

City of Fairfax

Development Industry Meeting

June 13, 2025
9-11 a.m.

Stacy C. Sherwood Community Center



Agenda

- ❖ Welcome
- ❖ Department Overviews
- ❖ Staff Awards & Recognitions
- ❖ Technical Presentations
 - ❖ C-PACE and Green Building Policy Update
 - ❖ Small Area Plans – Zoning Text Amendments Update
- ❖ Feedback & Break
- ❖ Process Improvements

Welcome to the City of Fairfax

Tommy Scibilia, Building and Land Development Review Ombudsman

Mayor Catherine Read



Department and Division Overviews

Code Administration

Steven Sites, Chief Fire Marshal and Building Official

- ❖ Building permit process
 - ❖ Fee increases for FY26, effective July 1, 2025
- ❖ Site plan review, fire service features
- ❖ Residential rental permits
- ❖ Fire prevention code permits



Department and Division Overviews

Community Development and Planning

Jason Sutphin, Community Development Division Chief

- ❖ Current Planning/Land Use (Community Development)
- ❖ Zoning Administration
- ❖ Long Range Planning
- ❖ Fairfax Renaissance Housing Corporation



Department and Division Overviews

Community Development

Jason Sutphin, Community Development Division Chief

- ❖ Rezoning, Planned Development Reviews
- ❖ Special Use Permits, Special Exceptions that go to City Council
- ❖ Certificates of Appropriateness
- ❖ Certified Local Government / Section 106 (National Historic Preservation Act)
- ❖ Staff to the Board of Architectural Review



Department and Division Overviews

Zoning

Bereket Merzi, Deputy Zoning Administrator

- ❖ Permits (use, grading, tree, building-for zoning requirements, signs, home occupations, temporary use, etc.)
- ❖ Administrative items (administrative adjustments, alternative compliance, shared parking, etc.)
- ❖ Site plans, plans of development, as-builts, house grading plans
- ❖ Bond administration
- ❖ Subdivisions
- ❖ Floodplain Permits
- ❖ Resource Protection Area (RPA) development review



Department and Division Overviews

Zoning, continued

Bereket Merzi, Deputy Zoning Administrator

- ❖ Variances, Special Exceptions that go to the BZA
- ❖ Enforcement inspections and violations (signs, noise, development conditions, use, etc.)
- ❖ Zoning Compliance Letters and written interpretations
- ❖ Proffer and development condition tracking
- ❖ Land use file management
- ❖ Front counter customer service & intake
- ❖ Staff to the Board of Zoning Appeals (BZA)



Department and Division Overviews

Long-Range Planning

Paul Nabti, Planning Division Chief

- ❖ Comprehensive Plan
- ❖ Small area planning
- ❖ Urban Forestry program
- ❖ Zoning Ordinance text amendments
- ❖ Demographic and economic data
- ❖ Mapping and modeling
- ❖ Staff to the Planning Commission



Department and Division Overviews

Urban Forestry

Anna Safford, Urban Forest Manager

- ❖ Tree removal permits
- ❖ Plan review - tree conservation plans, landscape plans, and assists Chesapeake bay review
- ❖ Construction inspections (pre, post, and tree violations as needed)
- ❖ Final landscape inspections
- ❖ Updating city's tree preservation and planting standards and guidelines for development (completed Fall 2024)
- ❖ Tree canopy assessments (semi-regularly as new imagery is available)



Department and Division Overviews

Urban Forestry, continued

Anna Safford, Urban Forest Manager

- ❖ Urban Forest Master Plan - new long-range plan to outline city urban forest goals, areas of focus, and policy needs (underway, estimated adoption late Fall 2025)
- ❖ Non-native invasive species management – manages removal and maintenance of non-native invasives in city's parks and forested areas by contractors and volunteer efforts
- ❖ SPROUT initiative – a stewardship effort to improve community and habitat health through the planting of trees, non-native invasive removal, and educational opportunities



Department and Division Overviews

Public Works

Satoshi Eto, Public Works Program Manager

- ❖ Plan review – E&S, SWM, wastewater, PFM compliance, constructability & maintenance.
- ❖ VSMP permitting
- ❖ Construction inspections – E&S, BMPs, VSMP permit and SWPPP compliance
- ❖ Wastewater connection fees
- ❖ ROW permits



Department and Division Overviews

Transportation

Chloe Ritter, Multimodal Transportation Planner

Plan Review

- ❖ Multimodal site access and circulation
- ❖ Transportation improvements consistent with Comprehensive Plan
- ❖ Traffic impact studies
- ❖ Transportation demand management
- ❖ Compliance review (PFM, ADA/PROWAG, MUTCD)
- ❖ Capital project coordination

Long Range Planning

- ❖ Transit Development Plan
- ❖ Move Fairfax City (Safety, Pedestrian, and Old Town Plans)

Department and Division Overviews

Environmental Sustainability

Stefanie Kupka, Sustainability Program Manager



The Environment and Sustainability Division leads initiatives in the areas of:

- ❖ Climate Mitigation and Adaptation
- ❖ Energy Efficiency and Renewables
- ❖ Environmental Protection
- ❖ Waste Reduction & Recycling
- ❖ Resiliency

Current initiatives:

- ❖ Solar Incentives
 - ❖ Solarize Virginia
 - ❖ Solar Tax Exemption
- ❖ Green Building Policy
- ❖ Commercial-PACE Program

Department and Division Overviews

Real Estate

Christine Johnston, Real Estate Assessment Director

- ❖ Modeling and projecting potential real estate tax revenue attributed to new construction in the near term and future (5+years) in concert and support of the city's budget quarterly and annual budget process.
- ❖ Analyzing feasibility studies.
- ❖ Deed research in the event plans/plats differ from real estate assessment records.
- ❖ Valuation and supplementation of real property, attributed to new construction.



Department and Division Overviews

Fairfax City Economic Development (FCED)

Tara Borwey, Assistant Director for Programs

Christopher Bruno

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TOURISM AND PLACEMAKING
SPECIALIST
STEPHANIE.GERSON@
FAIRFAXCITYECONDEV.ORG



Department and Division Overviews

Fairfax City Economic Development (FCED), continued

Tara Borwey, Assistant Director for Programs

Our Why

- ❖ Grow Fairfax City's tax base
- ❖ Promote best-use real estate development and reuse transactions based on Small Area Plans, Comprehensive Plan and the FCED Strategic Workplan
- ❖ Reduce vacancies by attracting new tenants
- ❖ Foster a successful business ecosystem by providing connections for companies to win work
- ❖ Create interesting places to shop and spend
- ❖ Administrators of the Economic Development Authority
- ❖ Cultivate strategic partnerships - (e.g. John Cabot University, Costello College of Business)



Department and Division Overviews

Fairfax City Economic Development (FCED), continued

Tara Borwey, Assistant Director for Programs

Business Attraction and Assistance

Lease Incentive for Fairfax Tenants (LIFFT)

- ❖ Grant is awarded to new or expanding business in 20 priority office buildings.
- ❖ Minimum 3 year lease required.
- ❖ Grant amount is determined based on square footage and pre-determined multiplier of \$5-\$8/sf based on the building's tax impact.

Façade and Interior Improvement Grant (FIIG)

- ❖ Reimburse 50% of expenses for customer facing façade or interior improvements to retail stores or centers.
- ❖ Up to \$20,000 per applicant.
- ❖ Initial \$300,000 ARPA investment and funded again at \$100,000 in FY25; program paused.

Technology Zone Tax Abatement

- ❖ For new or substantially expanding businesses primarily involved in technology-based products, processes, or services.
- ❖ Benefit from exemptions for up to five years of Business License (BPOL) taxes. The exemption starts with 100% in Year One, decreasing by 20% each subsequent year until Year Five.
- ❖ 5-year lease minimum.

Mason Enterprise Center—Fairfax: The MEC—Fairfax is a collaboration between the City government, the EDA, and George Mason. Established in the early 2000s, the MEC is governed by an MOA and operated by GMU staff under the oversight of the EDA. The incubator is home to over 50 businesses.

Department and Division Overviews

Fairfax City Economic Development (FCED), continued

| | 1. PR & Marketing | 2. Operations | 3. Partnerships | 4. Real Estate Development & Reuse | 5. Business Attraction & Development | 6. Business Retention & Expansion | 7. Place-Based Strategies | 8. Special Initiatives | 9. Tourism* *Added March 2025 |
|--------------|---|---|---|--|---|---|---|---|---|
| Strategies | Amplify in-house administrative communications functions and skillsets for purposes of promoting and achieving all FCED efforts. | Maintain strong executive leadership and instill day-to-day operations best practices that ensure a properly and efficiently run FCED. | Foster important organizational relationships, locally, regionally, and nationally, to leverage economic development opportunities benefiting all parties and the city as a whole. | Support efforts toward redevelopment or reuse of a building, site, or area, and collaborating frequently with applicants, prospective tenants, and other city departments throughout the development process. | Expand efforts to encourage firms from prioritized sectors from outside Fairfax City to locate headquarters or other operations within Fairfax City, and foster development and retention of homegrown businesses in Fairfax City. | Design systematic efforts to keep local businesses content at their present locations, or a new location within the city. | Pivot from playing all roles required of place-based strategies to one of intermediary and support of partners in providing creative placemaking features and events for public and private spaces. | Focus increased yet limited-time efforts and resources on strategically important and high priority initiatives that advance city-wide economic development goals. | Invest in tactics to raise awareness for Fairfax City's profile and offerings locally, regionally, and nationally. |
| Initiatives* | <p>1.1 Hire one full-time PR & marketing staff</p> <p>1.2 Develop a Comprehensive Marketing Plan</p> <p>1.3 Prioritize marketing guidance/collateral for FCED efforts</p> <p>1.4 Develop and maintain FCED website</p> <p>1.5 Enable non-profits to take on neighborhood marketing, over time</p> | <p>2.1 Regularly communicate progress of FCED efforts</p> <p>2.2 Provide business tracking for metric-based evaluations</p> <p>2.3 Efficiently budget FCED and EDA activities, grants, and programs</p> <p>2.4 Efficiently manage FCED contracts, grants</p> <p>2.5 Maintain a safe, hospitable, and equitable work environment</p> <p>2.6 Continue EDA meeting & Commissioner management</p> <p>2.7 Continue lease and property management of EDA-owned properties</p> <p>2.8 Update job descriptions to be in line with framework</p> | <p>3.1 Continue maintaining/leveraging partnership</p> <p>3.2 Support partners in retention, expansion, attraction & development</p> <p>3.3 Strengthen partnership with Mason</p> <p>3.4 Facilitate creation of collective incubation infrastructure</p> <p>3.5 Collaborate with city staff on future planning efforts affecting ED</p> | <p>4.1 Create/maintain internal database of available, promising sites</p> <p>4.2 Identify highest and best use for city and EDA-owned sites</p> <p>4.3 Identify underutilized properties needing investment/redevelopment</p> <p>4.4 Create predevelopment funding grant</p> <p>4.5 Continue/ expand property improvement incentives</p> <p>4.6 Contribute more to Comprehensive and SAP planning processes</p> <p>4.7 Provide one dedicated staff to actions in this element</p> | <p>5.1 Continue seeking businesses/headquarters in prioritized sectors</p> <p>5.2 Continue/ expand resources for site selection and tours</p> <p>5.3 Continue/ expand incentives for relocation to Fairfax City</p> <p>5.4 Continue support for/coordination with MEC & other incubation</p> <p>5.5 Continue with at least one dedicated staff & add as programs grow</p> | <p>6.1 Reassess post-pandemic business needs</p> <p>6.2 Prioritize effectively proven Shop Local Efforts</p> <p>6.3 Discover expansion and site selection needs for targeted sectors</p> <p>6.4 Ensure equitable distribution of property improvement incentives</p> <p>6.5 Continue with at least one dedicated staff & add as programs grow</p> | <p>7.1 Embolden trusted groups with leadership of successful efforts/ events</p> <p>7.2 Consider place-based strategies, as needed and as resources allow</p> | <p>8.1 Evaluate need/ formation of a Northfax BID</p> <p>8.2 Provide case manager/liaison to applicants</p> <p>8.3 Add special projects, as needed and as resources allow</p> | <p>9.1 Establish a new brand identity and visitor-focused website</p> <p>9.2 Raise awareness of Fairfax City businesses in tandem with Mason and Eagle Bank events</p> <p>9.3 Encourage civic pride with a marketing campaign and awards for local businesses</p> <p>9.4 Explore transferring Visitor Center operations to FCED</p> <p>9.5 Explore a small increase in the City's TOT Tax to fund tourism initiatives</p> <p>9.6 Advocate for enhancements to University Drive</p> <p>9.7 Invest in gateway signage or promotional banner across Main St</p> <p>9.8 Revitalize retail activations in Old Town</p> |

Staff Awards and Recognitions



Certifications earned through the Virginia Association of Zoning Officials in December 2024:

- ❖ Alexis El-Hage – Certified Zoning Official (CZO)
 - ❖ Also promoted from Zoning Technician I to Zoning Technician II in January 2025
- ❖ Bereket Merzi – Certified Zoning Administrator (CZA)
- ❖ Joe Eisenberg – Certified Zoning Administrator (CZA)

AICP Certifications earned in June 2025:

- ❖ Amy Lynne Denny, AICP
 - ❖ Also promoted from Planner I to Planner II in April 2025

Technical Presentations

C-PACE and Green Building Policy Update – Stefanie Kupka

Small Area Plans – Zoning Text Amendments Update – Paul Nabti



Green Building Policy Update and Commercial Property Assessed Clean Energy (C-PACE) Program Overview

