



Permitting During COVID-19 Closures

During the COVID-19 pandemic, the City will be open only on a limited basis. **For the duration of this disruption, we are asking everyone to move to electronic submissions.** Paper submissions will cause substantial delay in review.

Operating Status

The Development Services Counter is open most days 9:00–12:00 and 2:00–4:00. Masks are required during all visits to City Hall. **Only one person is staffing the counter, so there may be unexpected closures.** If you want to be sure we're open, call before coming in.

The main City web page will have the latest on the overall status of City operations. For status information specific to permitting, please check:

<http://www.fallschurchva.gov/Building>

Communications

All contact is best done through the permits e-mail:
permits@fallschurchva.gov

This address is monitored from 8:00–5:00 Monday–Friday. We try to respond promptly to all questions. For urgent matters, you may call 703-248-5080 (TTY 711). This phone will be answered when the counter is open (see above).

Scheduling Inspections

Use the online request form. Go to the same web address as above and click on "Schedule an Inspection".

As noted on the form, requests are only answered during business hours. Requests submitted after 5:00 will be processed the next business day. Appointments will be scheduled no sooner than the next business day.

Video Inspections

Currently, we will not conduct in-person inspections for interior work in occupied houses, apartments, or condos. If you schedule an inspection for this type of work, you will be contacted on the day of the inspection to arrange a video inspection using *Google Duo*. Please have a phone or tablet with *Google Duo* loaded and either 4G or Wi-Fi internet.

Interior inspections at commercial sites, new residential construction, and all exterior inspections, may be done in person, but most will be done by *Google Duo* as well.

Submitting Applications

All applications should be submitted by e-mail to permits@fallschurchva.gov. Forms can be downloaded:
<http://www.fallschurchva.gov/form>

After downloading the form either:

Option 1: Use Acrobat or another program to complete the form. For the signature, either an image of the signature or a digital signature is acceptable.

Option 2: Print the form and fill it out on paper. Scan the paper back to a PDF. **Please scan the form to a PDF. Do not submit a photograph of the form.**

Applications may also be submitted by mail to the address at the top of this page.

Submitting Plans

Plans should be submitted as PDFs, just as with applications. Smaller plans (up to about 24 Mb) may be e-mailed along with their applications. Larger plan files will have to be submitted another way.

1. Place the file in a public folder on a file-sharing site such as Dropbox, Google Drive, OneDrive, etc. Send us a link to the file.
2. The City has a file-transfer service called Accellion. You can ask us to create a link where you can upload the file. We can then download it. This is a more complicated process for us, and will probably result in some delay.

Plans should be in a single PDF, or at most two if there are both drawings and a submittal package.

Payments

We are accepting payments two ways:

1. When we notify you the permit is ready, reply to the e-mail and provide a phone number. We will call you and process a credit-card payment over the phone. All card payments cost an extra 2.95%.
2. Mail a check, or place it in the drop box outside City Hall.
3. Pay at the counter. See notes above about operating hours.



The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5080 (TTY 711).