



# Getting A Commercial/Industrial Building Permit in Fauquier County

Division of Zoning & Development Services  
Department of Community Development, Fauquier County  
29 Ashby Street, Suite 310, Warrenton, VA 20186

Phone: 540-422-8230  
Fax: 540-422-8231  
Office Hours: M-F 8AM to 4:30PM

## SITE PLAN REQUIREMENTS

Before a building or zoning permit can be approved, site plan approval is typically required. A site plan is a detailed plan which depicts the location of improvements on a parcel of land and also provides information demonstrating compliance with zoning and other technical requirements of County and State codes and ordinances. A Site Plan is required to be approved for any use for which an "X" appears in the "Site Plan" column in [Part 3 of Article 3 of the Zoning Ordinance](#), and is required to be approved before any Zoning or Building Permit may be approved for the use and before the use may commence.

### Do I need a site plan before getting a building permit to repair or do interior modifications to an existing structure?

A site plan is not required to repair an existing structure unless the repair relates to a change in use or an intensification of an existing use. If there is a change or intensification of use, a site plan is required, but with no exterior construction proposed, it is likely that the site plan requirement can be met through a site plan waiver, a simple administrative process. See Zoning staff for details.

### My building footprint is different from what was shown on my approved site plan, and I need to add a storage shed to the property; does this require new site plan approval before I can get my building permit?

You likely do not need a new site plan; however, you may need a site plan **amendment** or site plan **revision**, before a building permit is issued. The scope and nature of the proposed changes will determine what type of additional site plan approval would be required. Zoning staff reviews building and zoning permit applications for compliance with approved site plans, so if your building has changes, it is always a good idea to consult Zoning staff in advance of submitting a building permit, in order to avoid unnecessary delays.

### Other documents produced by Zoning, Permitting & Inspections which you may find useful:

Special Inspection Requirements Information and Forms

Third Party Inspections Policy and Forms

Site Plan Process Brochure

Sign Application

All publications and forms can be found on the Community Development pages of the County's web site:

[www.fauquiercounty.gov](http://www.fauquiercounty.gov)

### Construction & Demolition Recycling Facility

Construction debris cannot be disposed on site and must be buried/recycled only in an authorized landfill. Information regarding landfills may be obtained by contacting the Fauquier County Environmental Services at 540-422-8840.

### Important Contact Numbers:

<b>Building</b> (Permits, Inspections, Plan Review) .....	540-422-8230
<b>Zoning</b> .....	540-422-8220
<b>Environmental</b> (Land Disturbing Permits) .....	540-422-8240
<b>Records Room</b> (Deeds, Plats) .....	540-422-8100
<b>Health Department</b> .....	540-347-6363
<b>Fauquier County Water &amp; Sanitation Authority</b> . . . .	540-349-2092
<b>Town of Warrenton Public Utilities</b> .....	540-347-6574
<b>Town of Remington Public Utilities</b> .....	540-439-3220
<b>Town of Remington Zoning</b> .....	540-439-3220
<b>Town of The Plains Zoning</b> .....	540- 364-4945
<b>Virginia Department of Transportation</b> .....	540-829-7500
<b>Miss Utility</b> .....	811 or 1-800-522-7001 or 1-800-257-7777

A Building Permit is required for most new construction or alterations to buildings, as well as for most electrical, plumbing or mechanical work. The permit process is intended to assure that all construction occurs in conformance with code requirements, protecting your health, safety and welfare, and that of the broader community. All jurisdictions in Virginia utilize the same regulations, the Uniform Statewide Building Code (USBC).

Depending on the type of construction project, drawings and additional forms and permits may be required as part of the Building Permit application process. This document is intended to assist the applicant in understanding the permit process and the requirements. Please call Zoning, Permitting and Inspections if you have any questions about the process or requirements.

**Step 1: Applicant submits complete Building/Zoning Permit application to Zoning Permitting and Inspections.** Since a Zoning Permit is required to be issued prior to approval of most Building Permits, the County has combined the application form for Building Permits and Zoning Permits so that applicants must only fill out a single application. Use the checklist provided in this document to assist you in submitting a complete application. Applications will not be processed unless complete.