City of Fairfax Industry Meeting

June 13, 2025



Green Building Policy Update

City of Fairfax Green Building Policy Development



Public-Sector Buildings

- New Construction
- Major Renovations
- Existing Buildings



Private-Sector Buildings

- New Construction
- Major Renovations

Green Building Policy Development Timeline



Benefits of Green Buildings



Environmental



Social & Health

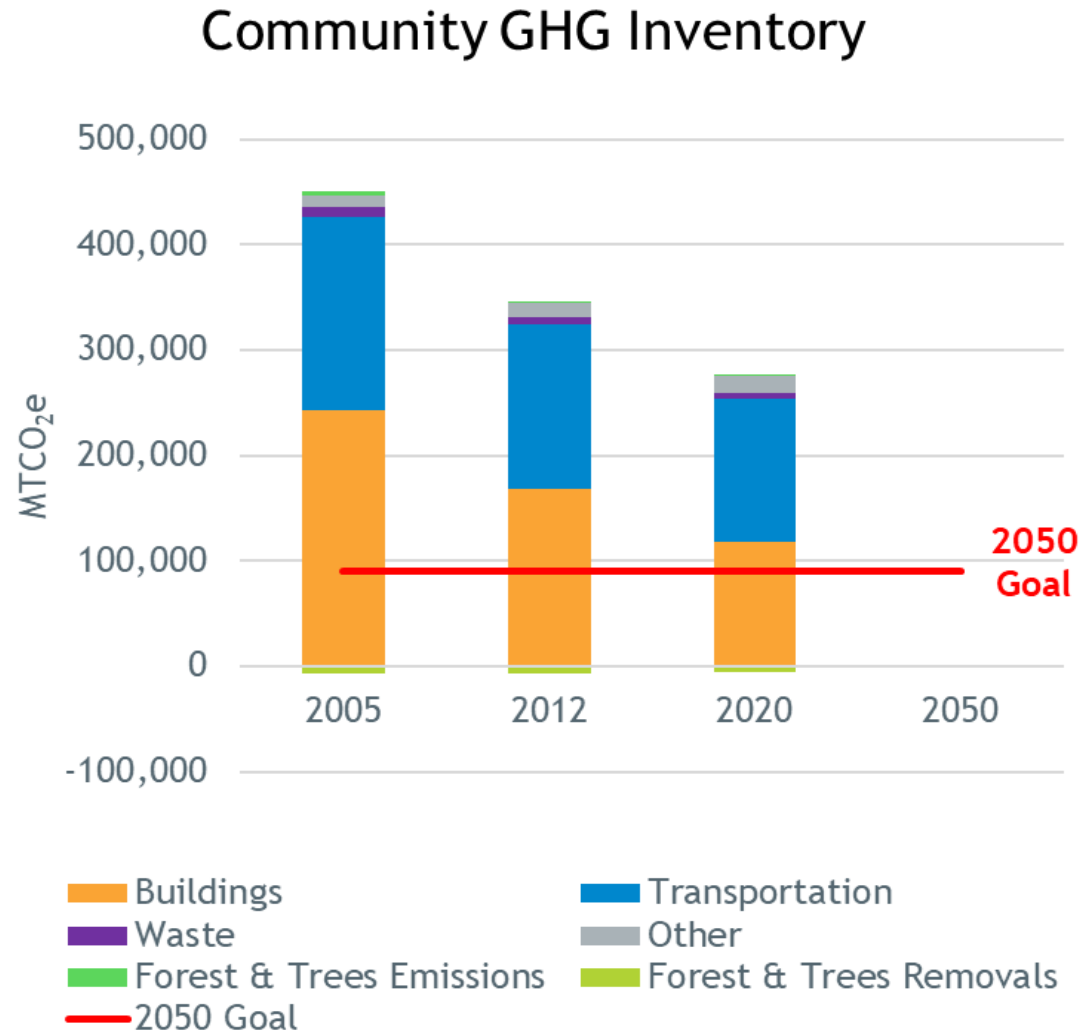


Economic

Priorities in Creating a Green Building Policy

Sustainability goals:

- ✓ Reduce **greenhouse gas emissions by 80%** from 2005 levels by 2050
- ✓ Achieve **100% renewable electricity** for:
 - 2035: Government operations
 - 2050: Community-wide





Overview of Research and Engagement

Research Overview and Findings



City of Fairfax Goals

Incorporating green building rating systems as requirements for the built environment is a **priority for the City of Fairfax**



Neighboring Communities

Other communities in the area typically **use incentives to encourage** participation from developers in **private green building policies**



Virginia Policies

The Virginia High-Performance Buildings Act has **minimum requirements for public buildings**

Community Outreach and Engagement



Internal and External
Advisory Committees



City Council



Economic
Development Authority



Parks and Recreation
Committee



Environmental
Sustainability
Committee



Planning Commission



City of Fairfax
Community Members



Draft Public-Sector Green Building Policy

Public-Sector Project Eligibility

The green building policy shall apply to city buildings, including city school buildings:

- ✓ Existing buildings 1,000 sq ft or greater
- ✓ New public construction 5,000 sq ft or greater
- ✓ Major renovations:
 - Cost exceeds 50% of the building's value, or
 - Project work includes at least one of the following actions:
 - Renovations to 50% or more of a development's gross floor area
 - Replacement of at least 50% of the building envelope



Blenheim Civil War Interpretive Center (3,631 SF)

Public-Sector Green Building Standards

New construction projects (5,000 sq ft or greater) and major renovations shall:

- ✓ Meet requirements of the **High-Performance Buildings Act** (§ 15.2-1804.1)
- ✓ Achieve **LEED Building Design and Construction (BD+C) Gold**
- ✓ Meet **Zero-Emissions** Standards
- ✓ Meet **electrification-ready standards** and use only electric equipment/appliances
- ✓ Demonstrate a **50% reduction in modeled energy use** above the current Virginia Uniform Statewide Building Code
- ✓ Earn the following **LEED BD+C (v5) credits** or equivalent: Rainwater Management, Biodiverse Habitat, Enhanced Resilient Design, Light Pollution and Bird Collision Reduction, and Electric Vehicles
- ✓ For all major interior renovations, achieve **LEED Interior Design and Construction (ID+C) Gold**.



Public-Sector Green Building Standards



Existing public-sector buildings (1,000 sq ft or greater), the city shall:

- ✓ Conduct energy benchmarking and energy assessments
- ✓ Achieve **LEED Building Operations and Maintenance (O&M) Silver** certification
- ✓ Tracks and publicly discloses public-sector building energy use



Draft Private-Sector Green Building Standards

Private-Sector Project Eligibility

- The green building policy shall apply to:
 - ✓ Developments subject to the special exception, variance, rezoning, planned development review, or special use review processes, and are:
 - ✓ New construction 5,000 sq ft or greater, or
 - ✓ Major renovations, as defined below:
 - Building's floor area is 5000 sq ft or greater, and
 - Project work includes at least one of the following actions:
 - Renovations to 50% or more of a development's gross floor area
 - Replacement of at least 50% of the building envelope



Wawa (9700 Fairfax Blvd): ~6,000 SF

Private-Sector Green Building Standards



- ✓ Achieve at least **Silver-level certification** under the most recent version of LEED BD+C, EarthCraft Light Commercial, or EarthCraft Multifamily
- ✓ Earn the following **LEED BD+C (v5) credits and equivalent credits in EarthCraft:**
 - ✓ Rainwater Management
 - ✓ Biodiverse Habitat
 - ✓ Enhanced Resilient Design
 - ✓ Light Pollution and Bird Collision Reduction
 - ✓ Electric Vehicles



Draft Private-Sector Pilot Tax Abatement Program for Energy Efficient Buildings

Pilot Tax Abatement Program Eligibility and Requirements

Tax Abatement:

To receive a 50% tax abatement on property assessed value for one year

Eligibility:

- ✓ The gross floor area of the building must be 1,000 square feet or greater; and
- ✓ The building must be a new construction development or a major renovation of an existing building.

Green Building Requirements:

- ✓ Achieve LEED Gold-or-higher-level equivalency
- ✓ Exceed the energy efficiency standards by thirty (30) percent
- ✓ Earn the following **LEED BD+C (v5) credits** or equivalent: Rainwater Management, Biodiverse Habitat, Enhanced Resilient Design, Light Pollution and Bird Collision Reduction, and Electric Vehicles



Next Steps

- **Summer 2025:**

- Solicit public feedback on the Revised Draft Green Building Policy
- Incorporate feedback and prepare Draft Final Green Building Policy


- **Fall 2025:**

- Present Draft Final Green Building Policy to City Council

- **Early 2026:**

- Public hearing and adoption of an ordinance to enact the Green Building Policy

Visit Engage Fairfax Page: <https://engage.fairfaxva.gov/green-building-policy>



Commercial Property Assessed Clean Energy (C-PACE) Program

What is C-PACE?



- **Powerful financing loan program** for commercial property owners and developers to fund clean energy and sustainability projects
 - 100% upfront capital
 - Long-term, fixed-rate financing up to 30 years
- **Virginia C-PACE program**
 - June 10, 2025: Fairfax City adopted C-PACE ordinance
 - 19 localities in the Virginia C-PACE Program
 - Administered by Virginia PACE Authority
 - Sponsored by Virginia Energy

C-PACE: Eligible Properties

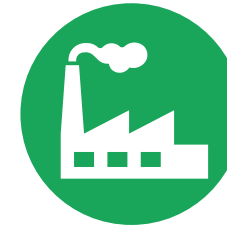
OFFICE



MULTIFAMILY



INDUSTRIAL



NON PROFIT



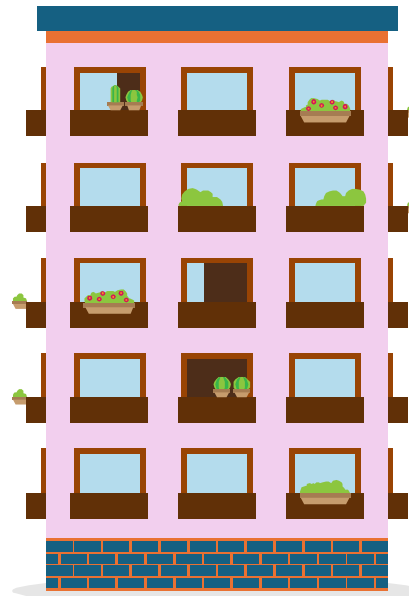
RETAIL



AGRICULTURE



HOTELS



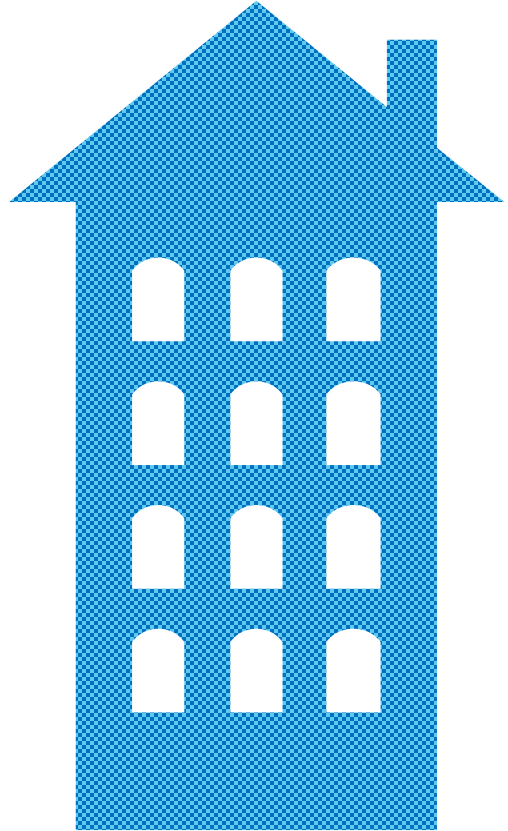
C-PACE: Eligible Improvements



- **Energy Efficiency**
 - HVAC
 - Lighting
 - Water heaters
 - Building envelope
- **Renewables**
 - Solar panels
 - Geothermal improvements
 - Wind turbines
 - Solar plus storage
- **Stormwater management**
- **EV charging equipment**
- **Water Efficiency**
 - Low flow fixtures
 - Rainwater capture
 - Grey water systems
- **Resiliency**
 - Wind
 - Flood mitigation
 - Seismic
- **Environmental Remediation**
 - Asbestos
 - Mold
 - Ground water

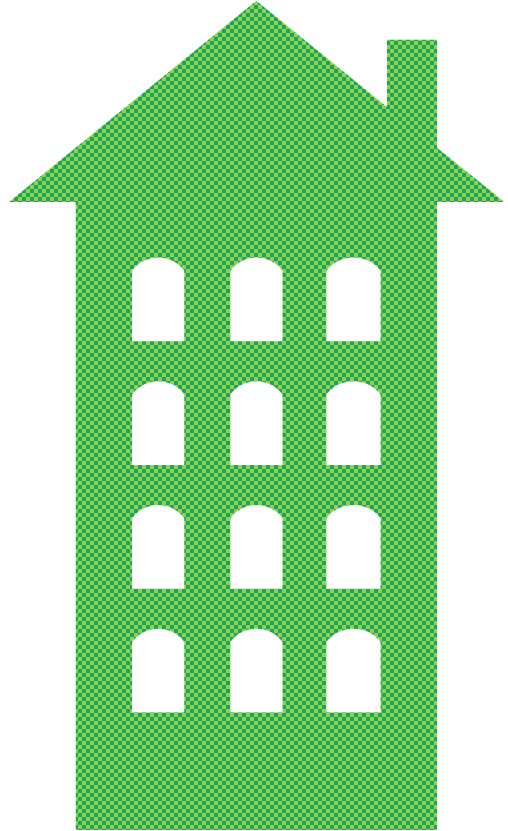


C-PACE for Localities: Benefits



- Economic Development:
 - Revitalizes buildings and improve property values, which leads to more revenue for local communities
 - Stimulates the local economy through new development and construction projects
- Energy efficiency/Sustainability:
 - Helps conserve resources and build resiliency in communities
 - Supports internal sustainability goals
 - Is private lending so does not have public funding limitations or changes
 - Provides building owners in the locality with a financing tool that covers certifications and other costs related to building green

C-PACE Benefits for Owners and Developers



- No money out of pocket: 100% financing
- Long-term, fixed interest rate financing (up to 35+ years)
- Immediate savings
- Gap financing
- Property owner may pass through C-PACE Assessment to tenants
- Reduces capital expenditure budget
- Eligible measures cover broad capital and facility improvement needs
- Extends building lifespan while improving comfort
- C-PACE assessment transfers upon sale to the next property owner



C-PACE: Steps to Participate



Learn more about the program:
<https://virginiapace.com>



Fill out the pre-application
here to see if your project is
eligible for C-PACE.



Select a qualified C-PACE
Capital Provider to finance
your project.



If eligible, develop your
project scope & submit
final application.



VPA approves project, Capital
Provider funds project, and
C-PACE is secured on the
property.



Complete construction
and pay back as a special
assessment on your
property.



