



Department of Planning and Zoning

Town of Vienna, Virginia

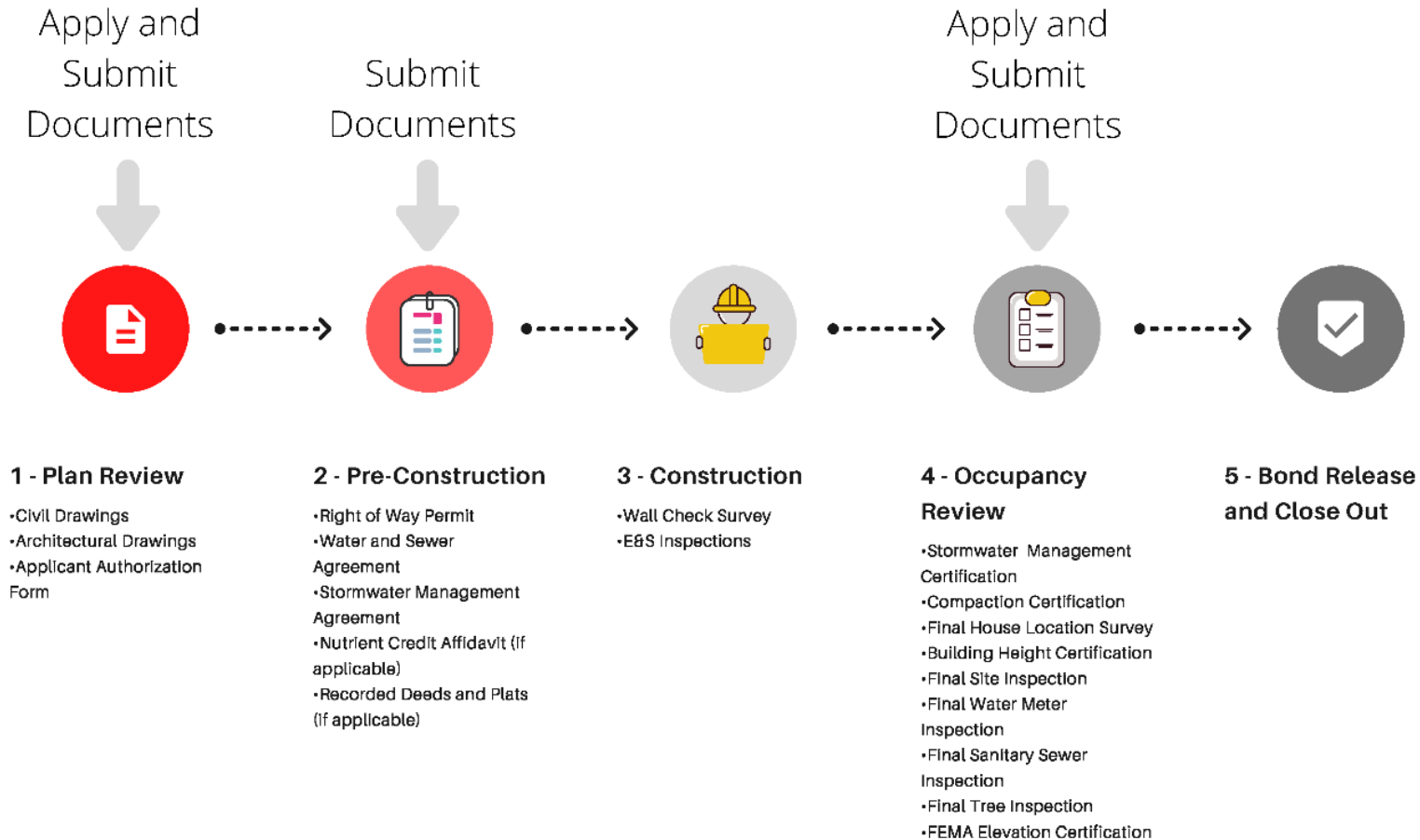
127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

How to Guide: Applying for a Large-Scale Residential Building Permits through idtPlans

