

## Frequently Asked Questions

### Do I have to hire a contractor to do certain work, or can I, as the homeowner, pull all permits?

You may pull your own permit so long as you meet all of the criteria outlined in the DPOR Contractor's regulations. The primary requirements are that: 1) you are doing work on your own home; 2) the home is your primary residence where you live; and 3) you have not pulled permits for any other property within the past 24 months. For exceptions to these limitations see the Code of Virginia, Section 54.1-1101, Exemptions.

### My permit was issued by the County, the work is half done and I've decided to make a few changes to my project. Do I have to get a new Permit?

You need to amend your permit whenever you deviate from the approved plans. The amendment needs to be applied for and approved prior to making the changes to your project. In some cases, your changes may need to have Zoning approval as well as Building review and approval. Remember that if you proceed with a change from the approved plans prior to approval of an amendment you run the risk of having to remove everything you have installed, creating significant increases in costs and time delays.

### I'm building a house, a garage and a garden gazebo. Can I get one permit for all of my projects?

Each structure requires its own building permit. This will benefit you in the end because you can get a final inspection and certificate of occupancy on each structure separately as you finish it, allowing you to utilize them while you complete work on other structures.

### This project is taking much longer than I anticipated. Do I have to worry about my permit expiring?

Your permit is valid for six months from the date of issuance or six months from the date of your last inspection, whichever is later. If you do not begin construction within six months or stop work for six months, both your Building and Zoning permit will expire. If you need more time, you can submit a request for renewal of your permit to the Building Official summarizing the progress on the project and the reasons for delay. There is a permit extension fee.

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

Fee Schedule  
Deck Details  
Basement Details  
Required Inspections  
Building Trades Permit  
Required Inspections for Pools  
Special Inspections Policy  
Accessory Structures Exempt From Permits  
Home Occupations Brochure  
Accessory Dwelling Unit Brochure

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 Fauquier County Environmental Services 540-422-8840.

#### Important Contact Numbers:

**Building** (Permits, Inspections, Plan Review) ..... 540-422-8230  
**Zoning** ..... 540-422-8220  
**Environmental** (Land Disturbing Permits) ..... 540-422-8240  
**Records Room** (Deeds, Plats) ..... 540-422-8110  
**Health Department** ..... 540-347-6363  
**Fauquier County Water & Sanitation Authority** .... 540-349-2092  
**Town of Warrenton Public Utilities** ..... 540-347-6574  
**Town of Remington Public Utilities** ..... 540-439-3220  
**Town of Remington Zoning** ..... 540-439-3220  
**Town of The Plains Zoning** ..... 540-364-4945  
**Virginia Department of Transportation** ..... 540-829-7500  
**Miss Utility** ..... 811 or 1-800-522-7001 or 1-800-257-7777



## Getting A Residential Building Permit in Fauquier County

Division of Zoning and 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

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 and Development Services if you have any questions about the process or requirements.

**Step 1: Applicant submits complete Building/Zoning Permit application to Zoning and Development Services.** 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 any 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.

**Deed.** If the property has recently transferred ownership in the last several months and the new owner is not reflected yet in Real Estate records, a copy of the deed is required with submission. If you do not have a copy of the recorded deed, you can get a copy from the Records Room located on the first floor 29 Ashby Street (540-422-8110).

**Plat.** The proposed construction must be drawn on a House Location Survey or on a recorded Subdivision or Boundary Survey plat. 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 driveway or entrance are being created with the construction, the location of the proposed driveway and entrance must also be shown. Every attempt should be made to draw the proposed construction to scale. Where construction is shown very close to setback lines, staff may require the drawing be to scale in order to confirm compliance with all requirements. A House Location Survey is often provided to you when you purchase your home. If you do not have a House Location Survey and need a copy of the recorded plat, you can get a copy from the Records Room located on the first floor 29 Ashby Street (540-422-8110). A plat is NOT required for interior renovations.