**Step 2: County reviews and approves the Building/Zoning Permits.** The application is routed to both Building and Zoning staff for concurrent review. Building plans are reviewed by the Building staff in the order in which they are received. The Department's goal is to complete this review within three weeks of submission, but the actual time-frame for this initial review will vary depending on the volume of permit applications in the review queue. Zoning staff will independently review the Zoning Permit portion of the application while the plans are being reviewed, and you will be contacted by staff to resolve any zoning issues so that the Zoning Permit is ready to issue when the building plan review is completed. If no code issues are identified with the building plans, the permit will be processed for issuance and you will be contacted. If the plan review identifies code issues on the plan, Building staff will contact you so that you can pick up the plans and make required changes for resubmission and re-review. The review period for re-submitted plans is typically shorter than the original review. Once the resubmitted plans are reviewed and found adequate, the permit is then processed for issuance. You or the agent designated on your Permit application will be contacted when the permit is ready to issue, and the permit will be issued when all required fees are paid. Along with the actual Building Permit that is issued, you will receive a copy of plans stamped approved by the County.

**Step 3: Construction.** You may begin your project once the permits are issued. A placard is provided to you with your approved permit and this placard must be posted on the property in a location readable from a public street while construction is ongoing. During construction, inspections are required at specific points in the project, and the approved set of plans provided to you with the Permit must be kept on the site for reference during inspections. The inspections must be performed by the County Building Inspectors or by a County-approved third-party inspector. You or your contractor are responsible for requesting inspections at the required points in the construction process; this is done by calling the Building office to schedule an inspection. A list of required inspections and information about the Third-Party Inspections policy is provided to all applicants at the time a permit is issued.

**Step 4: Final Inspection and Occupancy.** A final inspection of the project by the Building office is always required before use or occupancy. In addition, before a new building (and some renovations or additions) can be utilized an Occupancy Permit is required to be issued. All projects where Health Department or Service Authority permits were required will require inspection and approval by those agencies prior to the Building office issuing a Certificate of Occupancy. You must contact those agencies separately for inspection. It is critical that you complete this final step in the process or you will be occupying the building illegally.

**Questions about the process or requirements?  
Please call the Building Office for assistance at 540-422-8230**

## Checklist of Required Submission Materials:

The materials required depend on the type of project. Utilize this checklist to ensure you have all the required forms and supplemental materials for a complete Building Permit application.

**Building/Zoning Permit Application.** Most projects require a Zoning Permit as well as a Building Permit. To simplify the process, one form is utilized to apply for both permits. The Zoning Permit will be reviewed to assure compliance with Zoning regulations (set backs, height, use, etc.). If your property is located in the Town of Remington or The Plains, these towns have their own Zoning Ordinance and issue their own Zoning Permits. Instead of applying for the County Zoning Permit with your building permit, you must submit a copy of an approved Zoning Permit from the Town with your Building Permit application.

**Site Plan** Most non-residential development requires approval of a Site Plan prior to approval of building permits. A copy of your Site Plan approval (letter or permit) must be included with your Building Permit submission. It is not necessary to include a copy of the site plan itself as the Building Staff will receive a copy of the approved plans from Zoning Staff when a major site plan is approved.

**Plat.** A site layout showing the location of the proposed construction on the lot, to scale, must be provided in all cases where a site plan is not available to show the layout. The drawing must show existing structures and must also show the distance between the proposed new structure and all property lines, easements, right-of-ways, and floodplains. If a new entrance is being created with the construction, the specific location of the proposed driveway and entrance must also be shown. Note: A plat is NOT required for interior renovations.

**Commercial Worksheet.** This supplemental form must be provided with every permit application except those for electrical, plumbing or mechanical work only. It provides detailed information on the proposed construction.

**Accessibility Compliance Form.** This supplemental form must be provided with every permit application that involves alterations/renovations to existing structures. The information provided by the applicant on the form is utilized by the Building Staff to determine compliance with accessibility regulations.

**Soils Policy/Form.** This form is required for all permit applications where footings, foundation walls and/or concrete slabs are affected by proposed construction. The form is utilized to document whether the property has shrink swell soils and for declaring the applicant's approach to designing for such soils, consistent with the Virginia Construction Code.