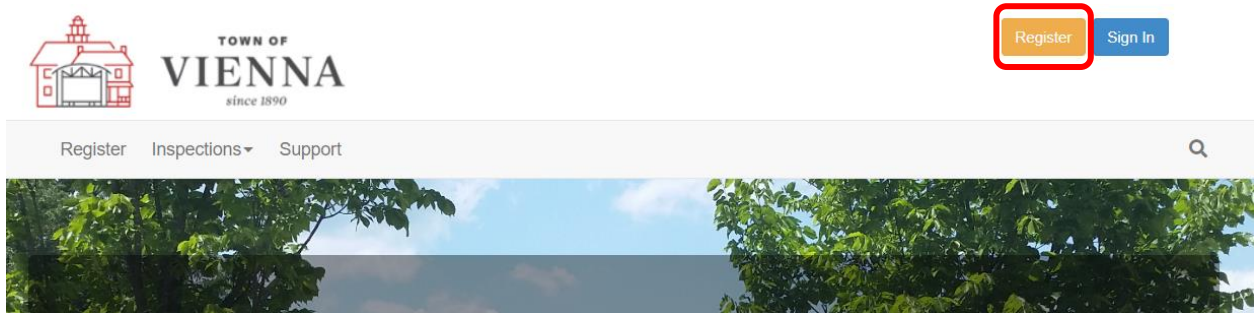


Follow the steps on the following pages to apply for a large-scale residential building permit review in the Town of Vienna. Applicants must apply for building permit review with Fairfax County separately prior to submitting for the Town's review through idtPlans.

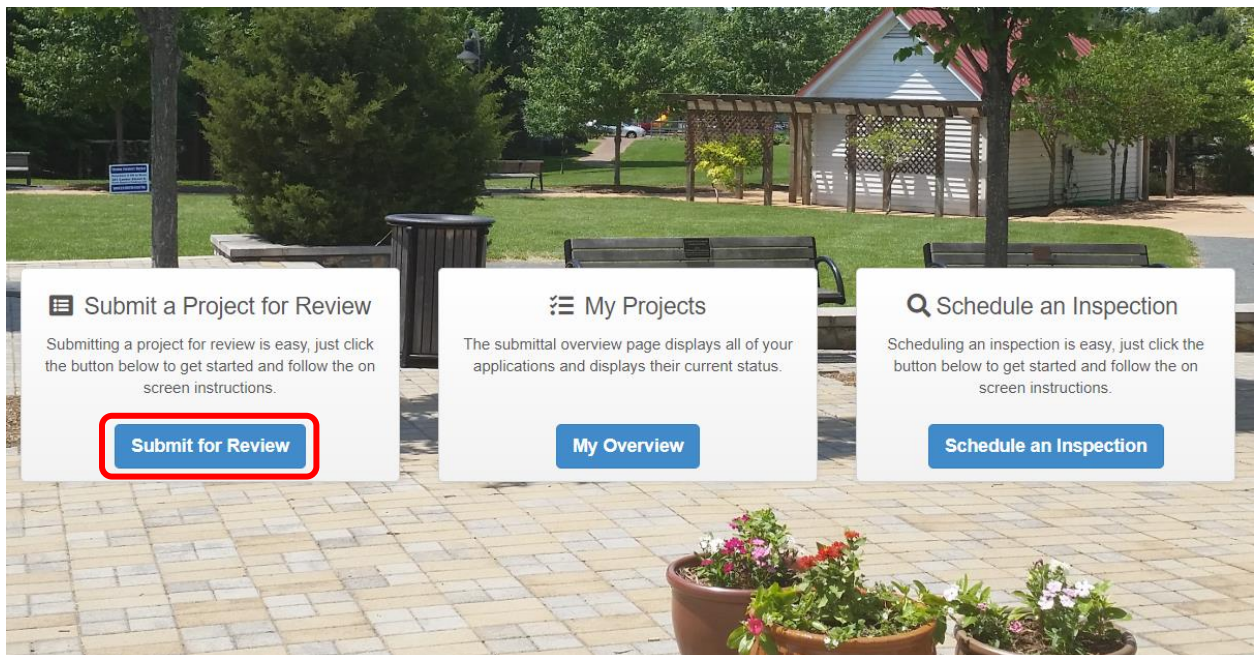
Please contact staff at buildingpermitreview@viennava.gov if you have any questions.

