

## Getting Started


### General Application Steps

Welcome to the City of Fairfax Permit Portal. Using this system, you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

The Permit Portal allows you to:

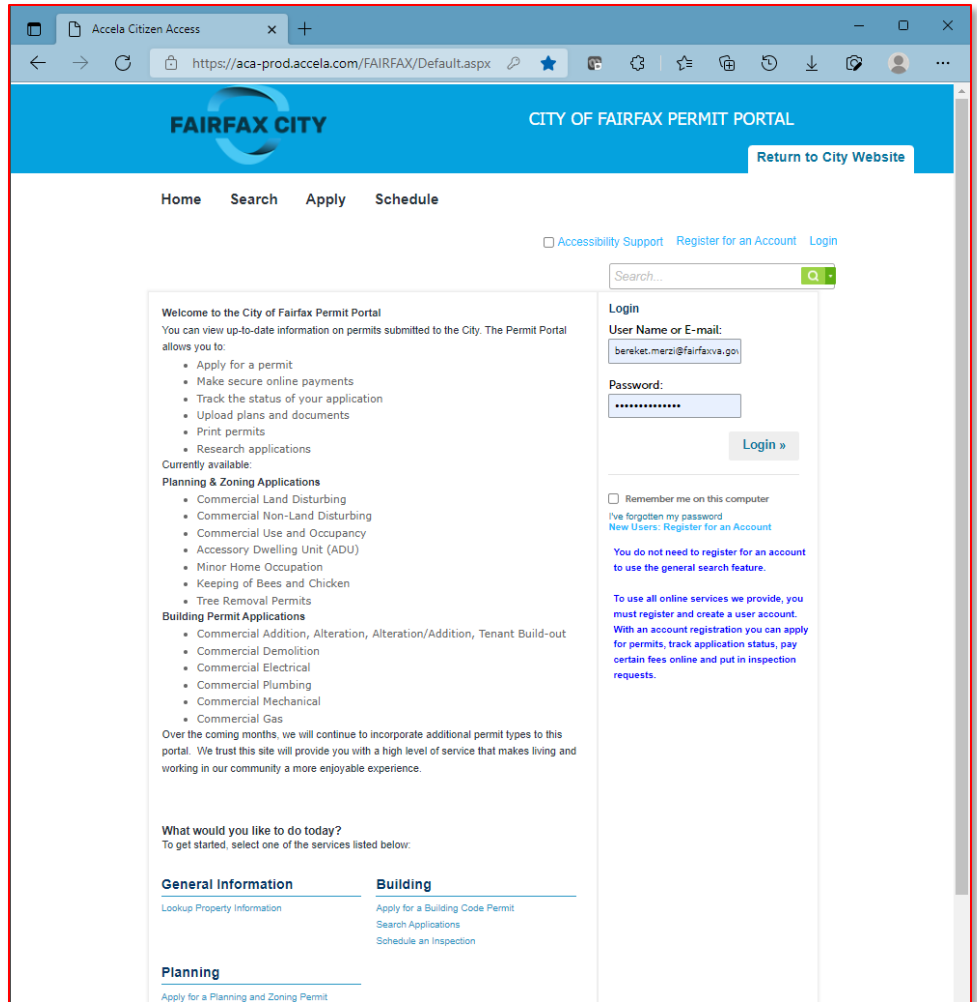
- Apply for a permit(s)
- Make secure online payments
- Track the status of your application
- Upload plans and documents
- Download & print permits
- Research applications

Note:

- Be sure to "Allow Pop-ups" from this website before proceeding.
- You must read and accept general disclaimers before beginning your application.
- For help in completing your application, look for the  symbol, which provides helpful hints throughout the Permit Portal.

