



## 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

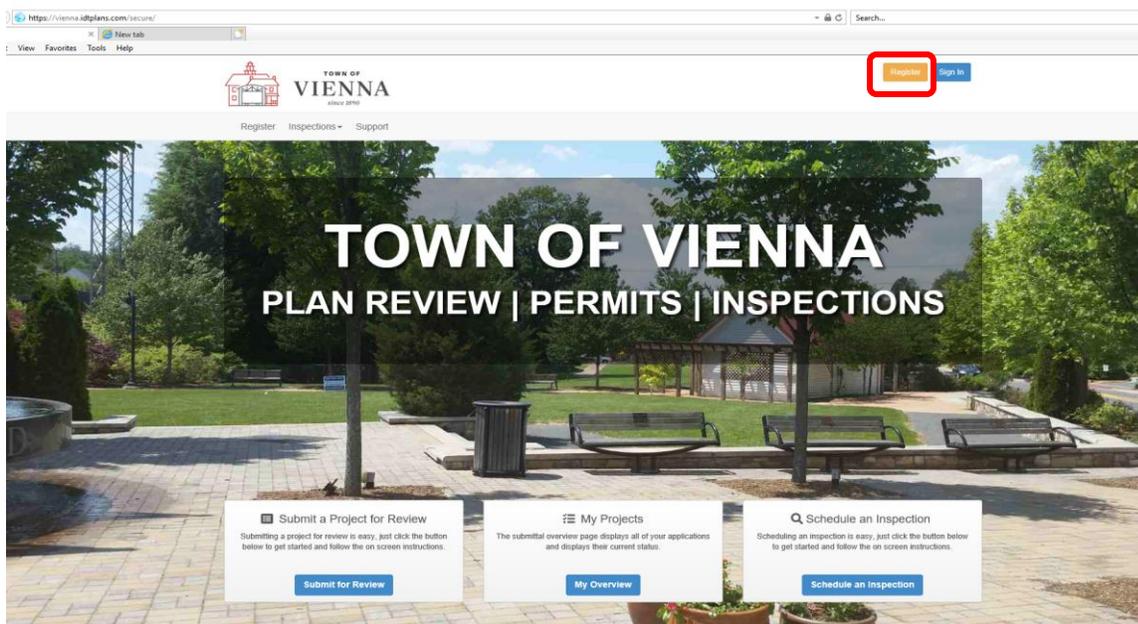
# How to Guide: Applying for a Small-Scale Residential Building Permit through idtPlans

Follow the steps on the following pages to apply for a small-scale (less than 2500 square feet of land disturbance, decks, porches, etc) 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](mailto:buildingpermitreview@viennava.gov) if you have any questions.

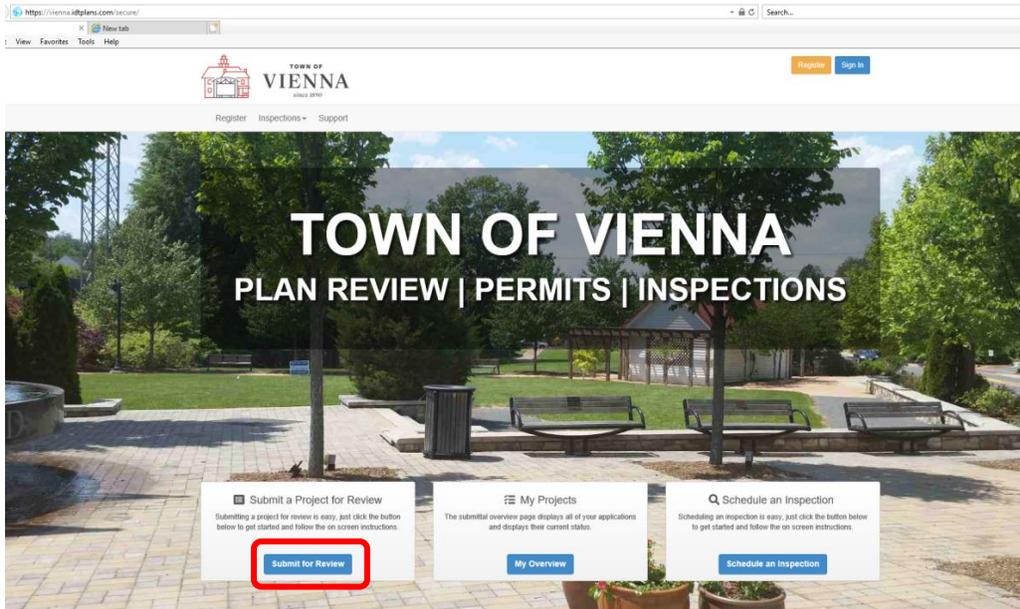
1. Submitting a small scale (less than 2500 square feet of land disturbance, decks, porches, etc) permit via: <https://vienna.idtplans.com/secure/>.