1. Plan Review Phase

1. Visit <https://vienna.idtplans.com/secure>.
2. Create an account.



3. Submit for review and choose "Large-Scale Residential Building Permit (i.e., NSFD, Additions, Pools, etc.)" under the Residential Project category, then enter the address of the project.



Plan Review Submittal

Application

Upload Files

Fees

Confirm and Submit

Project Overview

Application Category

Residential Project

Help me choose

Application Type

Large-Scale Residential Building Permit (i.e., NSFD, Additions, Po

Help me choose

Address of Project

Save and Continue

Help

- Review checklist for required documents, including the civil plans, architectural plans, and the authorization form. These documents will be submitted through idtPlans after the application is filled out.

Checklist: Large-Scale Residential Building Permit

Print Checklist

This checklist is meant to serve as a guideline for plans submitted within the Town of Vienna. Compliance with this checklist does not guarantee approval. More information may be requested in addition to information requested in this checklist. Applicants are responsible for ensuring they are compliant with all relevant Town, County, and State requirements.

Applicants should ensure that their project complies with the following requirement checklists:

- [1. Town of Vienna Infill Lot Plan Requirements Checklist](#)
- [2. DEQ Stormwater Management \(SWM\) Requirements Checklist](#)
- [3. DEQ Stormwater BMP Clearinghouse Requirements](#)
- [4. DEQ VESCH Requirements Checklist](#)

Please note that you will be prompted to upload documents after filling out the application.

☐ Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)

<input type="checkbox"/> Completed Applicant Authorization Form. The form can be found here .	Add a comment
<input type="checkbox"/> Zoning Compliance Plan	Add a comment
<input type="checkbox"/> Grading and Drainage Plan	Add a comment
<input type="checkbox"/> Stormwater Management Plan	Add a comment
<input type="checkbox"/> Erosion and Sediment Control Plans	Add a comment
<input type="checkbox"/> Tree Preservation and Landscape Plan	Add a comment
<input type="checkbox"/> Architectural Plans	Add a comment

Save and Continue

Help

- Site

Projects

Plan Review

Permits

Inspections

Directory

Support

Plan Review Submittal

ApplicationUpload FilesFeesConfirm and Submit

Project Address

Project Address

address

127 CENTER ST S (0384 02 0146) (Verified)

Add Project Address

Save and Continue

Help

- Site▼

Projects▼

Plan Review▼

Permits▼

Inspections▼

Directory▼

Support

🌐

🔍

Plan Review Submittal

Application

Upload Files

Fees

Confirm and Submit

Project Description

📌 Project Description

Source | ✂ | 📄 | 📅 | 📁 | 📁 | ⬅ | ➡ | 🖼 | 📄 | 📄 | 🔗 | 🔗

Font | Size



A | **A** | **B** | *I* | U | 📄 | 📄 | 📄 | 📄 | 📄

body


Save and Continue


Help


7. Enter contact information. Include contact information for both the applicant and the owner of the property. The other contact information for architect, engineer, contractor, etc. is not required.


[Site](#) [Projects](#) [Plan Review](#) [Permits](#) [Inspections](#) [Directory](#) [Support](#)  

Plan Review Submittal












ApplicationUpload FilesFeesConfirm and Submit


Project Contacts

 **Contact Information: Applicant**

Select



▼


 

 **Contact Information: Owner**

Select

▼

 **Indicate which of the following additional project contacts are to be included on project correspondences.**

☐ Contractor

☐ Architect

☐ Engineer

☐ Surveyor

☐ Developer

☐ None of the Above

Save and Continue

Help

5

8. Enter project data information. This is specific to large-scale residential building permit projects. Please fill out as accurately as possible.

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ApplicationUpload FilesFeesConfirm and Submit

Project Data

ⓘ Fairfax County Building Permit Numbers

Area of Site

Square Feet

ⓘ Area of Land Disturbance

Square Feet

Area of Existing Building Square Footage to Remain

Square Feet

ⓘ New Building Floor Area Square Footage

Square Feet

Building Height (Proposed)

feet

ⓘ Existing Lot Coverage

%

ⓘ Proposed Lot Coverage

%

Existing Tree Canopy Coverage

%

Proposed Tree Canopy Coverage

%

Number of Existing Parking Spaces

Number of Proposed Parking Spaces

ⓘ Is the project proposing any encroachments?