To begin visit the Permit Portal

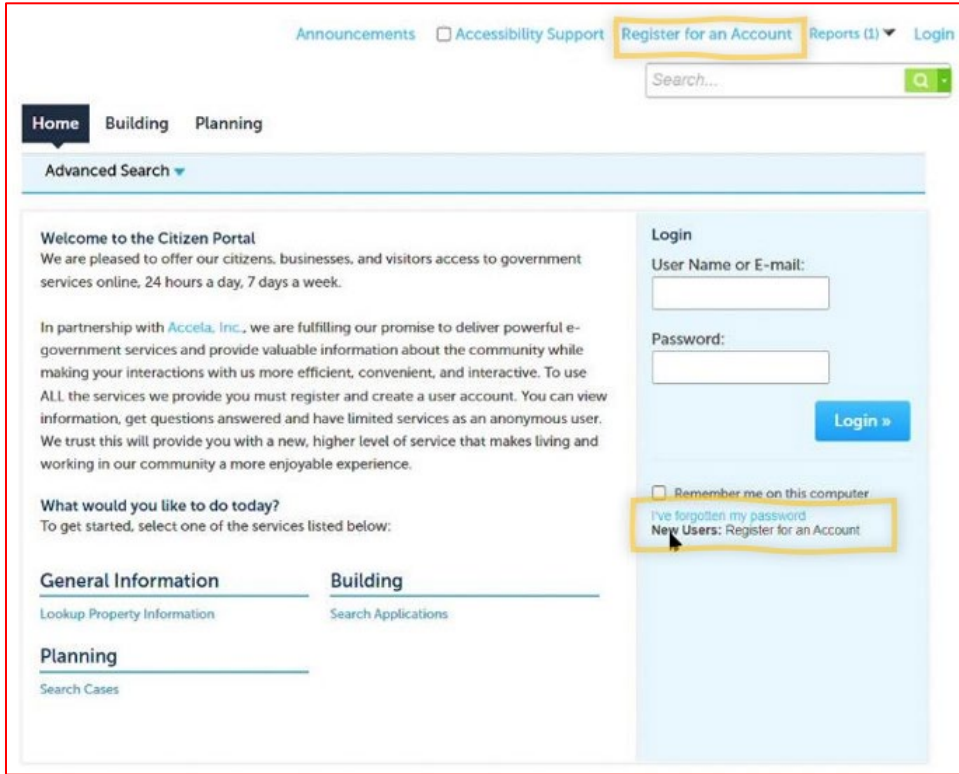
(<https://aca-prod.accela.com/FAIRFAX/Default.aspx>) and register your user account.



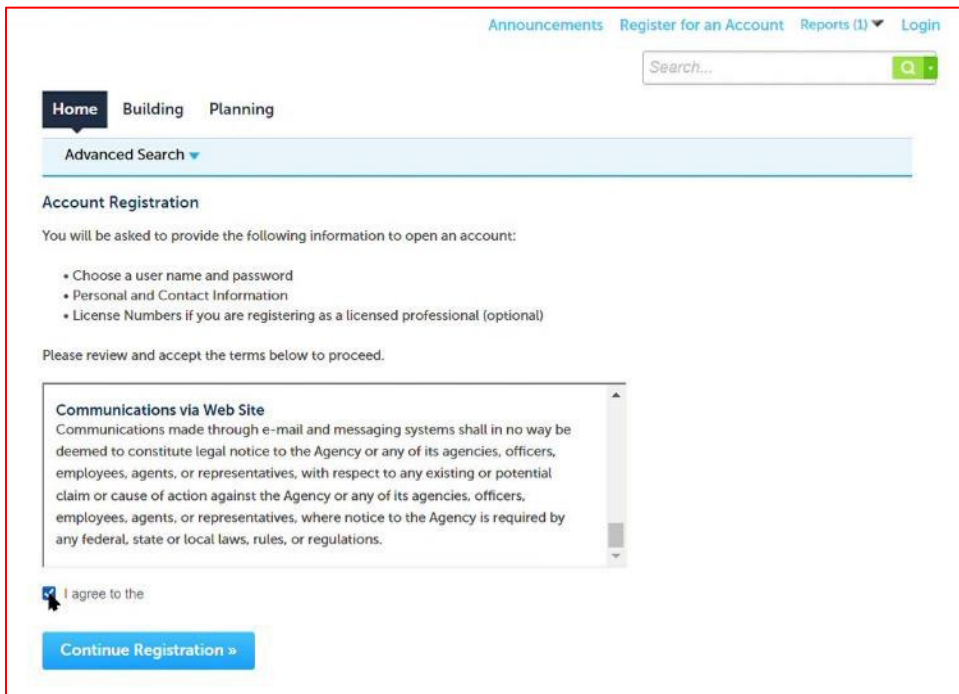
Department Contact Information		
Community Development & Planning / Zoning Division	703-385-7820	<a href="https://www.fairfaxva.gov/government/community-development-planning">https://www.fairfaxva.gov/government/community-development-planning</a>
		<a href="https://www.fairfaxva.gov/Zoning">https://www.fairfaxva.gov/Zoning</a>
Building Code Administration	703-385-7920	<a href="https://www.fairfaxva.gov/government/code-administration">https://www.fairfaxva.gov/government/code-administration</a>

