



City of Fairfax, Virginia
10455 Armstrong Street • Fairfax, VA 22030-3630

Memorandum

DATE: June 16, 2025

TO: Design Professionals, Developers, Development Consultants, Builders, Contractors, and any others seeking permits in the City of Fairfax

FROM: Office of Code Administration and Departments of Community Development & Planning and Public Works

SUBJECT: Notification to Industry – **Permit Review Metrics Page**

This notice is to inform you of the launch of the [Permit Review Metrics Page](#) on the City of Fairfax website. This is a brand new resource available on the [Permit Resources Hub](#) that indicates how long different types of building permits and site plans are taking for review and issuance/approval based on current averages over the last several months (for building permits) or years (for site plans). The reports are created using data from the city's permit tracking software.

The bar graphs on display will be regenerated every month to provide up-to-date data on permit and plan review metrics. The figures captured in the report include:

- Total time from application acceptance to issuance (for building permits) or approval (for site plans)
- Total time the submission was being reviewed by staff vs how long it was with the applicant for revisions and resubmission
- How long an initial submission took for staff to review
- How long subsequent submissions took for staff to review
- Total number of submissions needed prior to issuance/approval
- Number of times a submission was deemed incomplete by staff
- Total number of permits issued/plans approved in the prescribed time range

For questions, please contact the City of Fairfax Development Review Ombudsman (571-546-5115).