Select ▼

Are there any existing easements?

Select ▼

Are there any proposed easements?

Select ▼

Is a lot deviation waiver being requested?

Select ▼

Save and Continue

Help

9. Review the information entered for the application and check the box and hit confirm if ready to continue.

Project Description

Project Description: New single-family dwelling with a detached garage and open deck.

Project Data

Fairfax County Building Permit Numbers:
000111222

Area of Land Disturbance: 6000

New Building Floor Area Square Footage: 5000

Existing Lot Coverage: 12

Existing Tree Canopy Coverage: 12

Number of Existing Parking Spaces: 2

Is the project proposing any encroachments?: No

Are there any existing easements?: Yes

Is a lot deviation waiver being requested?: No

Area of Site: 12000

Area of Existing Building Square Footage to Remain: 0

Building Height (Proposed): 34.3

Proposed Lot Coverage: 24.54

Proposed Tree Canopy Coverage: 23

Number of Proposed Parking Spaces: 5

Please describe the encroachments proposed:

Are there any proposed easements?: Yes

- ☒ I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

Confirm

Edit

10. Hit “Upload files” and upload the required documents listed under the checklist. Sheets must be uploaded individually and following the naming conventions provided at the upload screen. Click to “Start Upload” and save and continue.

Plan Review Submittal

✓


Application

Upload Files


Fees

Confirm and Submit








Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).



Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
000_Coversheet.pdf	1.2 mb	0% 
001_Index.pdf	424 kb	0% 
002_ExistingConditions.pdf	480 kb	0% 
003_SitePlan.pdf	789 kb	0% 
004_GradingPlan.pdf	867 kb	0% 
 Add Files	 Start Upload	12.7 mb 0%

Back

Help

SUBMITTAL REQUIREMENTS

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Document Naming Conventions:

- File names must be a combination of discipline and sheet numbers per the table below.
- The first character represents the discipline (e.g., A=architectural) and must be followed by a three digit number (e.g., A001_FirstLevelFirPlan).
- Three zeros will be required for general index and cover sheets, to ensure those sheets are listed first.
- Use alphanumeric symbols only.
- Each page of the drawings MUST be submitted as a single sheet.
- File names must not exceed 50 characters in length.
- Supported file types include, but are not limited to: PDF

Drawing Type	Discipline Header	Sheet Number Range	Example Filenames
Coversheet		000-999	000_Coversheet
General		000-999	001_Index
Architectural	A	001-999	A001_SecondFirPlan
Structural	S	001-999	S004_FirstFirFraming
Electrical	E	001-999	E007_PanelSchedule
Fire	F	001-999	F012_SpecialLocking
Mechanical	M	001-999	M025_ThirdFirMechPlan
Plumbing	P	001-999	P031_RiserDiagram

11. No fees are required at this time so click “Save and Continue” at the Plan Review Fees screen. Fees will be emailed to you once the application has been accepted.

Site▼ Projects▼ Plan Review▼ Permits▼ Inspections▼ Directory▼ Support

Plan Review Submittal

✓

✓

Application Upload Files Fees Confirm and Submit

Plan Review Fees

ⓘ

No fees are due at this time.

×

Save and Continue

12. Click “Confirm and Submit for Review.”

Site▼ Projects▼ Plan Review▼ Permits▼ Inspections▼ Directory▼ Support

Plan Review Submittal

✓

✓

✓

Application Upload Files Fees Confirm and Submit

Confirm and Submit

⚠

Please confirm your submittal package by clicking the "Submit For Review" button below.
Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.

×

Confirm and Submit for Review

13. After you have submitted your application, intake reviewers will review the submission to ensure all required documents are included. After the submission is accepted, you will receive an email with the review fees for the application, as well as fees for the as-built review and the Certificate of Occupancy application. Reviewers from the Planning and Zoning, Public Works, and Parks and Recreation departments will then begin reviewing the application.
14. If there are any comments, you will receive notification via email from idtPlans and will be prompted to address the comments and resubmit.