## Registration Process

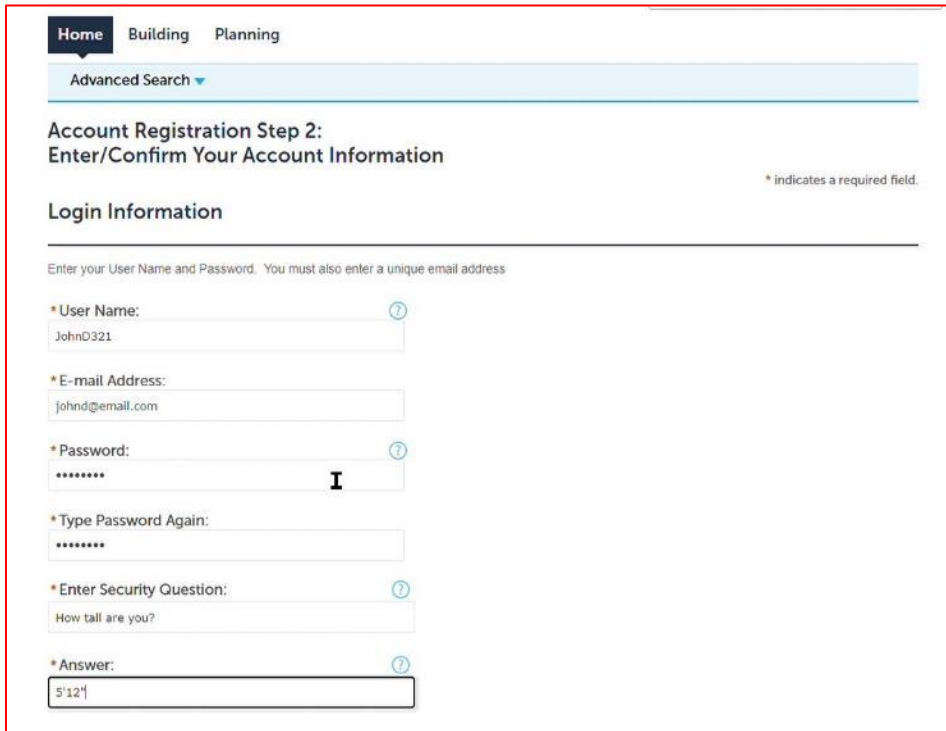
1. Open your web browser and navigate to <https://aca-prod.accela.com/FAIRFAX/Default.aspx>
2. On the homepage, click "Register for an Account".



3. After reading the registration disclaimer, click on the check box to accept the terms for online access to Public Portal and click the Continue Registration to continue the registration process.



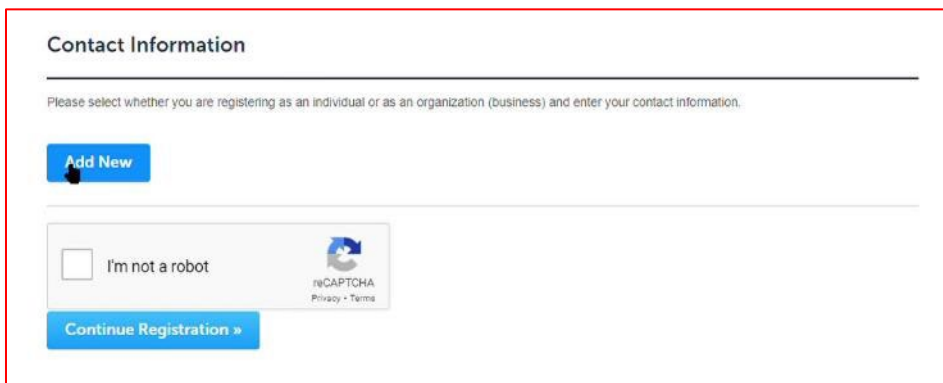
4. Complete your account details with the required information. Fields marked with a "\*" are required and must be entered to continue.



The screenshot shows the 'Account Registration Step 2: Enter/Confirm Your Account Information' page. At the top, there are navigation links for 'Home', 'Building', and 'Planning'. Below them is an 'Advanced Search' dropdown. The main heading is 'Account Registration Step 2: Enter/Confirm Your Account Information'. A note states '\* indicates a required field.' The section is titled 'Login Information' and includes the instruction: 'Enter your User Name and Password. You must also enter a unique email address.' The form contains several fields:
 