C-PACE: Contact Info



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Andy Friedman, Outreach Advisor
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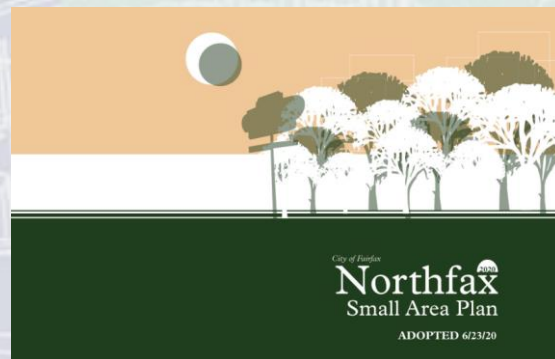
Questions?

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Small Area Plans

ZONING IMPLEMENTATION

Preliminary Recommendations

Development Industry Meeting

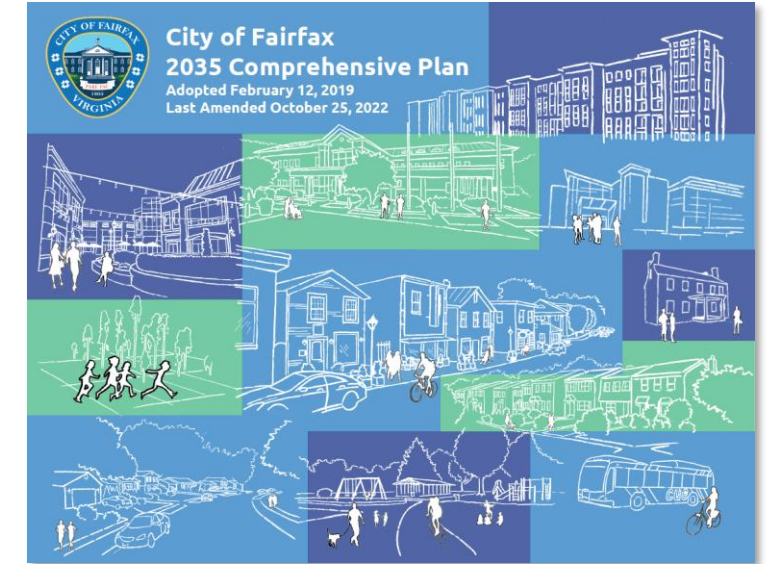
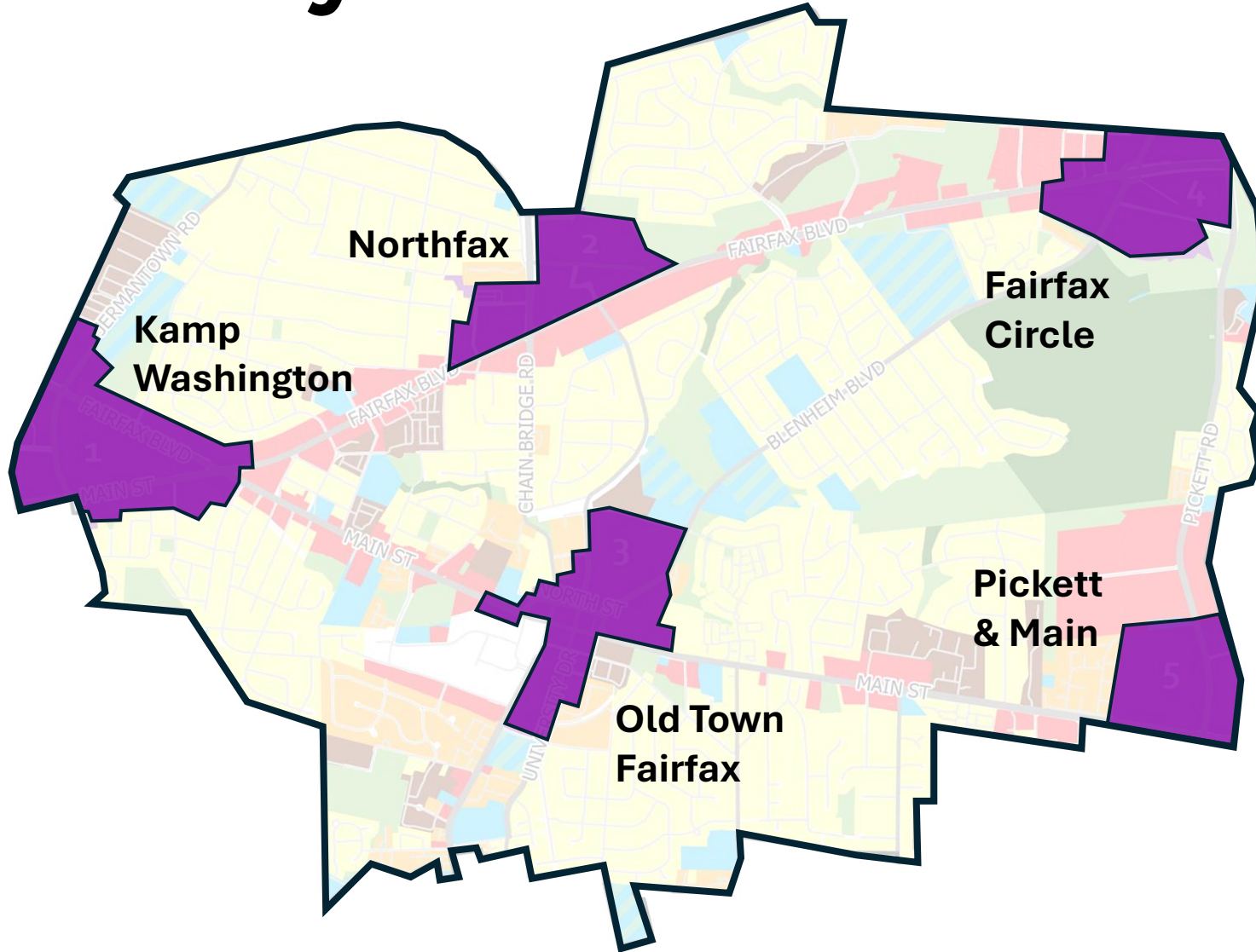
June 13, 2025



Project Website:
www.engage.fairfaxva.gov



Activity Center Areas



Legend

Place Types

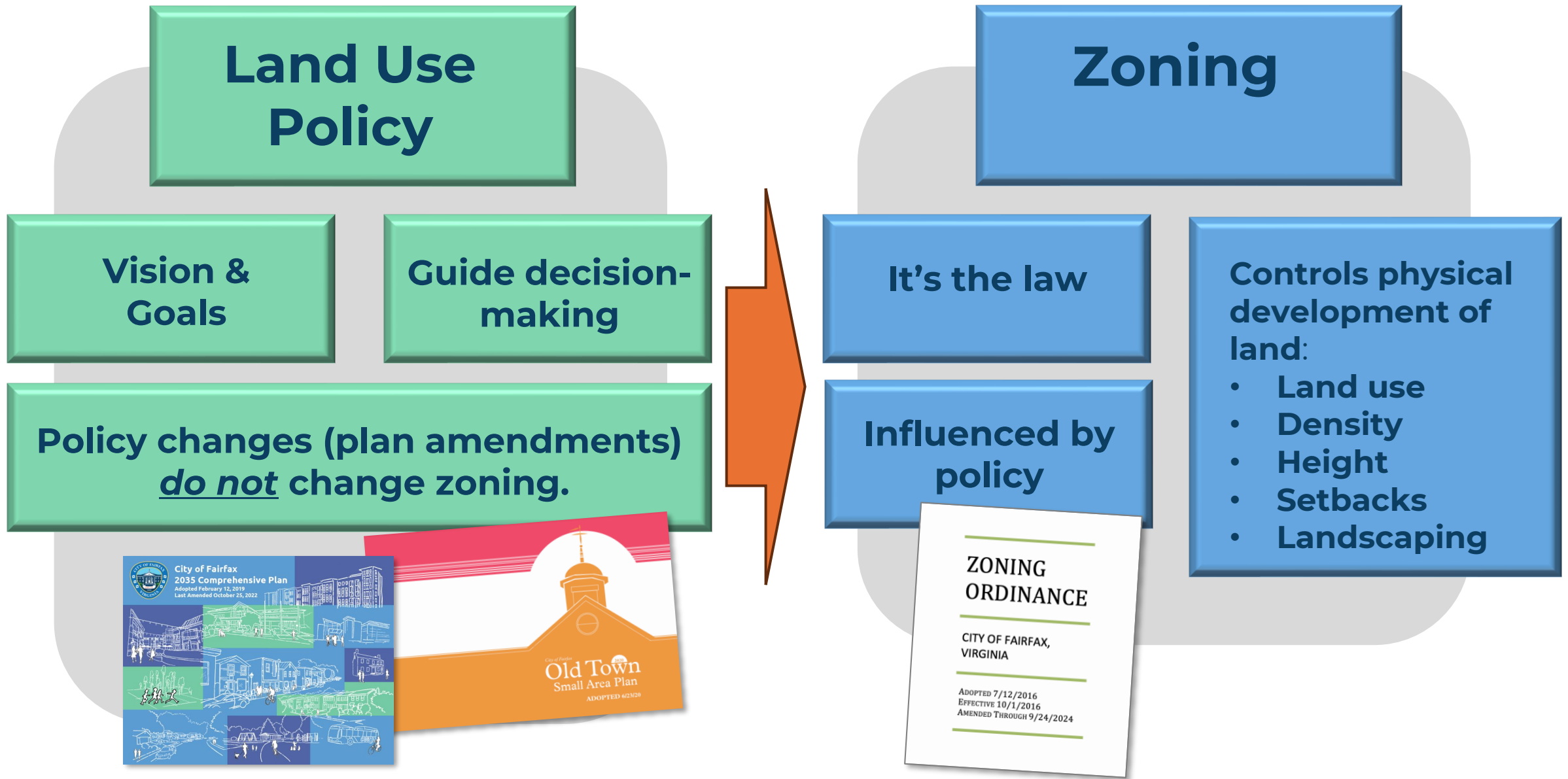
- Single-family Detached Neighborhood
- Townhouse/Single-Family Attached Neighborhood
- Multifamily Neighborhood
- Commercial Corridor
- Activity Center

Green Network

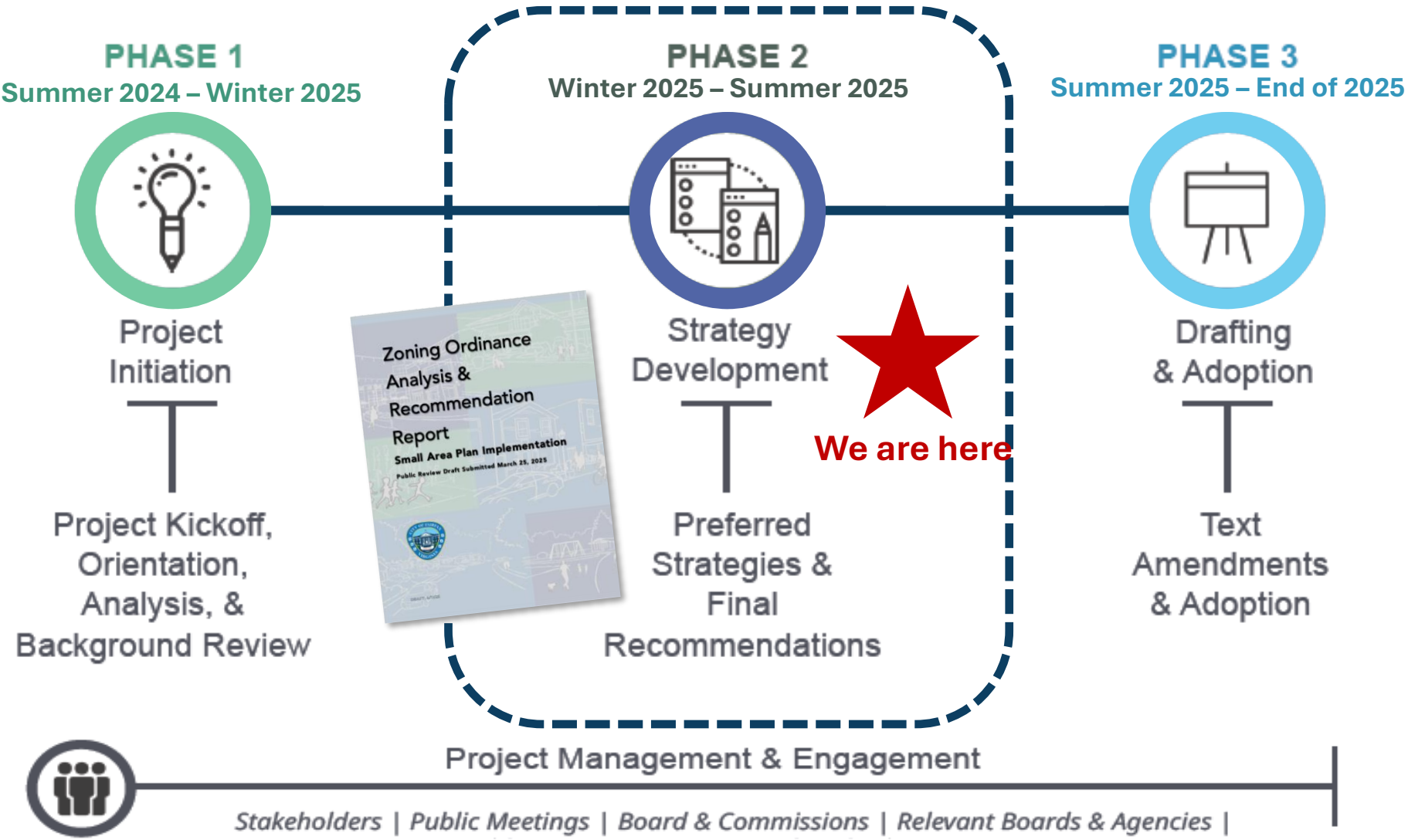
- Public
- Private
- Social and Civic Network

- 1 Kamp Washington
- 2 Northfax
- 3 Old Town Fairfax
- 4 Fairfax Circle
- 5 Pickett & Main

Small Area Plans vs. Zoning Ordinance



General Project Phasing



Project Website:
www.engage.fairfaxva.gov

Topics

The background is a collage of various line-art sketches in white and light blue on a light green and blue background. The sketches depict different urban scenarios: a street with pedestrians and buildings, a park with trees and people, a residential street with a car and a cyclist, a playground with a swing set and children, and a bus stop with a bus and a cyclist. The sketches are arranged in a grid-like fashion, with some overlapping.

