF, -Owner, PAV, PE, PLB, POL, PTC, RBC, REF, RLA, ROC, SPR, -TBD, and -Tenant. A red square highlights the dropdown arrow. The "State License Number:" field is empty. The "First Name:" and "Last Name:" fields are also empty. The "Address Line 2:" field is empty. The "City:" and "State:" dropdown menus are empty. The "Zip:" field is empty. The "Mobile Phone:" field is empty. At the bottom of the form, there are two buttons: "Clear" and "Discard Changes".

- 9) Below, 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”.

Step 2: Applicant >

* indicates a required field.

Applicant

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.

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Category	Type	Name
☒ Associated Contact	Public User	Tommy Scibilia
☐ Associated Owner		CITY OF FAIRFAX
☐ 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.			

- 10) Below, enter tenant info in the same way as in the previous step for applicant. Click “Continue Application” to proceed.

Tenant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Add New

Save and resume later

Continue Application »

- 11) If you did not enter “Owner” or “Tenant” on the previous screen for licensed professional, skip to step 12. If you did, on the next screen, carefully read the statement to determine if you are exempt from using a Virginia licensed contractor to complete the work. Complete the affirmation and click “Continue Application”.

I affirm

Affirmation

* I am exempt from the contractor licensing requirement for this permit. (Yes to affirm, No if not applicable):

☐ Yes
 ☐ No

- 12) The next page is where you will enter the specifics of the project, including the scope of work, the Construction Code to be used, estimated job cost, and other trade-specific information. Typically, a licensed contractor or design professional like an architect or engineer can answer these questions. If you are having trouble filling out this information, please start by contacting your contractor or design professional for assistance. If you still are having trouble, staff in Code Administration may be able to assist on a case-by-case basis. Call 703-385-7830 to reach them. Once all required info is provided, click “Continue Application”.

- 13) On the next step, if the trade was included as part of an affiliated Building Permit submission, under “Building Permit Info”, enter the Building Permit record number (“BLDC...”). Click “Continue Application” to proceed.

Building Permit Info

BUILDING PERMIT INFO

Building Permit Number:

- 14) On the next step, you will need to submit the following attachments with this application type. Note this list is not exhaustive, and more or fewer items may be needed for staff to complete their review depending on the scope of your proposal:
- Trade plan as a **single PDF file**. Separate sheets uploaded individually will not be accepted.
 - For very basic scopes of work, drawings may not be required. Drawings for simple and minor changes may be prepared by the contractor. More involved work may require plans prepared by an engineer licensed in Virginia.

- **Note:** If this trade was included as part of an affiliated Building Permit submission, a plan is not required.
- Manufacturer's specifications may be required for installation of equipment.
- Gas riser diagram will be needed for **gas permits** only, unless it is a like-for-like replacement.
- A Manual is required for installation of **new mechanical systems**, unless mechanical work was approved as part of the scope of an accompanying building permit.
- Virginia Contractor's license.
 - If the contractor is not known at the time of applying for the permit, you can select "TBD" from the contractor selection menu, and the plan review can commence. Note that if not submitted initially, the contractor's license must be uploaded to the record before the permit can be issued.

15) 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:

Plat / Survey

File:

10455 Armstrong St Plat Sub 1.pdf

*Description:

*Type:

Authorization Form.pdf

*Description:

Save
Add
Remove All

- 16) Review the summary page, agree to the certification, and click “Continue Application” to submit. A building permit record number will be provided on the following screen (“BLDC...”). **If you do not see a record number, you have not submitted your application, and it will not be reviewed.**

I hereby certify that I have authority of the owner to make application that the information is complete, and that if a permit is issued, the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations. He/She and the company organization named and represented herein is duly registered or exempt from registration in accord with the provisions of Chapter 7 of the Code of Virginia. I further certify that if I am acting as an agent for a properly licensed contractor, or contractor exempt from registration, I have his/her authority to apply for this application.