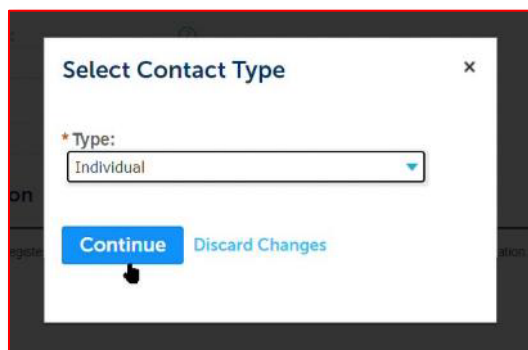
- \* User Name: (Required) Input: JohnD321
- \* E-mail Address: (Required) Input: johnd@email.com
- \* Password: (Required) Input: masked with asterisks
- \* Type Password Again: (Required) Input: masked with asterisks
- \* Enter Security Question: (Required) Input: How tall are you?
- \* Answer: (Required) Input: 5'12"

5. Click Add New to add your contact information.



The screenshot shows the 'Contact Information' form. It includes the instruction: 'Please select whether you are registering as an individual or as an organization (business) and enter your contact information.' There is a blue 'Add New' button. Below it is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA widget. At the bottom, there is a blue 'Continue Registration »' button.

- a. Select your Contact Type and click Continue Registration. "Individual" refers to a single-person applicant. "Organization" refers a company, firm, or similar group acting as an applicant.



The screenshot shows a modal window titled 'Select Contact Type'. It contains a dropdown menu labeled '\* Type:' with 'Individual' selected. Below the dropdown are two buttons: 'Continue' and 'Discard Changes'. A mouse cursor is pointing at the 'Continue' button.

b. Complete contact information and click Continue.

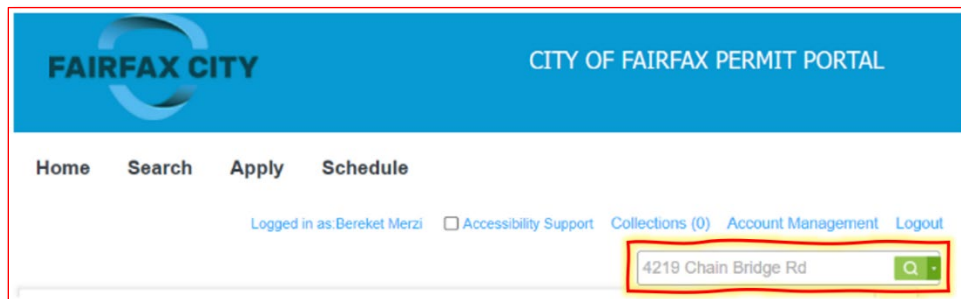
6. Once you have completed you contact information, you will be prompted to complete a security check.

7. Click Continue Registration.

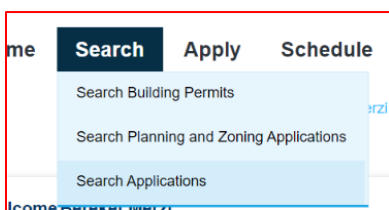
8. After the registration is complete you will receive an email confirming the registration process.  
 9. You may return to the login page and log into your account.

## Records Search

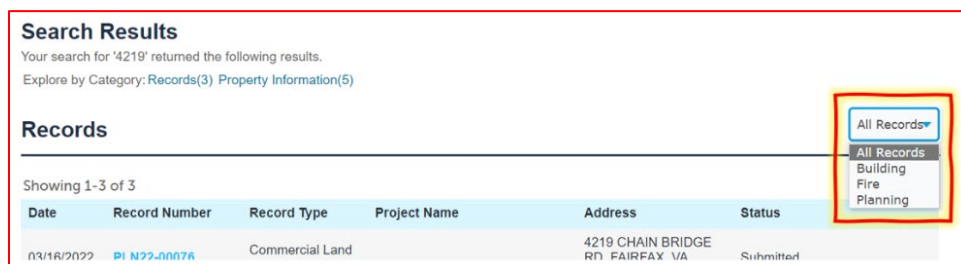
1. Open your web browser and navigate to the homepage: <https://aca-prod.accela.com/FAIRFAX/Default.aspx>
2. Using the keyword search field, enter the record number, address, parcel, or owner information. The search results will provide the project location and review status.



- a. You can also limit your search to a permit-category by selecting "Search Building Permits" or "Search Planning Permits" under the "Search" drop-down menu at the top of the webpage.



3. The search result can be further refined by using the drop-down menu next to "Records".



4. Once you have found the appropriate application, click on the record number to view record details.

Note:

- Applications created in the Permit Portal will also display under "My Records".
- For additional information, please review the other sections of this guide.
- Account registration is not required for a general search the status of projects and applications.