1. **Desired Uses & Frontages**
2. **Open Space & Trees**
3. **Land Development**
4. **Height, Density, & Community Benefits**
5. **Zoning Framework**

Desired Uses & Frontages

Preliminary Recommendations

Mixed-Use Development

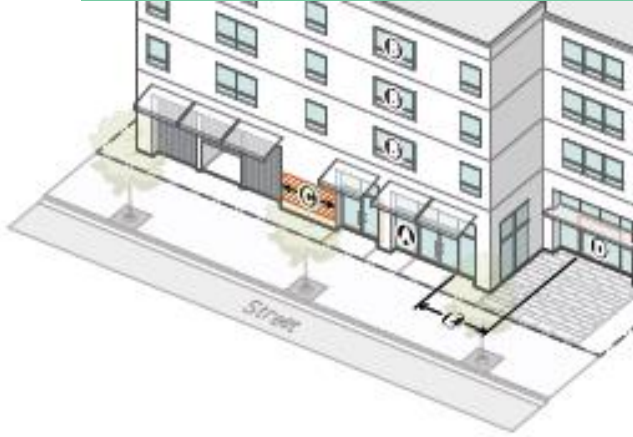
Analysis Summary:

- Envisioned for all Activity Centers
- Currently granted via Special Use Permit & review by City Council
- Currently 75% nonresidential is required for mixed-use buildings with upper-level residential

Preliminary Recommendation(s):

- Consider alternate pathways:
 - Allow “by-right” to remove barriers & facilitate mixed-use development in Activity Centers.
 - Strengthen the City’s Zoning Ordinance standards for mixed-use development (e.g., development frontages, use regulations, etc.)
 - Update City’s Design Guidelines with guidance for mixed-use development in Activity Centers.

PRIORITY RETAIL



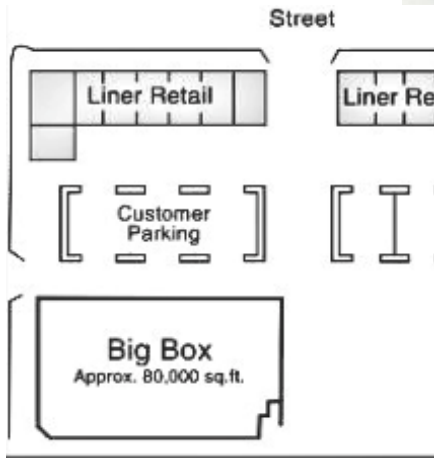
Example (left): ReCode Los Angeles

RESIDENTIAL



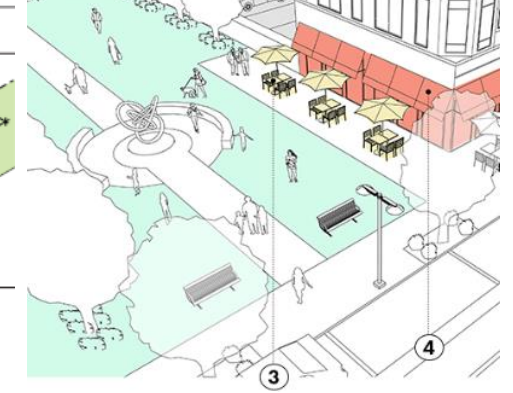
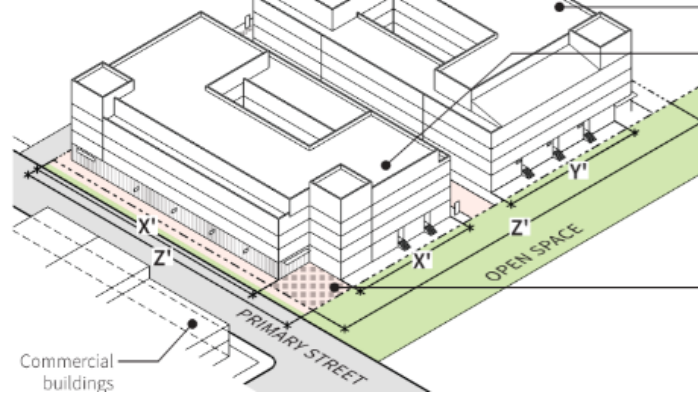
Example (left): Charlottesville Development Code

FLEXIBLE COMMERCIAL



Example (left): Forsythe County UDC

OPEN SPACE



Example (right): San Joes Design Guidelines

Example (left) : Lee's Summit Parks & Open Space Principles

The background image shows an outdoor courtyard or plaza. It features several young trees with thin trunks and green foliage. In the center, there is a small table with two chairs. The ground is paved with light-colored bricks. A black metal fence is visible in the background. The overall scene is bright and airy, with a soft, slightly hazy atmosphere.

Open Space & Trees

Preliminary Recommendations

Open Space

Analysis Summary:


- Build consistency & give clarity to standards & definitions
- Add more green space
- Represent city values:
 - Interconnected network
 - Variety of scales & programs
 - Activated space
 - Resilient & Sustainable species

Preliminary Recommendation(s):

- Set minimum (e.g., 10-15%)
- Define open space types:
 - Delineation b/w public vs. private & active vs. passive
 - Outline spatial qualities & performance-based criteria

1. High Value Open Space (150%)
 - a. Archeological & Historic Resources
 - b. Land Dedication for Parks
 - c. Linear Parks & Trails
 - d. Tree Conservation Areas
 - e. Virginia Natural Heritage Resources
 - f. Wildlife Habitat
2. Standard Open Space (100%)
 - a. Active Recreation
 - b. Agricultural
 - c. Buffers & Screening
 - d. Community Open Space
 - e. Landscaping
 - f. Overhead Utility Easement in nonresidential areas
 - g. Passive Recreation
 - h. Setbacks & Yards
 - i. State-Required Bioretention and Wet & Dry Pond Areas
 - j. Trail Corridor
3. Less Valuable Open Space (50%)
 - a. Land dedicated to the County for public use
 - b. Off-site
 - c. Overhead utility easement in residential areas
 - d. Parking for open space areas
 - e. Bioretention and Wet & Dry Pond Areas


Higher Value
=
Less Land

Lower Value
=
More Land


Example (above): Loudoun County Zoning Ordinance

Preliminary Recommendation(s):

- Assign open space valuation:
 - High Value
 - Standard Value
 - Less Value
- Incentivizes developers to prioritize scarcity of land to satisfy minimum open space requirement

Tree Canopy & Street Trees

Analysis Summary:

- Critical character element
- Invasive species management
- Resilient & sustainable tree and plant species
- Constrained sidewalks
- Competing streetscape elements
- Old Town exempt from street trees

Preliminary Recommendation(s):

- Offer alternatives to 10% tree canopy (per VA code):
 - Design alternatives (e.g., building frontage)
 - Off-site or in-lieu (currently supported)
- Update Master Tree List & species standards to include resilient and sustainable species
- Establish hierarchy for street tree placement

The background image shows a city street scene. On the left is a brick building with a large tree in front of it. In the center is a building with a large sign that says "RESTAURANT" in white letters on a dark background. Below the sign is a glass-fronted entrance with "MAJESTY CAFE" visible inside. To the right of the restaurant is a brick building with three windows. Further right is a light-colored building with a sign that says "Crème de la Crème" and the address "907". In front of the buildings are several large, rectangular, brown planters containing green shrubs. A black street lamp is visible on the right side of the image.

Land Development

Preliminary Recommendations

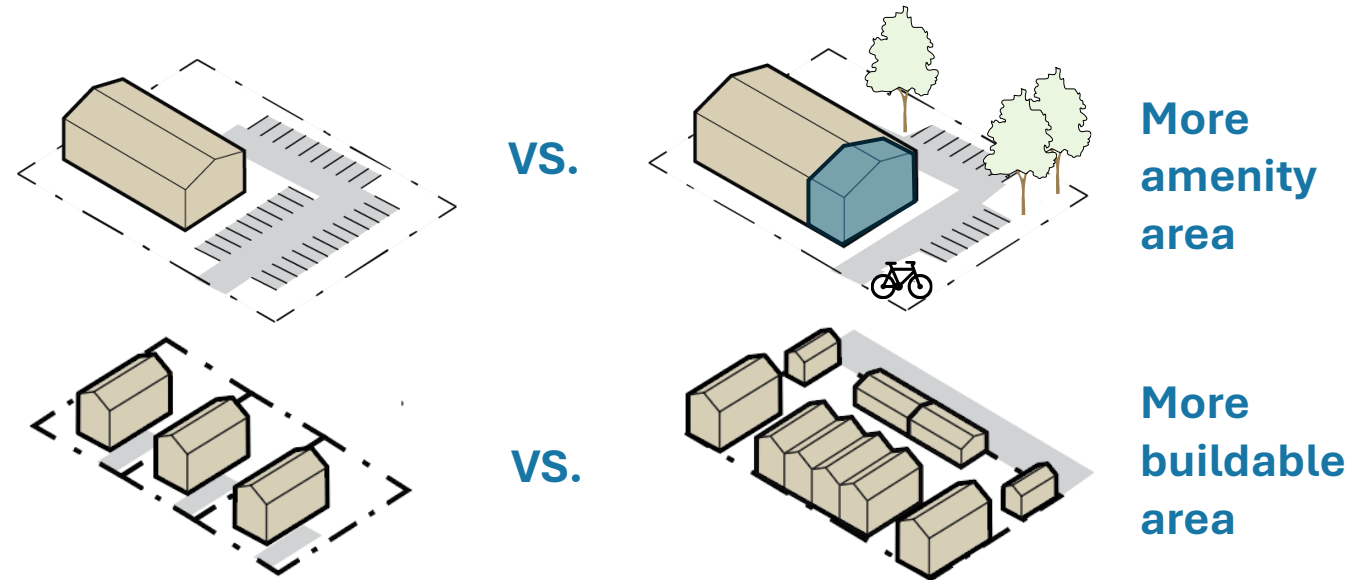
Smaller Development & Land Assembly

Analysis Summary:

- Small, flexible spaces are good for neighborhood-friendly services & amenities. Zoning Ordinance should promote & encourage incremental & small-scale development
- Advantages of Land Assembly:
 - More buildable area for developer
 - Potential for increased profit to landowners
 - Greater public benefit on larger lots vs. smaller lots. (e.g., infrastructure)

Preliminary Recommendation(s):

- Relieve small lots of “land hogs”
 - E.g.) Parking, etc.
- Incentivize lot assembly.



Parking

Analysis Summary:

- Requires enormous amount of space;
- High parking ratios can be a barrier for development
- Cursory peer review suggests “right-sizing” City parking standards for mixed-use, compact development is ideal

Preliminary Recommendation(s):

- Ease & adjust parking requirements w/ strategies:
 - Lower ratios
 - Alternative parking plans
 - Shared parking agreements
 - Reduction incentives
 - Add flexibility for change of use
 - Location & design standards

Note: A parking demand analysis may be necessary if the city desires to take on public parking management role & responsibility (e.g., on-street parking & public parking).



Height, Density, & Community Benefits

Preliminary Recommendations

Height

Height transition
zones adjacent
neighborhoods and/or
historic areas

**MAX
Height
(60 ft)**

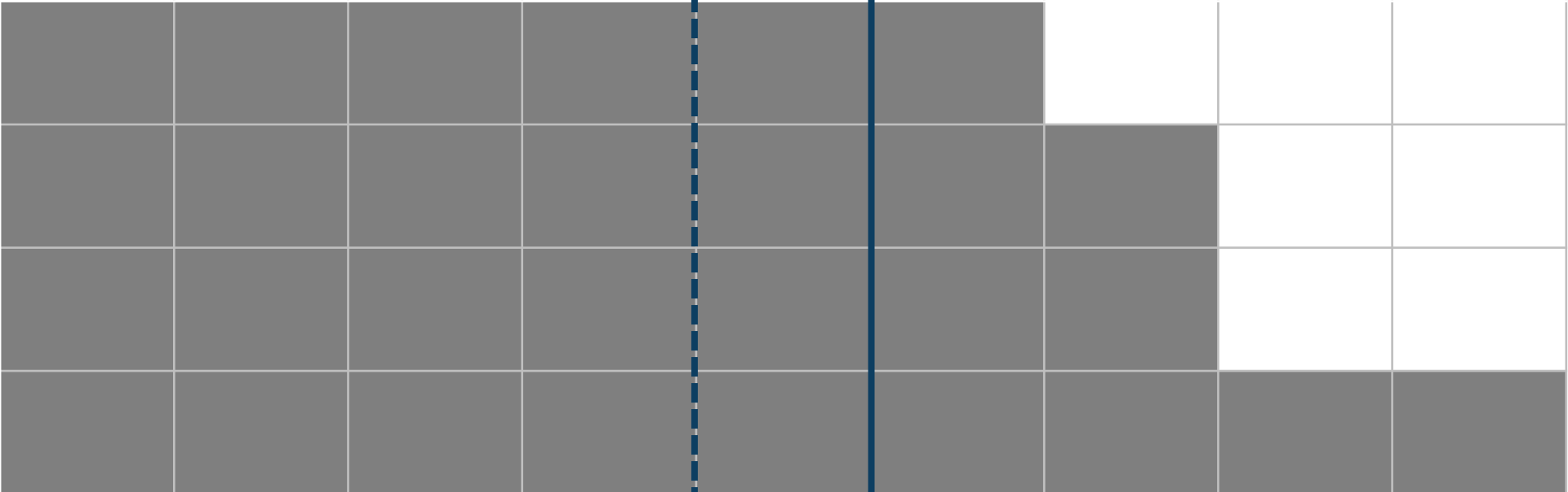
Potential height in
exchange for added
community benefits

Old Town:

Northfax:

**Kamp
Washington:**

**Fairfax
Circle:**



1

2

3

4

5

6

7

8

9

Stories



Density

Analysis Summary:

- Density is challenging to perceive & compare
- Applies to residential, not nonresidential
- Net vs. Gross Density
- Dwelling Unit vs. Bedroom
- Critical to connect density w/ community goals and balance w/ design controls

Preliminary Recommendations:

- Set baseline density for Activity Centers.
 - E.g.) 40 du/ac
- Incentivize increased density
 - E.g.) public space; land assembly; historic preservation
- Utilize design controls w/ density
 - E.g.) building frontage, design guidelines, design criteria, etc.

