

What is a Building Permit?

A Building Permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. By working with the Building Inspections staff, you will benefit from their knowledge of Building Codes to ensure that your construction project is built right, will be safe, and will last.

When Do I Need A Building Permit?

The best way to find out if you need a Building Permit is to call the Building Inspections Office. Be sure to discuss your plans with us before you begin construction to determine whether you need a permit. If a permit is not needed, the Building Official or staff will answer your questions and provide valuable advice. Permits are required for the following:

- New Construction
- Additions
- Interior Alterations
- Exterior Alterations
- Electrical Work
- Plumbing Work
- Mechanical Work
- Sprinkler Work
- Low Voltage
- Systems Furniture

Certificate of Occupancy

Once a building permit has been obtained, all fees have been paid, and a final inspection has been approved a Certificate of Occupancy will be issued. If a tenant space is taken “as is” the tenant may apply for a Change of Occupancy with No Alteration permit. Once a small fee is paid and an inspection complete, a certificate of occupancy will be issued.

Town of Herndon
Department of Public Works
Building Inspection Section
777 Lynn Street 2nd Floor
Herndon, VA 20170

703-435-6850
buildinginspections@herndon-va.gov



Building Permits Commercial

What are the benefits of obtaining a Building Permit?

Increased Value—your business is an investment. If your construction project does not comply with the adopted codes, the value of your investment could be reduced. Property insurers may not cover work done without permits or inspections. If you decide to sell a building that has been modified without permits, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Protects—A property owner or tenant who can show that code requirements were strictly and consistently met, as demonstrated by the Building Inspections Office has a strong ally if something happens to trigger a potentially destructive lawsuit.

Ensures Safety—By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your customers, or future owners.



The Permit Process

Talk to Building Inspections Staff—

We want your project to be successful and will help you avoid potential problems that could cost you time and money. In addition, we will provide you with information needed for compliance with applicable building codes.

Fire Marshal Review— All commercial plans must be approved by the Fairfax County Fire Marshal prior to submitting to the Town of Herndon for review.

Health Department Review— All commercial plans must be approved by the Fairfax County Health Department prior to submitting to the Town of Herndon, if applicable.

Submit Application—At this stage you will document “who, what, when, where, and how” of the job, along with any sketches or plans of the proposed work.

Review Process—In a brief amount of time, the inspections Staff will review your plans and determine if your project is in compliance with Building, Town, and all other applicable requirements. If your plans meet these requirements, a permit is issued. If not, the Building Inspector may suggest solutions to help correct the problems.

Receive Process—Now that your permit has been approved, you have legal permission to begin construction. A fee is collected to cover cost of the application, the review process, and inspections.

Inspections—On-site inspections will be required to make certain the work conforms to the permit, code, and plans. All requests for inspections should be called in a day before they are needed. Requests may be called in Monday—Friday between the hours of 8:00am and 4:30pm. All requests must be made by speaking with a receptionist.

Important Phone Numbers

FFX Co. Fire	703-246-4849
FFX Co. Health	703-246-2411
Zoning	703-787-7380
Zoning Enforce.	703-707-2666
Public Information	703-435-6800
Police	703-435-6846
Water/Sewer	703-435-6814
Finance	703-435-6813
Town Manager	703-787-7368
Website:	www.herndon-va.gov