Number of Recipients: 1

Sent: 06/29/2020 4:10:04 PM

Sent by: [REDACTED]

To: [REDACTED]

Cc:

Bcc:

Subject: Resubmittal Required - 127 Center Street South

Attachments: [Comment Letter_01.pdf](#)



Town of Vienna
127 Center Street South
Vienna, VA 22180
Phone: (703) 255-6341

Hello [REDACTED]

Thank you for submitting your project to Town of Vienna. Unfortunately your project requires a resubmittal. You may begin the resubmittal process by clicking the link below:

<https://vienna.idtplans.com/secure/project/permits/?projectid=410197&step=resubmit>

Application Type: Large-Scale Residential Building Permit (i.e., NSFD, Additions, Pools, etc.)

Workflow: 1. LSR Plan Review

Project: 127 Center Street South

Open Issues: 1

Document Redlines: 0

15. When you resubmit, you must resubmit all sheets that were submitted in the first submission, regardless of whether or not all sheets have been revised. You must also reply to all open issues when you resubmit. Responses must be specific and detailed. General responses such as “Acknowledged” or “Comment Addressed” are not acceptable.

Plan Review Submittal

✓

ApplicationRespond To IssuesUpload FilesFeesConfirm and Submit

You are required to respond to all open issues before continuing with the resubmittal process. Please reply to each open issue marked in **red** below by clicking the "reply" button and entering a response. Once all open issues have been responded to and you are satisfied with your responses, please click "Save and Continue" at the bottom of the page to proceed.

[Invite a consultant to help respond to open issues](#)

▼ Open Issues: 1

+ New IssueFilterPrint

▼ Planning and Zoning

▼ General Issues

▼ 1. Lot Coverage Calculation

✓ close issuedelete issue

Town of Vienna

No existing or proposed lot coverage calculation is provided with the application.

6/29/20 4:09 PM

1. LSR Plan Review - 1

ReplyEditDelete

Lot coverage calculation is now included on Sheet 003_Zoning Compliance Plan.

7/2/20 10:26 AM

1. LSR Plan Review - 1

ReplyEditDelete

Save and Continue

16. If there are no comments, the Town’s portion of review for the permit will be approved and Town staff will issue an approval letter and approved plans will be stamped. Approval documents will be saved to an “Approved Documents” folder under “Documents” and the applicant will need to provide said documents to Fairfax County through their ProjectDox system. You will receive an email with the next steps for the Pre-Construction Phase, which will detail the documents you will need to upload. Please note that if you have not paid for your review fees at this point, your approval letter will not be issued and the application will not move forward.

Number of Recipients: 1

Sent: 07/02/2020 10:32:47 AM

Sent by: [REDACTED]

To: [REDACTED]

Cc:

Bcc:

Subject: Approved for Next Steps - 127 Center Street South

Attachments:



Town of Vienna
127 Center Street South
Vienna, VA 22180
Phone: (703) 255-6341

Hello [REDACTED]

Thank you for submitting your project to Town of Vienna. The plan review of your project has been approved and you are now entering the **Pre-Construction Phase** of this project where you will apply for additional permits. To begin this process, please utilize the *Review and Resubmit* button located on your project page.

You will be asked to do the following (**all of these must be completed prior to the construction phase**):

1. Confirm that no details have changed on your project (or edit your application to reflect any changes).
2. Fill out the Right of Way Permit information.
3. Upload your Certificate of Liability showing at least \$500,000 of coverage.
4. Fill out and upload the [Water and Sewer Agreement](#) when you review and resubmit through idtPlans.
5. Fill out and upload the [Stormwater Management Agreement](#) when you review and resubmit through idtPlans. **Once reviewed and approved, it will need to be recorded at Fairfax County Land Records.**
6. Upload the Nutrient Credit Affidavit when you review and resubmit through idtPlans.
7. Upload required deeds & plats when you review and resubmit through idtPlans. **Once reviewed and approved, any deeds and/or plats will need to be recorded at Fairfax County Land Records.**

Note that this is also the stage at which all applicable fees and bonds for permits and agreements will be collected. You may access your project directly by clicking on the link here:

<https://vienna.idtplans.com/secure/project/?projectid=410197>

Next Steps:

2. Pre-Construction Phase

1. After your plans have been approved, you will move on to the Pre-Construction Phase. At this point you will be required to submit information required for issuance of the Right-of-Way Permit and you will need to submit several documents for review, such as the Water and Sewer Agreement and Stormwater Management Agreement. The email you received notifying you of next steps will include all documents you need to upload.