Community Benefits



Identified Community Benefits:

- 1. Green Buildings
- 2. Public Open Space
- 3. Sensitive Environments & Ecology
- 4. Enhanced Stormwater
- 5. Public Art
- 6. Transportation & Mobility
- 7. Unique Uses
- 8. Historic Preservation & Adaptive Reuse

| Community Benefit | Zoning Requirement | Incentive Zoning | Development Bonus |
|---|--------------------|------------------|-------------------|
| High-Performance Buildings | | ● | ○ |
| Public Open Space | ○ | ● | ● |
| Sensitive Environments, Ecology, & Native Plant Species | ○ | ● | ○ |
| Enhanced Stormwater | | ○ | ● |
| Public Art | ○ | ● | ○ |
| Transportation & Mobility | ● | ● | ○ |
| Unique Use | | ● | ○ |
| Historic Preservation & Adaptive Reuse | ○ | ● | ● |

- Feasible
- Most Suitable*

*based on identified strengths, advantages, & cost to developer

Zoning Framework

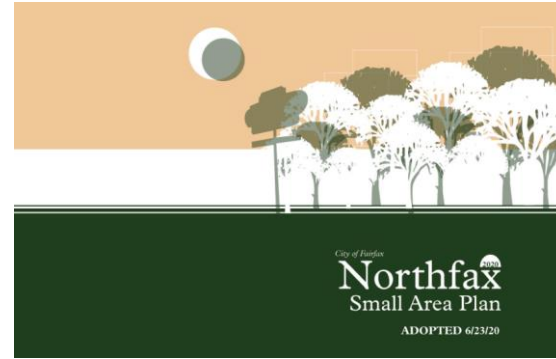
Preliminary Recommendations

Zoning Framework Evaluation

| Strategies | Commercial Urban | New Zoning District | Planned Development | Overlay | Design Guidelines | Performance Zoning | Development Patterns | Form-Based Zoning | Incentive Zoning |
|-------------------------|------------------|---------------------|---------------------|---------|-------------------|--------------------|----------------------|-------------------|------------------|
| Uses | ○ | ● | ● | | | ○ | | ● | |
| Frontage | | ● | ● | ○ | ● | ○ | ○ | ● | |
| Special Uses | ○ | ○ | ○ | | | ● | | | ● |
| Open Space | ○ | ● | ● | ○ | ● | ● | ○ | ● | ● |
| Tree Canopy | | ○ | ○ | ○ | ○ | ● | | | |
| Master Development Plan | ○ | ● | ● | ● | | | ○ | ○ | |
| Infill Development | ○ | ● | ● | ● | ● | ● | ○ | ○ | ● |
| Land Assembly | ○ | ○ | ○ | | | | ○ | ○ | ● |
| Parking | ○ | ○ | ○ | ○ | ○ | ● | ○ | ○ | ● |
| Building Height | ○ | ● | ● | ○ | ○ | ○ | ○ | ● | ● |
| Density | ○ | ● | ● | | | ○ | ○ | ○ | ● |
| Community Benefits | | ○ | ○ | | | ○ | | ○ | ● |

- Feasible
- Most Suitable*

*based on identified strengths
& advantages of zoning option



How to Provide Input:

City Project Manager

Paul Nabti, paul.nabti@fairfaxva.gov

Consultant Project Lead

Justin Wallace, jwallace@planningandlaw.com



Project Website:

www.engage.fairfaxva.gov

Topics

The background is a collage of various line-art sketches in white and light blue on a light blue background. The sketches depict different urban scenarios: a street with pedestrians and buildings, a park with trees and people, a residential street with a car and a cyclist, a playground with a swing set and children, a bus labeled 'CUE' with a person on a bicycle, and various other architectural and community scenes.

- 1. Desired Uses & Frontages**
- 2. Open Space & Trees**
- 3. Land Development**
- 4. Height, Density, & Community Benefits**
- 5. Zoning Framework**

Feedback & Break

- ❖ Fill out cards on table and submit anonymously
- ❖ A couple volunteers to share



Process Improvements Overview

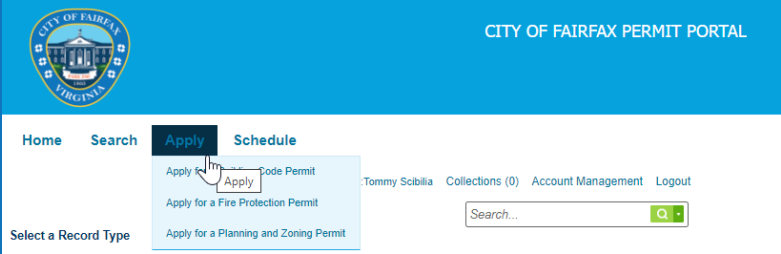
Tommy Scibilia, Development Review Ombudsman

- ❖ Permit Portal (ACA) Enhancements
- ❖ Inquiry Responses
- ❖ Longterm Projects
- ❖ Website Enhancements

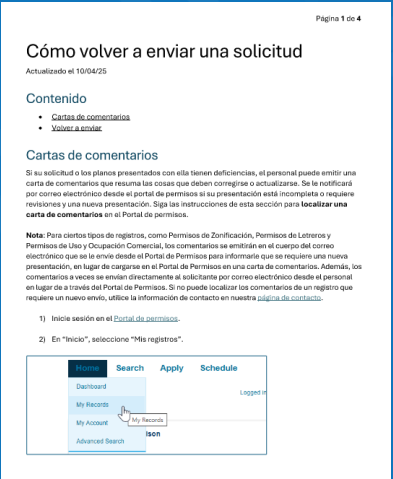
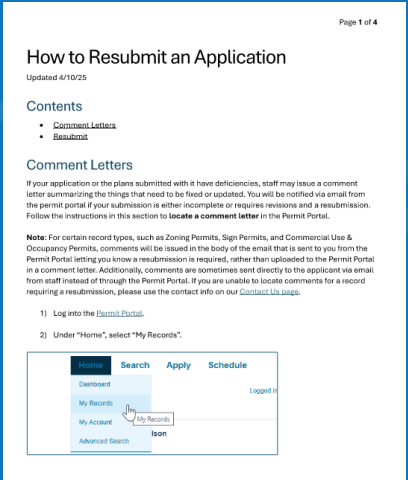
Process Improvements

Permit Portal (ACA) Enhancements

- ❖ Day-to-day improvements
- ❖ New record types
- ❖ User guides



| Accela | | | | | | |
|--|--------------|------|--------|------------------|--------------|----------|
| Overview List Board Timeline Dashboard Workload Calendar Workflow Messages Files Gantt | | | | | | |
| + Add task | | | | | | |
| Name | Department | Size | Status | Last modified on | Release Date | Due date |
| Gathering Requirements | | | | | | |
| ✓ FY26 code fees 3 | Code | S | Urgent | May 29 | | |
| ✓ Fee Groups - Code 1 | Code | M | | May 15 | | |
| ✓ Cannot result final inspection until trades are finalized 1 | Code | S | | May 15 | | |
| ✓ New Connection fee for Commercial Plumbing Records 3 | Public Works | L | Paused | Feb 6 | | |
| ✓ Expedited Plan Review 1 | City Manager | L | | Dec 23, 2024 | | |
| ✓ List of documents Accela is using from city website 1 | IT | S | | Jan 3 | | |
| Add task... | | | | | | |
| IT Ready | | | | | | |
| ✓ Separate Display for Mechanical and Gas Permits | Code | XS | | May 9 | | |
| ✓ SPR and FAL record types do not require contractor's license | Code | XS | | Feb 24 | | |
| ✓ CUO Approval Email Update 1 | Code | XS | | Feb 13 | | |
| ✓ Pre-Sheet Rock Inspection 1 | Code | XS | | Jan 9 | | |
| ✓ Tree Removal Permit - Auto Emails, Workflow, Required Info update 4 | CDP | M | | Jan 22 | | |
| ✓ Fixture Fee Invoice - PW Contact Info 3 | Public Works | XS | | Feb 7 | | |
| ✓ Property Owner Email Required 1 1 | City Manager | L | | Jan 3 | | |
| ✓ Limit address search field | City Manager | S | | Jan 23 | | |
| Add task... | | | | | | |
| IT Working | | | | | | |
| ✓ Ad-Hoc Reporting 5 | IT | | Urgent | Jun 3 | | |
| ✓ Property Owner, Business Owner, TBD updates, and LLCs | Code | S | | May 29 | | |



Process Improvements

Inquiry Responses

- ❖ Phone calls/emails
- ❖ Process questions
- ❖ Status updates
- ❖ Complaints
- ❖ Technical questions

| | Date | Name | Phone | Email | Question | Type | Staff Contacted | Resolved | Notes |
|-----|-----------|------|-------|-------|---|------|-----------------|-----------|--|
| 985 | 6/8/2025 | | | | Password reset | T | N/A | 6/9/2025 | Reset password |
| 986 | 6/10/2025 | | | | : Zoning review failed. Why? | PZ | N/A | 6/10/2025 | Email: A (I know) screening |
| 987 | 6/9/2025 | | | | : Can you change the contact to receive emails from the system to me instead of the engineer () and set the builder as a delegate ()? | T | Yaser Abbasi | 6/10/2025 | Email: A because |
| 988 | 6/10/2025 | | | | 10955 Fairfax Blvd Suite 110: Follow up on inquiry from 6/4/25. | PG | N/A | 6/11/2025 | Email: I |
| 989 | 6/11/2025 | | Staff | Staff | : Can they feasibly set up a second location in a prefab structure? | PG | N/A | 6/11/2025 | Email: C Would be site, would another freestanding |
| 990 | 6/11/2025 | | | | : Can I print out a site plan and bring it to the city to discuss with a planner? | PZ | N/A | 6/11/2025 | Phone: C |
| 991 | 6/11/2025 | | | | : Proposing additions that more than double the SF of house, but under 2500 SF disturbance. House Grading Plan needed? | PZ | N/A | 6/11/2025 | Phone: C work site footprint and if they know. |
| 992 | 6/11/2025 | | | | : ROW Permit status update. Left messages with PW inspectors and no answer yet. | CRP | Satoshi Eto | 6/11/2025 | Email: A |

Process Improvements

Longterm Projects

Completed since June 12, 2024:

- ❖ Preconstruction meeting scheduling
- ❖ RUP inspection automation
- ❖ Business license interdepartmental coordination
- ❖ How-to-apply Guides and flowcharts
- ❖ Development process flowcharts
- ❖ Business license flowchart and checklist
- ❖ In-home daycare flowcharts and checklists
- ❖ Permit review metrics

In progress:

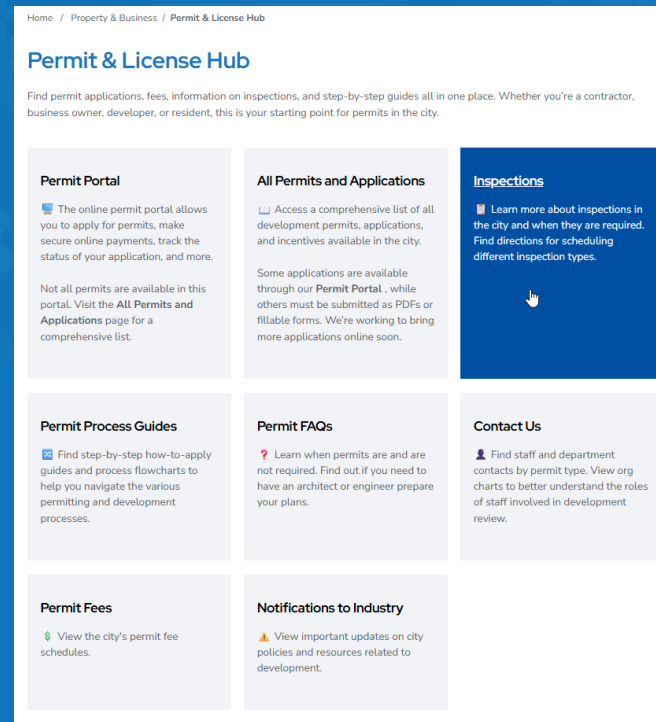
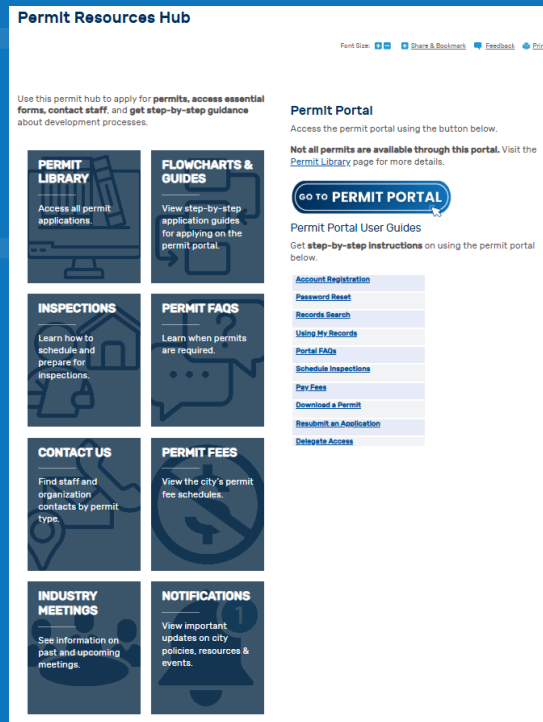
- ❖ Electronic plan review (site plan)
- ❖ Combined building and zoning permit record



Process Improvements

Website Improvements

❖ Permit Resources Hub → Permit & License Hub



Process Improvements

Permit & License Hub

❖ All Permits and Applications

Department Contacts

| | | | |
|---|---|---|--|
| City Clerk CityClerk@fairfaxva.gov 703-385-7935 | City Manager (Ombudsman) Tommy.Scibilia@fairfaxva.gov 571-546-5115 | Code Administration / Fire Marshal CodeAdministration@fairfaxva.gov 703-385-7830 | Community Development & Planning/Zoning Zoning@fairfaxva.gov 703-385-7930 |
| Economic Development Contact@fairfaxcityecondev.org 703-293-1631 | Fire Department FireSafety@fairfaxva.gov 703-385-7830 | IT GIS@fairfaxva.gov 703-246-6331 | Public Works PW-applications@fairfaxva.gov 703-385-7810 |
| Police (non-emergency) Police.Information@fairfaxva.gov 703-385-7924 | Revenue Revenue@fairfaxva.gov 703-385-7884 | Treasurer Treasurer@fairfaxva.gov 703-385-7900 | |

116 Result(s) Found

Accessibility Compliance Form +

Address Request Application +

Administrative Approval: Alternative Compliance -

Apply in Permit Portal >

Description: Propose alternate parking or landscaping that is not Zoning-compliant but meets the intent of the Zoning Ordinance.

