



# Permitting During COVID-19 Closures

Updated August 11, 2021

During the COVID-19 pandemic, the City will be open only on a limited basis. **Following this disruption, we are moving entirely to electronic submissions.** Paper submissions will cause a delay in review.

## Operating Status

The Development Services Counter is open every day from 8:00 – 5:00. Masks are required during all visits to City Hall. **Counter staffing is reduced, 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](mailto: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

Most inspections are now being done in person. There may be occasions where the inspector needs to conduct certain inspections remotely. If this is the case, the inspector will make contact 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.

## Submitting Applications

All applications should be submitted by e-mail to [permits@fallschurchva.gov](mailto: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. Bring the file in on a USB memory stick or CD/DVD. We will copy the file(s) and return the media.

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

All PDFs submitted must be unrestricted PDFs. We cannot accept PDFs with restrictions on annotating, assembling or otherwise processing them

## 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).