Plan Review Submittal



Checklist: Right of Way Permit Util Co

[Print Checklist](#)

This checklist includes all documents required for review of a right of way permit application. Applicants can refer to the specific requirements for all required elements of the application here:

☐ Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)

☐ A sketch to scale of the work to be performed unless this application is associated with a plan set for a larger, approved project.

[Add a comment](#)

☐ A Traffic Management Plan (TMP) in accordance with the latest Virginia Work Area Protection Manual.

[Add a comment](#)[Save and Continue](#)[Help](#)

Plan Review Submittal



Checklist: LSR Pre-construction

[Print Checklist](#)

The following documents are required for the pre-construction phase of your project.

☐ Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)

☐ If applicable (for New Single-Family Dwellings or other projects which staff indicated this is required), completed Water and Sewer Agreement. The form can be found [here](#).

[Add a comment](#)

☐ If applicable (for New Single-Family Dwellings or other projects which staff indicated this is required), completed Stormwater Management Agreement. The form can be found [here](#). After review and sign off by staff, agreement will need to be recorded.

[Add a comment](#)


☐ If applicable, Nutrient Credit Affidavit.

[Add a comment](#)

☐ If applicable, deeds and/or plats. After review and sign off by staff, deed and/or plats will need to be recorded.

[Add a comment](#)[Save and Continue](#)[Help](#)

Plan Review Submittal



Application Upload Files Fees Confirm and Submit

Are you applying for a right of way permit with this application?

Linear feet of disturbance within right of way Feet

[Save and Continue](#) [Help](#)

2. After you submit the documentation required for the Pre-Construction Phase, staff will review all uploaded documents and make comments as necessary. The stormwater management agreement, after reviewed and approved by staff, will need to be recorded with Fairfax County Land Records. During this phase, staff will also send information all required bond and water and sewer fees through the review cycle.
3. Before moving onto construction, staff will confirm that all documents are uploaded, and recorded if necessary. Additionally, all Public Works bonds and fees will need to be paid. Staff will also confirm that Fairfax County has issued the building permit for new construction.
4. Once the applicant has completed all necessary steps during Pre-Construction, the Right of Way permit will be issued and the application will move to the Construction Phase.

3. Construction Phase

1. During the Construction Phase, applicants will be able to begin construction.
2. After the foundation of the house is set, applicants will need to submit a wall check survey. This will be done through idtPlans through the inspections module. Under the inspections tab, applicants will need to request an inspection for the Residential Wall Check Survey.

▼ Wall Check Survey Verification - WCS-2020-013			
Inspection Type	Status	Date	By
Residential Wall Check Survey	Request Inspection		

3. After requesting the inspection, applicants will be able to upload the wall check survey.

Inspection Type	Residential Wall Check Survey
Permit Number	WCS-2020-013
🔍 Jurisdiction	Town of Vienna
🔍 Project Title	127 Center Street South
🔍 Inspection Address	127 CENTER ST S
🔍 Site Contact Name	
🔍 Site Contact Phone	
🔍 Site Contact Email	
🔍 Contractor	
🔍 Note	

