



City of Fairfax, Virginia
10455 Armstrong Street • Fairfax, VA 22030-3630

Memorandum

DATE: September 28, 2023

TO: Design Professionals, Developers, Development Consultants, Builders, Contractors, and any others submitting residential permit applications to the City of Fairfax

FROM: Office of Code Administration and Department of Community Development & Planning

SUBJECT: Notification to Industry - Residential Permit Submissions

This notice is to inform you of an important update regarding our processes at the City of Fairfax.

Effective October 2, 2023, the City of Fairfax will be implementing a change in the way residential permit applications and submissions are accepted. As part of our ongoing commitment to enhance efficiency and provide a more convenient experience, we are excited to introduce an improved method for these submissions.

All new requests for residential permits will be submitted electronically through the City's online Permit Portal. This includes all residential building and trade permits, as well as residential zoning permits. All current applicants with a residential submission must submit amendments and resubmissions through the Permit Portal. The City will no longer be accepting any residential permit submissions in printed form or via e-mail.

To get started with the new online submission process, please visit <https://aca-prod.accela.com/FAIRFAX/Default.aspx>. You will find detailed instructions on how to create an account, submit your application, and track its progress through the portal. Our team is also available to provide assistance and answer any questions you may have during this transition.

We appreciate your cooperation and understanding as we make this important change. We believe that this transition will improve the overall experience for our customers and enhance the efficiency of our operations.

In preparation for the change, the Permit Portal will be inaccessible from Friday, September 29, 2023 at 7:00pm through Monday, October 2, 2023 at 7:00am to update the system.

For questions, please contact City staff (703-385-7830 for building and trade permits or 703-385-7820 for zoning permits).