Contact: [Planning/ Zoning](#)

Search

By Phrase or Keyword

Search

Process Improvements

Permit & License Hub

❖ Inspections

Other Inspection Types

The city requires other specific inspections. For more information, visit our [All Permits and Applications](#) webpage.

- Backflow Prevention
- Elevators
- Home Child Care
- Outdoor/Community Pools
- Rental Units

How To Request Inspections

Access step-by-step instructions for requesting different inspections during development and construction.

| Inspection Type | How To Request |
|------------------------------------|---|
| Building and Trade Permits | How To Schedule Building Permit Inspections (PDF, 100KB) |
| Preconstruction Meetings | How To Request a Preconstruction Meeting (PDF, 513KB) |
| Fire Prevention Code (FPC) Permits | Submit completed FPC-Application.pdf (PDF, 4MB) to CodeAdministration@fairfaxva.gov |
| Use Inspections | N/A. See above, part of the CU&O process. |
| Residential Use Permit (RUP) | How To Request RUP Inspections (PDF, 206KB) |
| Public Works Inspections | Contact PW-Inspectors@fairfaxva.gov |

Process Improvements

Permit & License Hub

❖ Permit Process Guides

Permits

Guides for the following permit types:

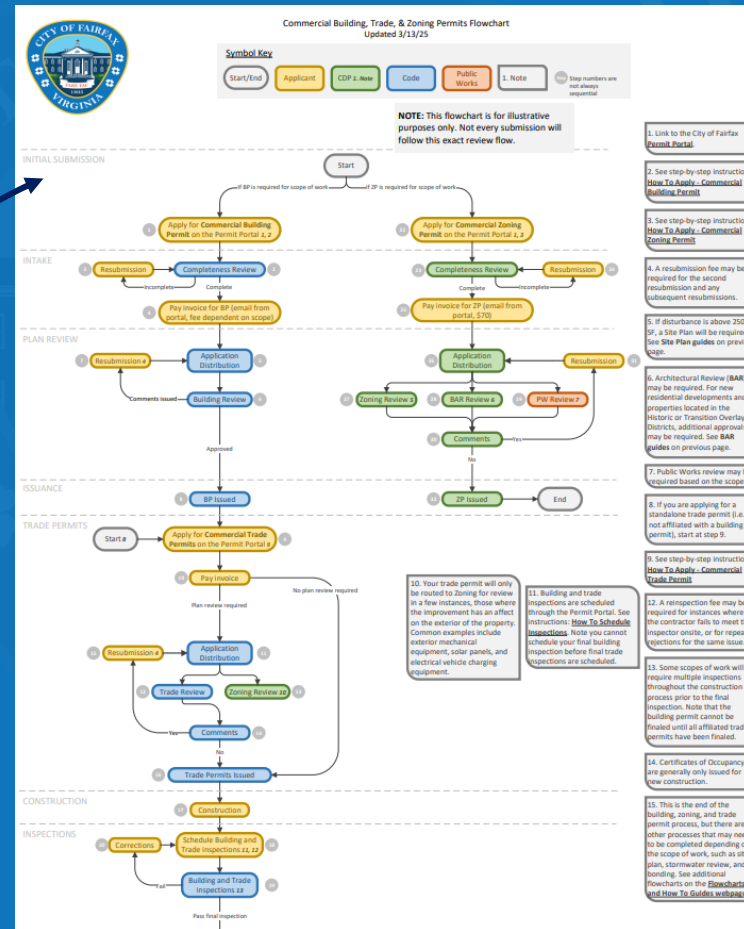
- [Building and trade](#)
- [Zoning](#)
- [Use](#)
- [Fire safety](#)
- [Tree removal](#)
- [Sign permits](#)

Building and Trade Permits

| Permit Type | Description | Process Flowchart | How To Apply |
|-------------------------------|---|---|----------------------|
| Building Permit - Commercial | Building permit for commercial structures or any structure 4 stories or greater in height. Includes demolition, new construction, additions, alterations, tenant fit-outs, and relocatable buildings. | View | View |
| Building Permit - Residential | Building permit for residential demolition, new construction, additions, alterations, and relocatable buildings. | View | View |
| Building Permit - Elevators | Building permits for installation of new elevators or modifications to existing elevators. | View Comm View Res | View |
| Trade Permit - Commercial | Electrical, gas, mechanical, or plumbing permit for commercial structures or any structure 4 stories or greater in height. | View | View |
| Trade Permit - Residential | Electrical, gas, mechanical, or plumbing permit for residential structures up to three stories. | View | View |

Need help? Contact [Code Administration](#):

- 703-385-7830
- CodeAdministration@fairfaxva.gov



How to Apply for a Commercial Building Permit

Updated 5/29/25

Contents

- [Apply](#)
- [Review Timeline](#)
- [Permit Issuance](#)

Apply

Follow the instructions below to apply for a commercial building permit ("BLDC...").

- 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.
- 3) Hover over "Apply" and click "Apply for a Building Code Permit".

Note: Be sure to "Allow" cookies when prompted.

Cómo solicitar un permiso de construcción comercial

Actualizado el 29/05/25

Contenido

- [Solicitar](#)
- [Plazo de revisión](#)
- [Emisión de permisos](#)

Solicitar

Siga las instrucciones a continuación para solicitar un permiso de construcción comercial ("BLDC...").

- 1) Si el contratista que presenta la solicitud aún no tiene una cuenta gratuita en nuestro Portal de Permisos, cree una haciendo clic en el enlace "Regístrese ahora" en la pantalla de inicio del portal.
- 2) Inicie sesión en el Portal de permisos.

Nota: Asegúrese de "Permitir ventanas emergentes" en este sitio web para que funcione correctamente.

- 3) Coloque el cursor sobre "Solicitar" y seleccione "Solicitar un permiso de construcción".

Apply Schedule

Apply for a Building Code Permit
Apply for a Fire Protection Permit
Apply for a Planning and Zoning Permit

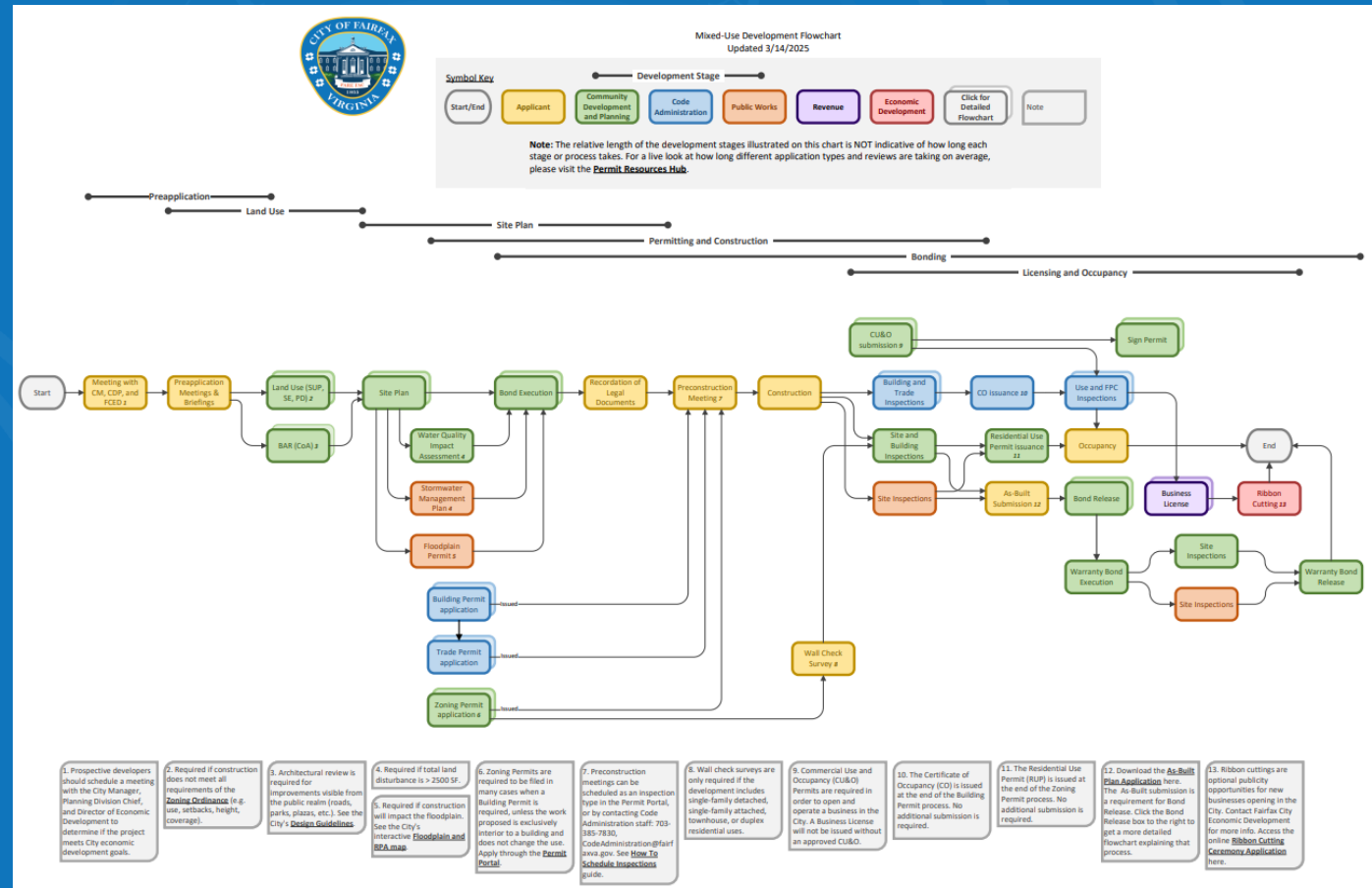
Tommy Scibilia Collections (0)

Search

Process Improvements

Permit & License Hub

❖ Permit Process Guides



Process Improvements

Permit & License Hub

❖ Permit Process Guides

Business License Checklist

If you have a printed copy of this checklist, access it online to open the various links below by visiting this URL: www.fairfaxva.gov/home/showdocument?id=25175

Please complete the items in the checklist below to obtain a Business License to operate in the City of Fairfax. All items under the same step number can be completed simultaneously. Please also view the [Business License Flowchart](#) that accompanies this checklist.

If you have questions, please contact the appropriate City department as identified below. Suite numbers indicate where in City Hall the respective Departments can be found. For general inquiries about the process, please contact the Development Review Ombudsperson: Tommy.Scibilia@fairfaxva.gov | 571-546-5115

| Step | Item | Instructions | Department | Suite # | Phone | Email |
|------|---|--------------|------------|---------|--------------|--|
| 1 | Apply for a Business License | | Revenue | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| 1 | Apply for a Commercial Use & Occupancy Permit or Minor Home Occupation Permit * | | Zoning | 207 | 703-385-7820 | Zoning@fairfaxva.gov |
| 1 | Apply for a Building Permit * | | Code | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 1 | Apply for Trade Permits * | | Code | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |

Lista de verificación de la licencia comercial

Si tiene una copia impresa de esta lista de verificación, acceda a ella en línea para abrir los diversos enlaces a continuación mediante esta URL: <http://www.fairfaxva.gov/home/showdocument?id=25175>

Complete los elementos de la lista de verificación a continuación para obtener una licencia comercial para operar en la ciudad de Fairfax. Todos los elementos con el mismo número de paso se pueden completar simultáneamente. Consulte también el [diagrama de flujo de la licencia comercial](#) que acompaña a esta lista de verificación.

Si tiene preguntas, comuníquese con el departamento de la ciudad correspondiente como se identifica a continuación. Los números de suite indican en qué parte de la alcaldía se pueden encontrar los respectivos departamentos. Para consultas generales sobre el proceso, comuníquese con el defensor del pueblo para la revisión del desarrollo: Tommy.Scibilia@fairfaxva.gov | 571-546-5115

| Paso | Artículo | Instrucciones | Departamento | N.º de suite | Teléfono | Correo electrónico |
|------|---|---------------|--------------|--------------|--------------|--|
| 1 | Solicitar una licencia comercial | | Ingresos | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| 1 | Solicitar un permiso de uso y ocupación comercial * o un permiso de menor ocupación de vivienda * | | Zonificación | 207 | 703-385-7820 | Zoning@fairfaxva.gov |
| 1 | Solicitar un permiso de construcción * | | Código | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 1 | Solicitar permisos comerciales * | | Código | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 1 | Solicitar un permiso de zonificación * | | Zonificación | 207 | 703-385-7820 | Zoning@fairfaxva.gov |
| 1 | Solicitar la aprobación de BAR * | | Zonificación | 207 | 703-385-7820 | Zoning@fairfaxva.gov |
| 2 | Pasar las inspecciones de construcción y comercio * | | Código | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 3 | Pasar la inspección del código de prevención de incendios (FPC) * | | Código | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 3 | Pasar la inspección de uso del jefe de bomberos * | | Código | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |

**** Recibir la licencia comercial y el permiso de uso y ocupación comercial ****

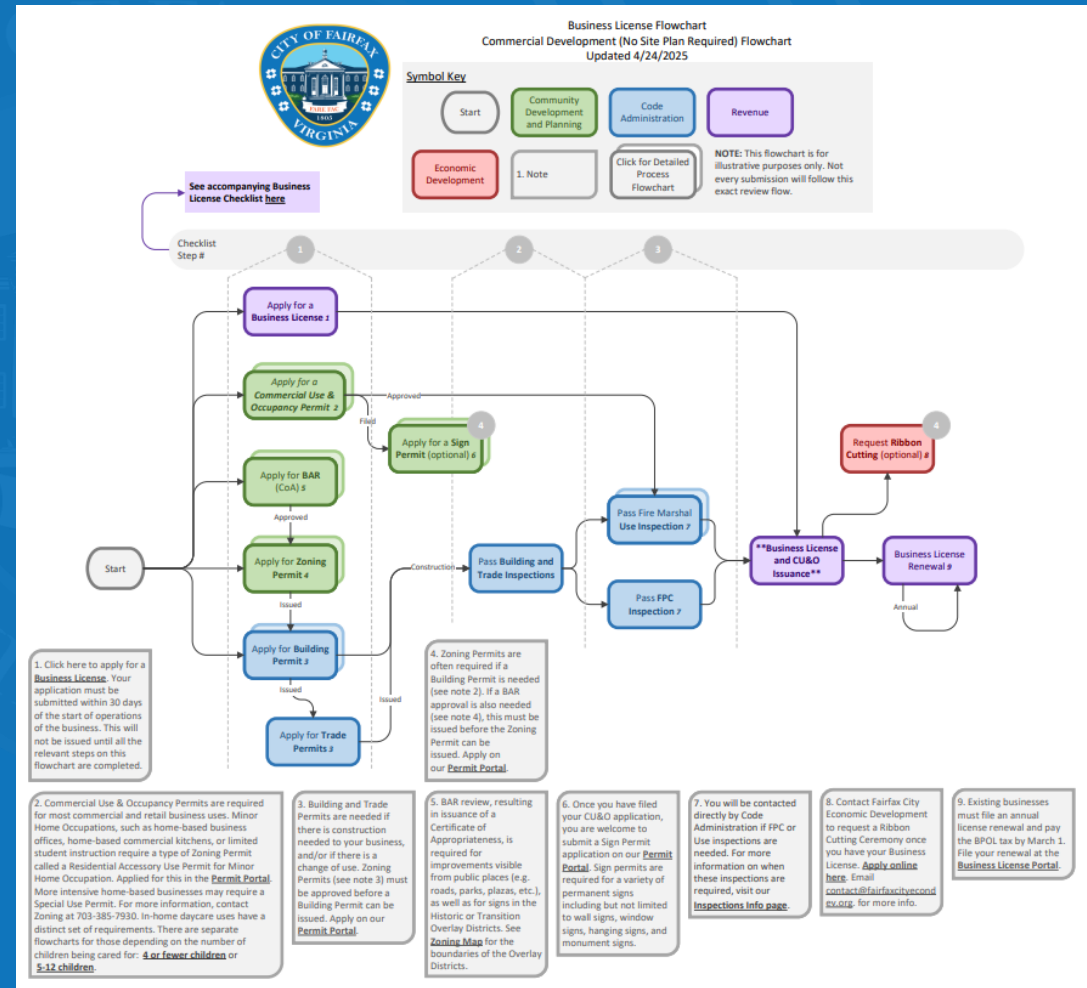
| | | | | | | |
|---|---|--|----------------------|-----------------|--------------|--|
| 4 | Solicitar un permiso de letrero (opcional) | | Zonificación | 207 | 703-385-7820 | Zoning@fairfaxva.gov |
| 4 | Solicitar un corte de cinta/inauguración (opcional) | | Desarrollo económico | 10300 Eaton Pl. | 703-293-1631 | Contact@fairfaxcityeconomy.org |

Notes:

A. La guía vinculada es para permisos de uso y ocupación comercial, que se requieren para la mayoría de los usos comerciales y minoristas. Las menores ocupaciones de viviendas, como las oficinas comerciales basadas en el hogar, producción en cocinas domésticas para ventas comerciales o instrucción limitada a estudiantes, requieren un tipo de permiso de zonificación llamado permiso de uso accesorio residencial para una menor ocupación de vivienda. Solicítelo en el [portal de servicios](#). Los negocios más intensivos basados en el hogar pueden requerir un permiso de uso especial. Póngase en contacto con el Departamento de Zonificación para obtener más información. Las guarderías en el hogar tienen un conjunto distinto de requisitos. Hay listas de verificación separadas según el número de niños que se cuiden: [1 niños o menos](#) o [de 5 a 12 niños](#).

Las notas continúan en la página siguiente.


Actualizado el 16/05/25



Process Improvements

Permit & License Hub

❖ Permit Process Guides



Family Daycare Home Checklist


For 4 or fewer children (aka Family Child Care Providers)

If you have a printed copy of this checklist, access it online to open the various links below by visiting this URL: <https://www.fairfaxva.gov/home/showdocument?id=25369>

Please complete the items in the checklist below to open an in-home childcare facility for up to 4 children in the City of Fairfax. All items under the same step number can be completed simultaneously. Please also view the [Family Daycare Home \(4 or Fewer Children\) Flowchart](#) that accompanies this checklist.

If you have questions, please contact the appropriate City department as identified below. Suite numbers indicate where in City Hall the respective Departments can be found.

| Step | Item | Instructions | Department | Suite # | Phone | Email |
|------|---|--------------|--------------------|------------|--------------|--|
| 1 | Apply for a Family Child Care Permit through Fairfax County * | | Fairfax County NCS | See note * | 703-324-8100 | nccapsa@fairfaxcounty.gov |
| 1 | Apply for a Business License | | Revenue | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| 1 | Apply for a Building and Zoning Permit * | | Code Admin | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 1 | Apply for Trade Permits * | | | | | |
| 2 | Pass Building and Trade Inspections | | | | | |
| 3 | Pass Fire Marshal Check | | | | | |
| 4 | Receive Family Child Care Permit (via mail) | | | | | |
| 4 | Receive Business License | | | | | |
| 5 | Request a Ribbon Cutting (optional) | | | | | |



Lista de verificación para la guardería familiar en el hogar

Para hasta 4 niños (también conocidos como proveedores de cuidado infantil familiar)

Complete los elementos de la lista de verificación a continuación para abrir un centro de cuidado infantil en el hogar para hasta 4 niños en la ciudad de Fairfax. Todos los artículos con el mismo número de paso se pueden completar simultáneamente. Consulte también el [diagrama de flujo del hogar familiar de cuidado infantil \(4 niños o menos\)](#) que acompaña a esta lista de verificación.

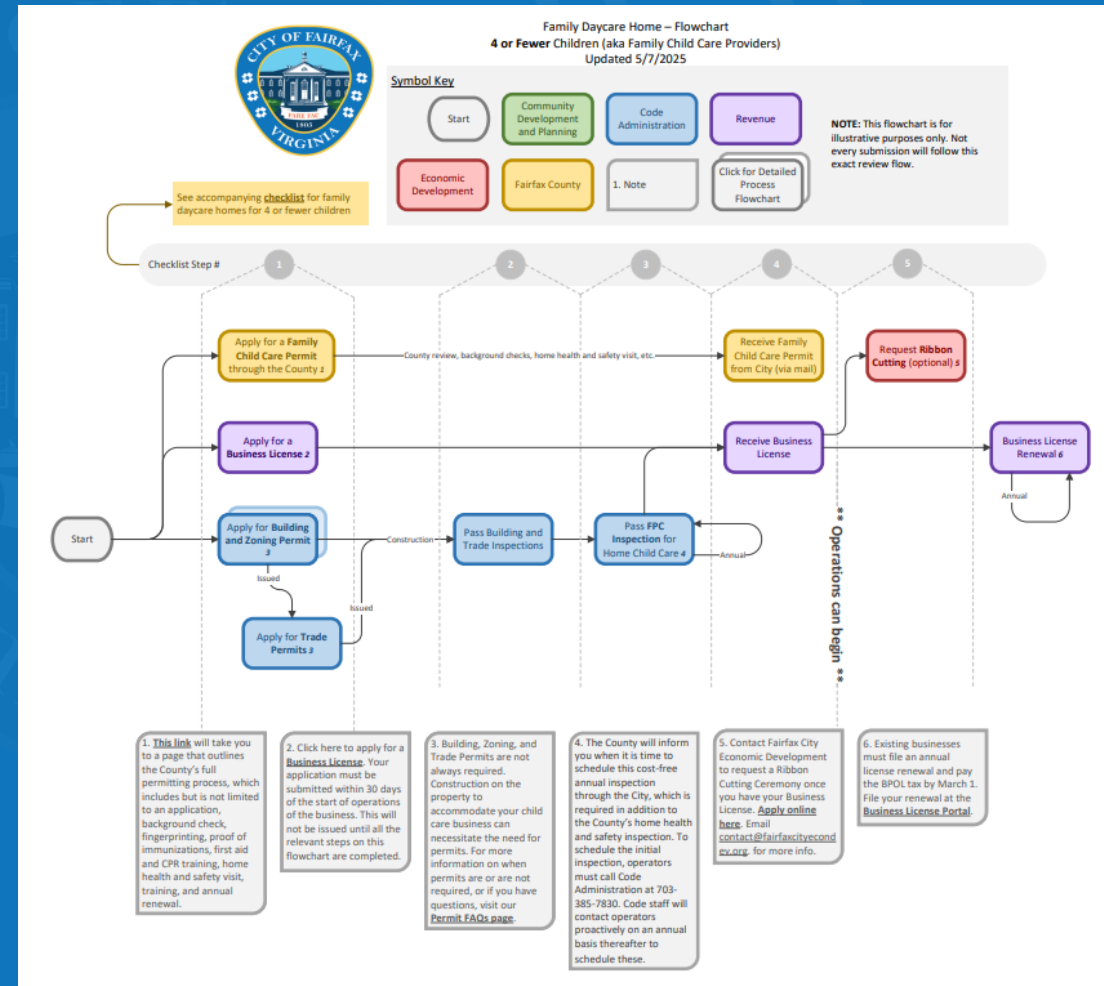
Si tiene preguntas, comuníquese con el departamento de la ciudad correspondiente como se identifica a continuación. Los números de suite indican en qué parte de la alcaldía se pueden encontrar los respectivos departamentos.

| Paso | Artículo | Instrucciones | Departamento | N.º de suite | Teléfono | Correo electrónico |
|---|---|---------------|----------------------------|-----------------|--------------|--|
| 1 | Solicitar un permiso de cuidado infantil familiar por medio del condado de Fairfax * | | NCS del condado de Fairfax | Vease la nota * | 703-324-8100 | nccapsa@fairfaxcounty.gov |
| 1 | Solicitar una licencia comercial | | Ingresos | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| 1 | Solicitar un permiso de construcción y zonificación * | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 1 | Solicitar permisos de comercio * | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 2 | Pasar las inspecciones de construcción y comercio * | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 3 | Pasar la inspección de cuidado infantil del jefe de bomberos * | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 4 | Recibir el permiso de cuidado infantil familiar de la ciudad de Fairfax (por correo) | Ver paso 1 | | | | |
| 4 | Recibir la licencia comercial | | Ingresos | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| ** Las operaciones ya pueden comenzar ** | | | | | | |
| 5 | Solicitar un corte de cinta/inauguración (opcional) | | Desarrollo económico | 10300 | 703-293-1631 | Contact@fairfaxcityecondev.org |

Notas:

- El enlace en este paso lo llevará a una página que describe el proceso completo de permisos del Condado, que incluye, entre otros, una solicitud, verificación de antecedentes, toma de huellas dactilares, prueba de vacunas, capacitación en primeros auxilios y CPR, visita de salud y seguridad en el hogar, capacitación y renovación anual.
- El permiso de cuidado infantil familiar es emitido por los Servicios Comunitarios del Condado de Fairfax, división de Programas y Servicios para la Primera Infancia. Están ubicados en el Edificio Pennington en 12011 Government Center Parkway, 8º piso Fairfax, VA 22035.

Las notas continúan en la página siguiente.



Process Improvements

Permit & License Hub

❖ Permit Process Guides

Family Daycare Home Checklist
For 5-12 children (aka Licensed Family Day Homes)

If you have a printed copy of this checklist, access it online to open the various links below by visiting this URL: <https://www.fairfaxva.gov/homechildcarechecklistdc-25311>

Please complete the items in the checklist below to open an in-home childcare facility for **5-12 children** in the City of Fairfax. All items under the same step number can be completed simultaneously. Please also view the [Family Daycare Home \(5-12 Children\) flowchart](#) that accompanies this checklist.

If you have questions, please contact the appropriate City department as identified below. Suite numbers indicate where in City Hall the respective Departments can be found.

| Step | Item | Instructions | Department | Suite # | Phone | Email |
|------|--|--------------|-----------------------|------------|--------------|--|
| 1 | Apply for a Special Use Permit | | Community Development | 207 | 703-385-7830 | Zoning@fairfaxva.gov |
| 2 | Receive approval of Special Use Permit ^A | See step 1 | | | | |
| 3 | Apply for a Virginia Family Day Home License ^B | | VDOE | See note C | 833-778-0204 | childcarelicensing@doe.virginia.gov |
| 3 | Apply for a Business License ^C | | | | | |
| 3 | Apply for a Building and Trade Permits ^D | | | | | |
| 3 | Apply for a Trade Permits ^E | | | | | |
| 4 | Pass Building and Trade Inspections | | | | | |
| 5 | Pass Fire Prevention Code Home Child Care ^F | | | | | |
| 6 | Receive Virginia Family Day Home License from the state | | | | | |
| 6 | Receive Business License Accessory Use Permit to Occupation ^G | | | | | |
| 7 | Request a Ribbon Cutting Ceremony ^H | | | | | |

Lista de verificación para la guardería familiar en el hogar
Para 5 a 12 niños (también conocidos como hogares de día familiares con licencia)

Si tiene una copia impresa de esta lista de verificación, acceda a ella en línea para abrir los siguientes enlaces mediante esta URL: <https://www.fairfaxva.gov/homechildcarechecklistdc-25311>

Complete los elementos de la siguiente lista de verificación para abrir un hogar de cuidado infantil familiar para de 5 a 12 niños en la ciudad de Fairfax. Todos los elementos con el mismo número de paso se pueden completar simultáneamente. Consulte también el [diagrama de flujo del hogar de cuidado infantil familiar](#) (5 a 12 niños) que acompaña a esta lista de verificación.

Si tiene preguntas, comuníquese con el departamento de la ciudad correspondiente como se identifica a continuación. Los números de suite indican en qué parte de la alcaldía se pueden encontrar los respectivos departamentos.