**Asbestos Certification.** This form is required to be submitted with a building permit for construction that involves an addition, repair, renovation or demolition and is used to determine necessary asbestos abatement actions. See the Asbestos Certification form for more details on asbestos certification.

**Contractor Identification Sheet.** This form identifies all contractors who will be working on the project and it must be submitted with every Building Permit application. If you have not decided who your contractor will be at the time you submit your building permit, you may state "to be determined" on the form and provide the details about contractors when the Building Permit is issued. No inspections will be performed until the Contractor Identification Form is completed.

**Business License Exemption Form.** If any contractor listed on the Contractor Identification sheet does not have a Fauquier County business license, this Exemption form must be completed and submitted for that Contractor. Please see the Contractor's Business License Exemption Form for details.

**Well and Septic or Public Water and Sewer Permits.** In certain cases, a Well and/or Septic permit from the Health Department or a public Sewer and/or Water permit is required to be submitted with a building permit application. Contact information for the Health Department and the sewer and water authorities located in the County are listed on the back page of this document for your information.

If you are in an area served by public water and/or sewer, you must submit a copy of an approved permit from the Water or Sewer Authority with your Building Permit Application.

If you are building in an area not served by public water or sewer, you must submit a copy of an approved Water & Sewer permit from the Health Department.

**Health Department Approval for Food Service.** An approval letter from the Health Department shall be submitted with any building permit application where food service or restaurant facilities are proposed as part of the construction.

**Virginia Department of Transportation (VDOT) Entrance Permit.** An approved VDOT private entrance permit must be submitted with the Building Permit application when a new entrance is being created or changes to an existing entrance are proposed in conjunction with the project. Contact the VDOT office for forms and approval process (540-829-7500).

**Building Plans. Two sets of Building Plans are required.** The plans must include specifications of sufficient clarity and dimensional detail to show the nature and character of the work to be performed. Such plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared, or, if exempt under the provisions of state law, shall include the name, address, occupation and phone number of the person who prepared them. Please note that the Building Official may require that plans be sealed even if exempt under State Law (Section 54.37.1, Code of Virginia). One set of plans will be returned to you stamped approved when the permit is issued, and these plans must be kept on the site of the project.

### **Additional Requirements Under Specific Circumstances:**

For any project requiring Special Inspections by section 1704 of the Virginia Construction Code, the permit application shall include a statement of special inspections prepared by the registered design professional in charge. This statement shall include a complete list of materials and work requiring Special Inspections, a list of Special Inspections to be performed, and a list of the individuals, approved agencies or firms intended to be retained for such inspections. Please see the Special Inspections hand-out for more information.

For projects subject to either the Fair Housing or Americans with Disabilities Act, plans and specifications shall be provided showing compliance with such act.

For construction including structural work, details and specifications of all structural work, including computations, stress diagrams and other essential technical data shall be provided.

Where construction includes mechanical, electrical or plumbing systems, adequate details and specifications of the mechanical, electrical and plumbing systems must be included.

Plans for buildings more than two stories in height shall indicate where floor penetrations will be made for pipes, wires, conduits, etc. The plans shall show the material and methods for protecting such openings so as to maintain the structural integrity, fire-resistance ratings, and fire stopping/smoke stopping affected by such penetrations.

For construction of certain critical buildings, a soils report may be required.

**Fees.** Fees are payable by exact cash, credit card or check—starter checks will NOT be accepted. Credit cards accepted in person only are Visa, MasterCard & Discover. A convenience fee of 2.5% will be added to all credit card transactions. Checks should be made payable to: *Treasurer, Fauquier County.*

The \$75 Zoning Permit fee and minimum Building Permit fees must be submitted with the Building/Zoning Permit application. For projects with site plan approval, there is no fee for the Zoning Permit.

The remaining Building Permit fees will be due upon issuance of the Building Permit. See Building Office Fee Schedule for details about building permit fees.

Building code questions? Go to [VBCOA.ORG](http://VBCOA.ORG) and choose "Resources" Next, choose "Codes" from the drop down list and click on link. Scroll down to find the correct code link to follow.