If you are utilizing [vienna.idtplans.com](https://vienna.idtplans.com) for the first time you will need to register before submitting your plan

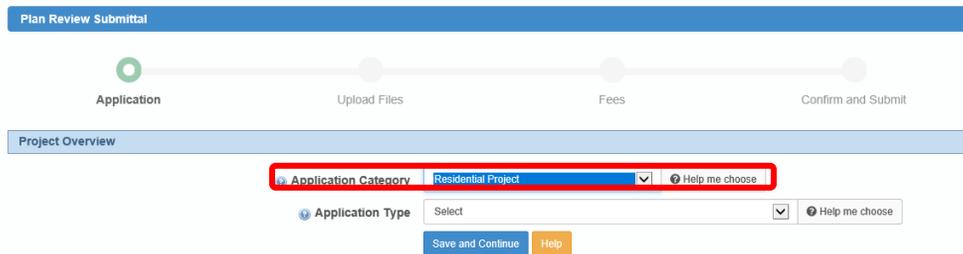
Click in the upper right-hand corner where it says register:



2. Once you have registered you will need to choose “Submit a Project for Review”



You will be prompted on the next page to choose your “Application Category” which you will choose Residential Project



3. Your next prompt will be to choose the “Application Type”, you will choose Small-Scale Residential Building Permit (i.e. decks, porches)

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Overview

Application Category Residential Project Help me choose

Application Type Small-Scale Residential Building Permit (i.e. decks, porches) Help me choose

Address of Project

Save and Continue Help

You will then need to enter the Address of the Project in the next prompt

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Overview

Application Category Residential Project Help me choose

Application Type Small-Scale Residential Building Permit (i.e. decks, porches) Help me choose

Address of Project

Save and Continue Help

After entering the address click Save and Continue to go to the next screen

- On the next screen you will find the checklist of requirements, please be sure you have all items when checking the boxes. If any items are missing your submission will be declined and you will be required to resubmit your application with the missing required documents

**Plan Review Submittal**

Application      Upload Files      Fees      Confirm and Submit

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**Checklist: Small-Scale Residential Building Permit** Print Checklist

This checklist includes all documents required for review of a small-scale residential building permit application.

**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"/> | Completed to-scale architectural drawings showing proposed scope of work  | Add a comment |
| <input type="checkbox"/> | Clean, unaltered, to-scale survey/plat of property with existing improvements                                   | Add a comment |
| <input type="checkbox"/> | Second, marked up to-scale survey/plat showing proposed improvements  | Add a comment |
| <input type="checkbox"/> | Lot coverage and/or deck coverage calculations both for existing lot improvements and proposed lot improvements | Add a comment |

Save and Continue    Help

Click Save and Continue to go next screen

- You are required to choose contact information for applicant and owner as well as indicating any additional contacts. When you have entered contact information requests, click Save and Continue.