Wall Check Survey Upload

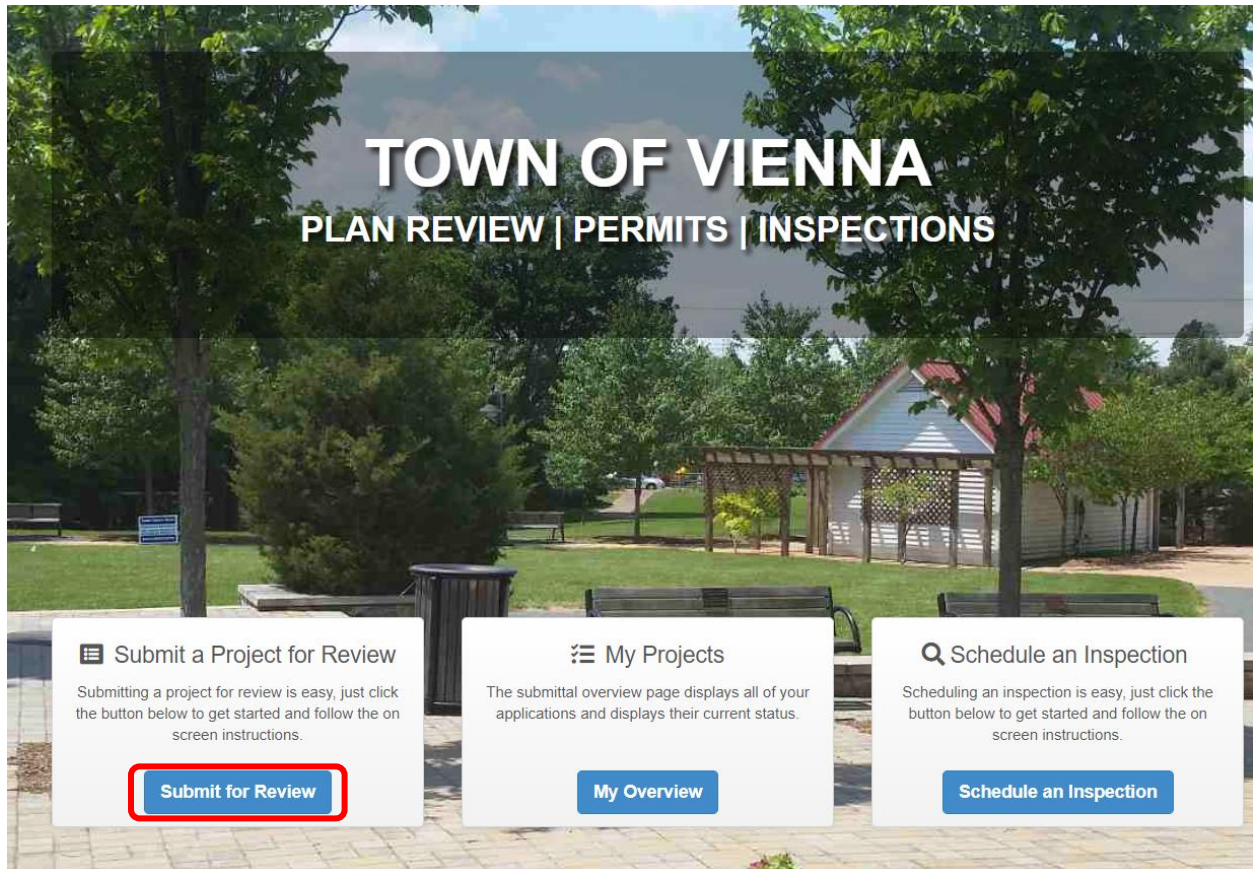
🔍 Wall Check Survey	Choose File No file chosen
---------------------	----------------------------

Submit

4. Once submitted, staff will review the wall check survey and either pass, conditionally pass, or fail the wall check survey review.
5. During the Construction Phase, staff will also conduct erosion and sediment control inspections.
6. Once the applicants have finished construction applicants will need to apply for Occupancy Review.

4. Occupancy Review Phase

1. Applicants will need to submit a new application for Large-Scale Residential Occupancy Review in order to receive the Certificate of Occupancy.



Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Overview

Application Category Residential Project **Help me choose**

Application Type Large-Scale Residential Occupancy Review **Help me choose**

Address of Project

Save and Continue **Help**

2. The checklist will include all required documents for occupancy review. Please note the FEMA Elevation Certification will only be required for projects sites located within the floodplain.

Plan Review Submittal

Application

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Confirm and Submit

Checklist: LSR Occupancy Review

Print Checklist

This checklist includes all documents required for review prior to issuance of a certificate of occupancy.

Please note that you will be prompted to upload documents after filling out the application.

☐ Check All (By checking each box, you acknowledge that you have read and understand all possible requirements.)

☐ Building height certification that shows the height of the structure, as well as the as-built spot elevations around the house as compared to the pre-construction elevations. Please refer to this [building height certification checklist](#) for all required information.