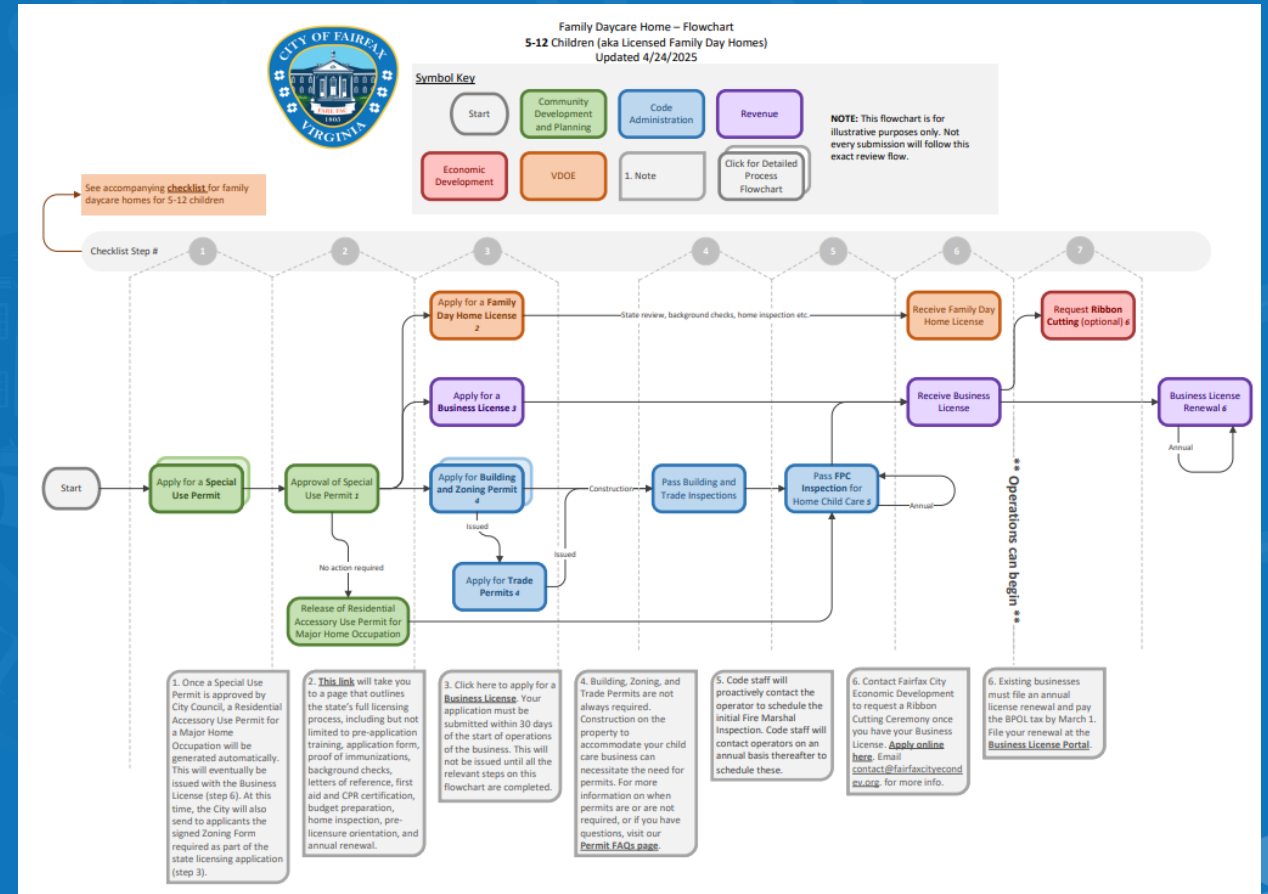
| Paso | Artículo | Instrucciones | Departamento | N.º de suite | Teléfono | Correo electrónico |
|------|---|--------------------|---------------------------|-----------------|--------------|--|
| 1 | Solicitar un permiso de uso especial | | Desarrollo comunitario | 207 | 703-385-7830 | Zoning@fairfaxva.gov |
| 2 | Recibir la aprobación del permiso de uso especial ^A | Ver paso 1 | | | | |
| 3 | Solicitar una licencia del hogar de día familiar de Virginia ^B | | VDOE | Véase la nota C | 833-778-0204 | childcarelicensing@doe.virginia.gov |
| 3 | Solicitar una licencia comercial ^C | | Ingresos | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| 3 | Solicitar un permiso de zonificación y construcción ^D | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 3 | Solicitar permisos de comercio ^E | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 4 | Pasar las inspecciones de construcción y comercio | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 5 | Pasar la inspección del código de prevención de incendios (FPC) para cuidados infantiles en el hogar ^F | | Administración de códigos | 208 | 703-385-7830 | CodeAdministration@fairfaxva.gov |
| 6 | Recibir la licencia del hogar de día familiar de Virginia del estado | Consulte el paso 4 | | | | |
| 6 | Recibir la licencia comercial y el permiso de uso accesorio residencial para la ocupación mayor de la vivienda ^G | | Ingresos | 224 | 703-385-2884 | Revenue@fairfaxva.gov |
| 7 | Solicitar un corte de cinta (opcional) | | Desarrollo económico | 1030B Eaton Pl | 703-293-1631 | Contact@fairfaxcityecondv.org |

**** Las operaciones ya pueden comenzar ****

Nota:
A. Una vez que el Concejo Municipal aprueba un permiso de uso especial, se generará automáticamente un permiso de uso accesorio residencial para una ocupación mayor de la vivienda. Eventualmente, se emitirá con la licencia comercial (paso 6). En este momento, la Ciudad también enviará a los solicitantes el [formulario de zonificación firmado](#) requerido como parte de la solicitud de licencia estatal (paso 3).

Las notas continúan en la página siguiente.

Actualizado el 16/05/25






Process Improvements

Permit & License Hub

❖ Permit FAQs

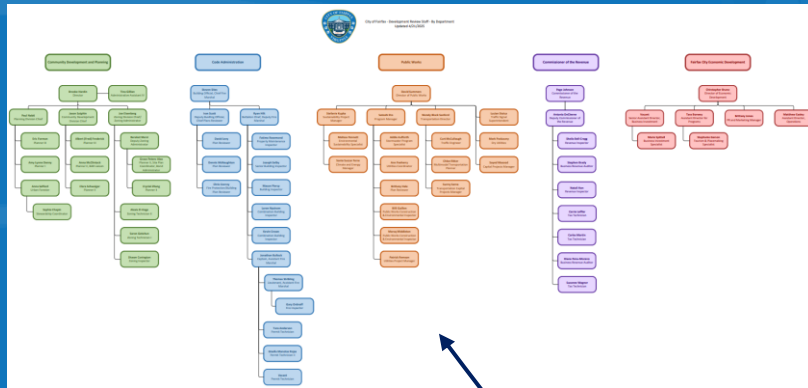
Permit FAQ

Font Size:                    

Process Improvements

Permit & License Hub

❖ Contact Us



Specific Inquiries

Building, Trade, and Fire permits

Office of Code Administration / Fire Marshal

- Email: CodeAdministration@fairfaxva.gov
- Phone: 703-385-7830

Zoning Permits, Use Permits, Site Plans, Subdivisions, Land Use Cases, Architectural Review

Department of Community Development and Planning

- Email: Zoning@fairfaxva.gov
- Phone: 703-385-7930

Business Licenses

Office of the Commissioner of the Revenue

- Email: Revenue@fairfaxva.gov
- Phone: 703-385-7884

Grant Opportunities for Businesses

Fairfax City Economic Development

- Email: Contact@FairfaxCityEconDev.org
- Phone: 703-293-1631

Stormwater, Utilities, and Public Infrastructure

Department of Public Works

- Email: PW-Applications@fairfaxva.gov
- Phone: 703-385-7810

Org Charts

- [By Department](#)
- [By Role](#)



Process Improvements

Permit & License Hub


❖ Permit Fees

Permit Fees

Easily access information about permit fees for various applications related to Planning and Zoning and Code Administration.

Select the appropriate category below for details.


Planning and Zoning Application Fees

 [View Application Fees for Planning & Zoning \(PDF, 168KB\)](#) >

Planning and Zoning fees include:

- Zoning Permits
- Sign Permits
- Tree Removal Permits
- Site Plans
- Land Use applications (special exceptions, special use permits, planned developments, rezonings)
- BAR/Certificates of Appropriateness

Building Permit Fees

 [View Application Fees for Code Administration \(PDF, 108KB\)](#) >

Code Administration fees include:

- Building Permits
- Trade Permits (electrical, gas, mechanical, plumbing)
- Fire Protection Permits (fire alarm, fire sprinkler, alternative fire extinguishing system)
- Fire Prevention Code (FPC) Permits
- Inspections

Process Improvements

Permit & License Hub

❖ Notifications to Industry

Notifications to Industry

Notifications to Industry provide updates on:

New or revised building and land development procedures

Changes to codes, policies, or permitting requirements in the City of Fairfax

To receive notifications:

Visit the city's [Stay Connected! Subscriber Page](#)

Select the email subscription type

Enter your preferred email address

Click on the notifications to industry subscription topic

For information on industry meetings:

Registration for the 2025 Development Industry Meeting has opened!

[Register today! >](#)

Published Notifications to Industry

- April 16, 2025
 - [House Grading Plan Package Updates](#) (PDF, 161KB)
- March 17, 2025
 - [Permit Resources Hub](#) (PDF, 141KB)

Process Improvements

Permit & License Hub

❖ Industry Meetings

The City hosts an annual Development Industry Meeting, where those involved in development in the City are invited to gather, meet staff, learn about updated policies and procedures, and provide valuable feedback on how the process is or is not working.

See information on the upcoming industry meeting and past industry meetings below. For questions, please contact the Development Review Ombudsperson:

Tommy Scibilia, AICP | Tommy.Scibilia@fairfaxva.gov | 571-546-5115

2025 Development Industry Meeting

June 13, 2025
9-11AM, Doors open 8:30AM

Stacy C. Sherwood Center
3740 Blenheim Boulevard
Fairfax, VA 22030

[Register here](#)

Meeting Materials:

- [Save the Date](#)
- [Agenda](#)

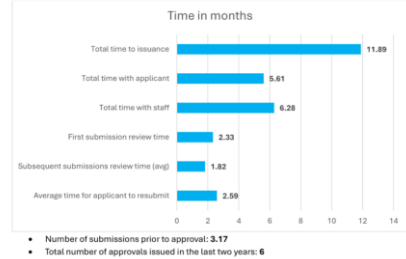


Process Improvements

Permit & License Hub

❖ Permit Review Metrics (NEW)

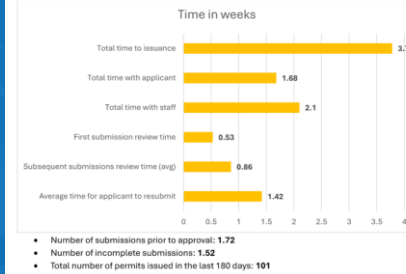
Major site plan



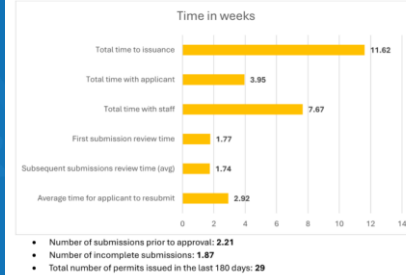
Minor site plan



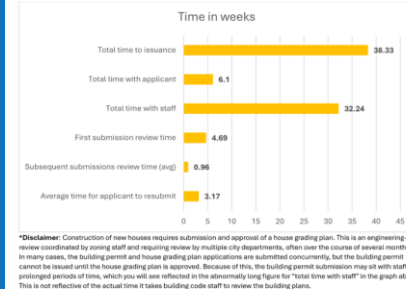
Residential alteration



Residential addition



Residential new*



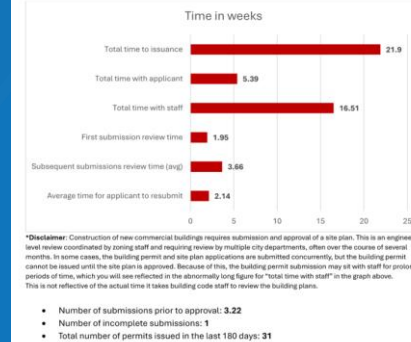
Commercial alteration



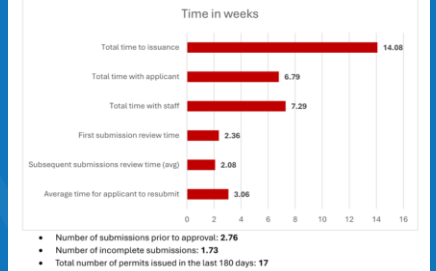
Commercial addition



Commercial new*



Commercial tenant build-out



Questions?



Thank you for attending the **2025 Development Industry Meeting**

Special thanks to Fairfax City Economic Development for providing swag for this year's event.



Presenters

Code Administration

- ❖ Steven Sites, Building Official and Chief Fire Marshal
Steven.Sites@fairfaxva.gov | 703-385-7847

Community Development and Planning

- ❖ Jason Sutphin, Community Development Division Chief
Jason.Sutphin@fairfaxva.gov | 703-293-7155
- ❖ Bereket Merzi, Deputy Zoning Administrator
Bereket.Merzi@fairfaxva.gov | 703-293-7130
- ❖ Paul Nabti, Planning Division Chief
Paul.Nabti@fairfaxva.gov | 703-385-7934
- ❖ Anna Safford, Urban Forester
Anna.Safford@fairfaxva.gov | 703-385-2026

Public Works

- ❖ Satoshi Eto, Public Works Program Manager
Satoshi.Eto@fairfaxva.gov | 703-273-6073
- ❖ Chloe Ritter, Multimodal Transportation Planner
Chloe.Ritter@fairfaxva.gov | 703-273-5652
- ❖ Stefanie Kupka, Sustainability Program Manager
Stefanie.Kupka@fairfaxva.gov | 703-385-7816

Real Estate

- ❖ Christine Johnston, Director of Real Estate
Christine.Johnston@fairfaxva.gov | 703-385-7844

Fairfax City Economic Development

- ❖ Tara Borwey, Assistant Director for Programs
Tara.Borwey@fairfaxcityecondev.org | 571-229-6912

Ombudsperson

- ❖ Tommy Scibilia, Development Review Ombudsman
Tommy.Scibilia@fairfaxva.gov | 571-546-5115