



City of Fairfax
 Community Development & Planning - Zoning Division
 10455 Armstrong Street, Fairfax, VA 22030
 web: <http://fairfaxva.gov>

AT A GLANCE - HELPFUL HINTS FOR BUSINESS OWNERS

PRIOR TO:		WHAT YOU NEED TO DO:	WHEN YOU NEED TO DO IT:	WHO TO CONTACT:
New Business in the City OR Existing City Business - Relocating within the City	1	Contact the Zoning Division and ensure your business use is allowed for the zoning district	Prior to Signing a Lease and Occupying the New Space	Zoning Technician
	2	Contact the Office of Building Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Signing a Lease and Occupying the New Space	Permit Technician
	3	Contact the Board of Architectural Review (BAR) Liaison if you are making ANY exterior changes to your building to obtain BAR approval	Prior to Making any Physical Changes	BAR Liaison
	4	Obtain a Commercial Use and Occupancy (CUO) permit from the Permit Portal	Prior to Occupying the Space	Permit Portal
	5	Obtain a Business License from The Commissioner of The Revenue (C.O.R Office)	Prior to Occupying the Space	C.O.R. Office
Existing City Business - Expanding within the City	1	Contact the Office of Building Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Occupying the Space	Permit Technician
	2	Contact the Board of Architectural Review (BAR) Liaison if you are making ANY exterior changes to your building to obtain BAR approval	Prior to Making any Physical Changes	BAR Liaison
	3	Obtain a Commercial Use and Occupancy (CUO) permit from the Permit Portal for the new location	Prior to Occupying the Space	Permit Portal
	4	Obtain a Business License from The Commissioner of The Revenue (C.O.R Office)	Prior to Occupying the Space	C.O.R. Office
Existing City Business - Business name change	1	Obtain a Commercial Use and Occupancy (CUO) permit from the Permit Portal reflecting the new business name	Prior to Operating Business under New Name	Permit Portal
	2	Contact The Commissioner of The Revenue to update your business license	Prior to Operating Business under New Name	C.O.R. Office
	3	Contact the Office of Building Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Operating Business under New Name	Permit Technician
Existing City Business - New owner	1	Obtain a Commercial Use and Occupancy (CUO) permit from the Permit Portal reflecting the new business owner name	Prior to Operating Business under New Owner Name	Permit Portal
	2	Contact The Commissioner of The Revenue to update your business license	Prior to Operating Business under New Owner Name	C.O.R. Office
	3	Contact the Office of Building Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Operating Business under New Owner Name	Permit Technician
Starting a Minor Home Occupation	1	Contact the Zoning Division and ensure your business use is allowed for the zoning district	Prior to Starting Business Operations in your Home	Zoning Technician
	2	Obtain a Minor Home Occupation permit from the Permit Portal	Prior to Starting Business Operations in your Home	Permit Portal
	3	Obtain a Business License from The Commissioner of The Revenue	Prior to Starting Business Operations in your Home	C.O.R. Office



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Operating a Seasonal Product Stand	1	Contact the Zoning Division and ensure your business use is allowed for the zoning district	Prior to Occupying the Space	Zoning Technician
	2	Contact the Office of Building Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Occupying the Space	Permit Technician
	3	Obtain a Temporary Use permit from the Zoning Division	Prior to Occupying the Space	Zoning Technician
	4	Obtain a Business License from The Commissioner of The Revenue	Prior to Occupying the Space	C.O.R. Office
Holding a Special Event	1	Contact the Zoning Division to discuss the Event and application/permit(s) that are required for the Event	45 days before the Event will take place	Zoning Technician
Installing or Changing your Permanent Signage: Building-mounted, Ground-mounted, Window	1	Obtain a Permanent Sign permit from the Permit Portal	Prior to Installing the Permanent Signage	Permit Portal
	2	Contact the Office of Building Code Administration to find out if any building/electrical/mechanical permits are required	Prior to Installing the Permanent Signage	Permit Technician
	3	If your Business is located in the Historic or Transition District - Contact the Board of Architectural Review (BAR) Liaison to obtain BAR approval of your signage (This approval is IN ADDITION TO & SEPARATE from the Zoning sign permit approval process)	Prior to Installing the Permanent Signage	BAR Liaison
Installing Permanent Signage - Sandwich Board/A-Frame	1	Only Businesses located in the Historic District are required to have Board of Architectural Review (BAR) approval. Contact BAR Liaison to obtain approval of your signage (This approval is IN ADDITION TO & SEPARATE from the Zoning approval)	Prior to Installing the Sandwich Board sign	BAR Liaison
	2	Obtain a Permanent Sign permit from the Permit Portal	Prior to Installing the Sandwich Board sign	Permit Portal
Temporary Signs: Additional Message sign or Special Event sign	1	Obtain a Temporary Sign permit from the Permit Portal	Prior to Installing the Temporary Sign	Permit Portal
Changing the Site: Restripe parking, landscaping, etc.	1	Contact the Zoning Division to schedule an appointment with staff to discuss the project	Prior to Making any Physical Changes	Zoning Technician
	2	Contact the Board of Architectural Review (BAR) Liaison if you are making ANY exterior changes to the site to determine if BAR approval is required	Prior to Making any Physical Changes	BAR Liaison

Department Contact	Primary Contact Information	Secondary Contact
Zoning Technician	Zoning@fairfaxva.gov	703-385-7820
Permit Tech	CodeAdministration@fairfaxva.gov	703-385-7830
BAR Liaison	703-385-7892	
The Commissioner of The Revenue (C.O.R. Office)	703-385-7884	
Permit Portal	aca-prod.accela.com/FAIRFAX/Default.aspx	

Revised 6/28/2023