Add a comment

☐ Final house location survey showing all improvements on the property, along with lot coverage and deck coverage calculations. Please refer to the [final house location survey checklist](#) for all required information.

Add a comment

☐ Stormwater Management Certification. These certifications are required when projects include stormwater management facilities.

Add a comment

☐ Compaction Certification. These certifications are required when projects include right of way permits.

Add a comment

☐ FEMA Elevation Certification. These certifications are required when a site is located within the floodplain.

Add a comment

Save and Continue

Help

3. You will be required to re-enter the address of the project and will need to enter the occupants to be listed on the Certificate of Occupancy.

Plan Review Submittal

Application

Upload Files

Fees

Confirm and Submit

Name(s) of Occupants to be listed on Certificate of Occupancy

4. After the application information is filled out, you will need to upload all files required from the checklist.

Plan Review Submittal



Document Upload

This page will allow you to upload your project documents. Use the button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Building Height Certification.pdf	113 kb	0%
Compaction Certification.pdf	67 kb	0%
Final House Location Survey.pdf	113 kb	0%
Stormwater Management Certificat...	565 kb	0%
<div> Add Files Start Upload</div>		
	859 kb	0%

SUBMITTAL REQUIREMENTS

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Document Naming Conventions:

- For sheets other than those associated with the site related plan, the first character represents the discipline (e.g., A=architectural) and must be followed by a three digit number (e.g., A001_FirstLevelFirPlan).
- Three zeros will be required for general index and cover sheets, to ensure those sheets are listed first.
- Use alphanumeric symbols only.
- **Each page of the drawings MUST be submitted as a single sheet.**
- File names must not exceed 50 characters in length.
- Supported file types include, but are not limited to: PDF

File Name Examples for Site Related Plans

5. After the application is accepted, final Town of Vienna inspections will be completed and the documents will be reviewed. Inspections, with the exception of the Fairfax County Final Building Inspection Review, will be scheduled by staff and the applicant will not be required to request them. The Fairfax County Final Building Inspection Review will need to be requested by the applicant after Fairfax County has completed and passed all of its inspections.

▼ Inspections 0 of 5					+ Add Required Inspection
▼ General Inspections					
Inspection Type	Status	Date	By		
Fairfax County Final Building Inspection Review	Request Inspection			Waive	
Occupancy Inspection Parks	Request Inspection			Waive	
Occupancy Inspection Sanitary	Request Inspection			Waive	
Occupancy Inspection Site (LSR)	Request Inspection			Waive	
Occupancy Inspection Water Meter	Request Inspection			Waive	

6. Once all inspections have been completed and passed and all documents are reviewed and approved, the Certificate of Occupancy will be issued. Additionally, a bond permit will be issued notifying the applicant of when the bond will expire. After these are issued, the original LSR application will be moved from the Construction phase to the Bond Release and Closeout Phase.



Town of Vienna

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is hereby granted for the following firm, business, establishment or individual in accordance with Article 22, Chapter 18, of the Code of the Town of Vienna, Virginia.

Certificate Information

Certificate Type:	Residential Certificate of Occupancy
Certificate Number:	RCO-2020-014
Certificate Issued:	7/2/20
Project ID Number:	411688

Location:

Project Address: 127 CENTER ST S

Parcel Number: 038 00 0000

Occupancy Information:

Occupant Name:	[REDACTED]
Zoning District:	RS-12.5
Permitted Uses:	Single-Family Detached Residential Dwelling
Lot Coverage (maximum 25%):	24.23%
Deck Coverage (maximum 5%):	5%
Use Group:	R-5
Construction Type:	VB

This certificate does not take the place of any license or permit required by law, nor does it authorize any building construction or use of mechanical, electrical or plumbing systems. Any change in the use or occupancy of this structure shall require a new certificate of occupancy. Lot coverage calculations include the house, driveway, garage, carport, shed, patios, and sport courts. Please check with the Department of Planning & Zoning when considering future improvements as a variance may be necessary. No site or building alterations may be performed without obtaining the appropriate approvals or permits.

Francis E. Simeck, CZA, Zoning Administrator