**Building Plans.** Two sets of Building Plans are required drawn at no less than 1/4" scale. The plans must include specifications sufficient to show the nature and character of the work to be performed, including footing/foundations, framing components, floor plan, insulation, elevations and storage tanks. See Residential submission checklist for further plan requirements. To assist applicants, typical details for Decks and Finished Basements are available from the Building office. One set of plans will be returned to you stamped approved when the permit is issued; these plans must be kept on the site of the project.

### Special Requirements:

For in-ground swimming pools, an original wet seal, date and signature from engineer must be on one set of the submitted plans.

For finished basements, accessory efficiency apartments, family dwelling units, and projects which change the number or locations of bedrooms, an extra set of floor plans showing the existing and proposed layout must be provided for Zoning review.

For new construction, an extra set of elevations to scale demonstrating compliance with the height limits of the Zoning Ordinance is required (height limit is 35 feet in residential and rural zones). Height is measured from the average finished grade of the land around the building to the top of the roof, or mid-point of the roof for sloped roofs.

**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.

**Land Disturbing Permit.** (Pink Form) A land disturbing permit is required before a building permit can be issued if construction will disturb more than 10,000 square feet of land, including the area disturbed for driveways, drainfields, etc. Fill out the **Land Disturbing Permit-Single Family Residence** application to determine whether this permit is required and whether you are eligible to utilize an "Agreement in Lieu of a Plan" or need to submit a specific "Erosion and Sediment Control Plan". If you need to submit a specific "Erosion and Sediment Control Plan" you must apply separately for a Land Disturbing Permit from the Environmental Division of Community Development. Please note that these forms MUST BE SIGNED BY THE OWNER. If you have questions about requirements related to land disturbing, call the Environmental Division at 540-422-8240.

### ~ Tips on Completing the Forms ~

- Application must be made in the name of all property owners listed on deed (i.e. both husband and wife)
- Application must be filled out in ink. All required attachments and drawings must be in ink.
- All questions on the application form must be answered, including the questions on the back of forms.

**Health Department Verification Form or Public Water and Sewer Permits.** In most cases, the Health Department Verification form is required to be submitted with a building permit application. Applications will be accepted without verification form, however must be provided before issuance of the permit will take place. If your building a new home serviced by public water/sewer, a copy of the appropriate water and/or sewer tap permits. 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 building a new home 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 a new home in an area not served by public water or sewer, you must submit a copy of the Health Department Construction Permit.

If your project is increasing the number of bedrooms in your home and you have a septic system, you must submit the Health Department Verification Form completed by the Health Department.

If you are building an accessory structure served by septic system and/or well you must submit the Health Department Verification Form completed by the Health Department.

If your project involves installation of any back-flow prevention devices, you must submit a copy of an approved permit from the Water or Sewer Authority with your Building Permit Application.

Any application for a building permit which increases existing structures footprint or new structures requires submission of a Health Department Verification Form. The Health Department approval assures that structures are not constructed too close to wells or septic-systems, or in areas designated for reserve drainfields.

**Virginia Department of Transportation (VDOT) Entrance Permit.** An approved VDOT private entrance permit must be submitted along with the Building Permit application submission when a new or existing entrance is being created on the property in conjunction with the project. Please contact the VDOT Office for forms and approval process (540-829-7500).

**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. For single family homes, the form can be utilized to certify to the fact that work is occurring on a single family home and no further action is required. 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.

**Pool Barrier Affidavit.** A barrier meeting code requirements is a required part of pool construction. All building permit applications for pools must be accompanied by this signed affidavit attesting to the applicant's understanding of pool barrier requirements.

**Authorization Affidavit.** This form certifies the party listed, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain permits on behalf of a property owner. It must be filled out completely by the property owner if the owner is listed as the contractor and another party is submitting the application on their behalf. The form must be notarized by the property owners.

**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 the minimum Building Permit fees must be paid with the Building/Zoning Permit application.

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. Please note that a \$200 Erosion & Inspection Fee is added to the Building Permit issuance fee for any project with an *Agreement in Lieu of a Plan* over 10,000 sq. ft.

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.