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

Date: 05/23/2025

[Save and resume later](#)

[Continue Application »](#)

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 the record with additional information or attachments (see separate guide: [How to Resubmit Applications](#)).

- 17) Once the application is accepted, you will get an email letting you know that an invoice for the permit review fee needs to be paid, which can be completed online. To pay an invoice, login to the permit portal, navigate to “My Records” under the “Home” menu, and click “Pay Fees Due” in the “Action” column for the applicable record.

▼ Building								
Showing 1-4 of 4 Add to collection								
☐	Date	Record Number	Record Type	Address	Status	Action	Created By	Det
☐	01/09/2025	BLDC25-00001	Commercial Addition	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Issued	Amendment	WTSCIBILIA	Tes
☐	12/31/2024	BLDR25-00002	Residential Alteration	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Submittal/Invoice	Pay Fees Due	WTSCIBILIA	A
				10455 ARMSTRONG ST,				

- 18) Once the fees are paid, the application will be routed for review.

- 19) You will get emails from the portal throughout the review process letting you know if there is any action that needs to be taken such as addressing comments (see separate guide: [How to Resubmit Applications](#)). Emails will be from Auto_Sender@Accela.com. Make sure to check your spam folder periodically in case the portal’s emails are inadvertently being sent there.

End of section

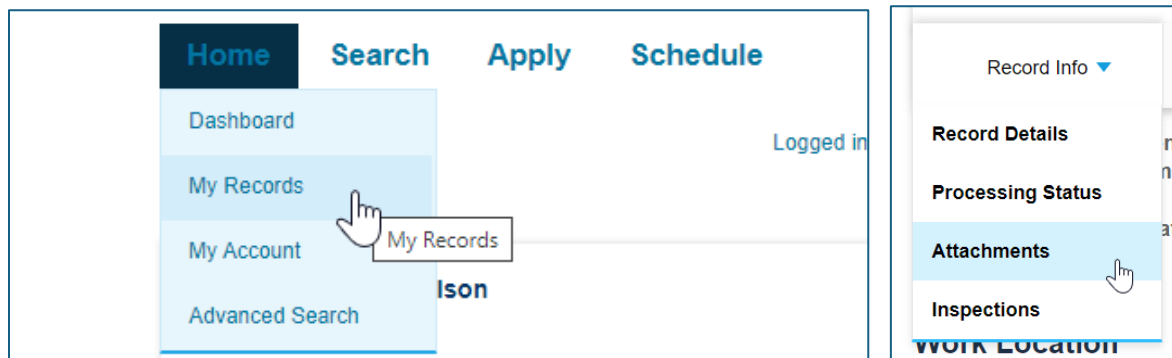
Review Timeframe

When the trade was included as part of an affiliated building permit submission, the permit will be issued almost immediately. If the trade was **not** included as part of an affiliated building permit submission, current review cycles for comments or permit issuance is 4 weeks per submission.

- **Note:** Gas permit filings requiring submission of a gas riser diagram (see step 14 in previous section) will require a full plan review.
- **Note:** Mechanical filings requiring submission of a Manual J (see step 14 in previous section) require full plan review.
- **Note:** Commercial plumbing permits and plumbing permits for new residential construction are routed to the Department of Public Works for assessment of fixture fees, which are required to ensure maintenance of utilities as new connections and fixtures are added in the City. This review typically takes 3 business days and the assessed fee will be invoiced and emailed to you for payment prior to permit issuance. See step 17 in previous section for instructions on paying fees.

Permit Issuance

Once the permit is issued, you will receive an email with the permit attached. You can also download it from the portal by navigating to it in “My Records”, clicking on the record number (“ELEC...”, “GASC...”, “MECC...”, “PLBC...”), and navigating to “Attachments” under “Record Info”. The permit document name will begin with “Forms_and_Letters\”.



For instructions on how to schedule inspections, please see separate guide: [How To Schedule Inspections](#).

End of document