**Plan Review Submittal**

Application      Upload Files      Fees      Confirm and Submit

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**Project Contacts**

Select

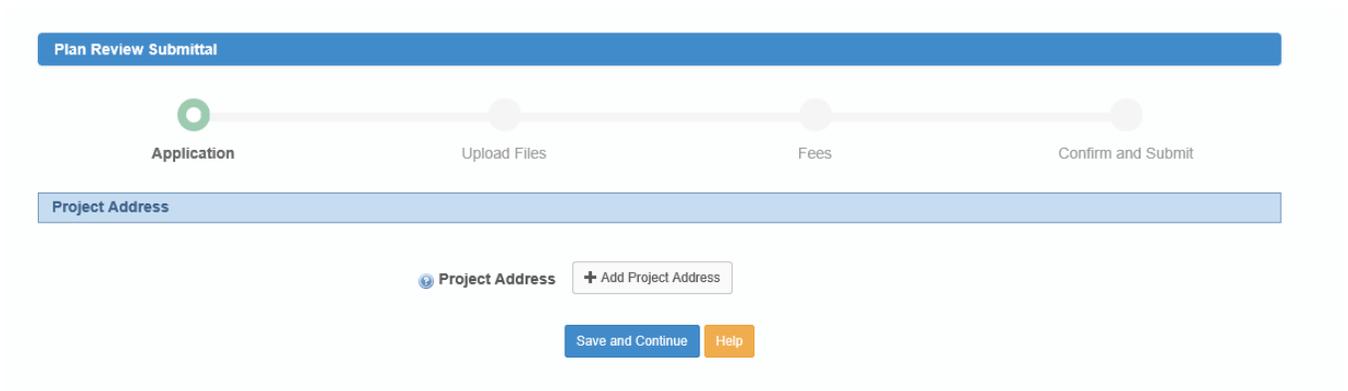
Select

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

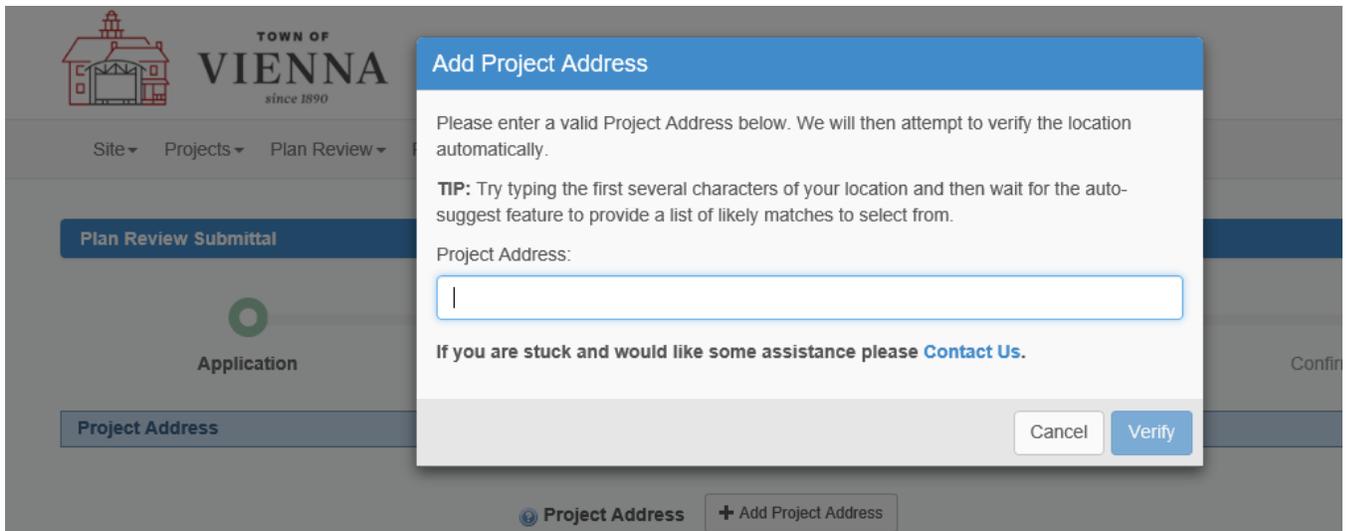
- Contractor
- Architect
- Engineer
- Surveyor
- Developer
- None of the Above

Save and Continue    Help

6. On the next page you will be asked the project address. Click on Add Project Address



Please add project in the project address prompt



When you have keyed in the address, please click confirm.

**TOWN OF VIENNA**  
since 1890

Site ▾ Projects ▾ Plan Review ▾

Plan Review Submittal

Application

Project Address

### Add Project Address

Please enter a valid Project Address below. We will then attempt to verify the location automatically.

**TIP:** Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from.

Project Address:

127 CENTER ST S

Please confirm the following or change location above:

**Address:** 127 CENTER ST S

**Parcel:** 0384 02 0146

**Owner:**

If you are stuck and would like some assistance please [Contact Us](#).

Cancel Confirm

Once you have confirmed the address you will need to click Save and Continue

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Address

Project Address address 127 CENTER ST S (0384 02 0146) (Verified) x

+ Add Project Address

Save and Continue Help



## 9. Your online application will pop up for your review and confirmation

### Confirm Your Application

Please review your application below for accuracy and use the edit button to make corrections if necessary.



**Department of Planning and Zoning**  
**Town of Vienna, Virginia**  
127 Center Street South  
Vienna, VA 22180  
Phone: (703) 255-6341  
Email: DPZ@viennava.gov

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**Project Overview** #418968

**Project Title:** 127 Center St S                      **Jurisdiction:** Town of Vienna  
**Application Type:** Small-Scale Residential Building Permit (i.e. decks, porches)      **State:** VA  
**Workflow:** Small-scale Residential Building Permit Review      **County:** Fairfax

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**Project Contacts**

**Contact Information: Applicant**                      **Contact Information: Owner**

Please be sure to review the entire application, check the box and click Confirm. If you need to make changes, choose Edit

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.

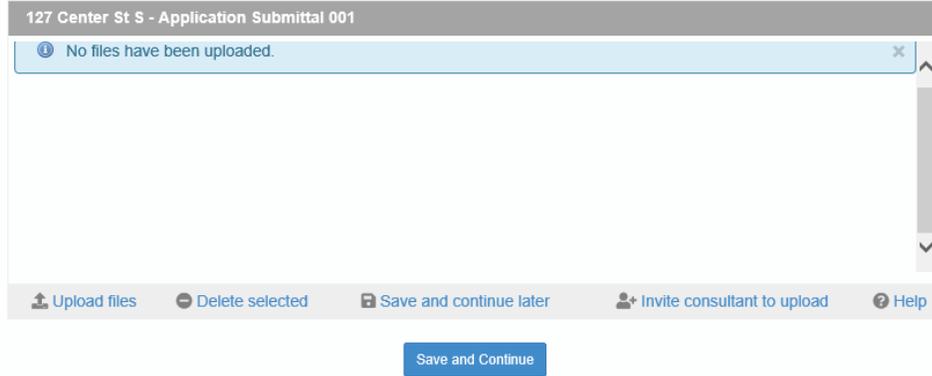
Confirm

Edit

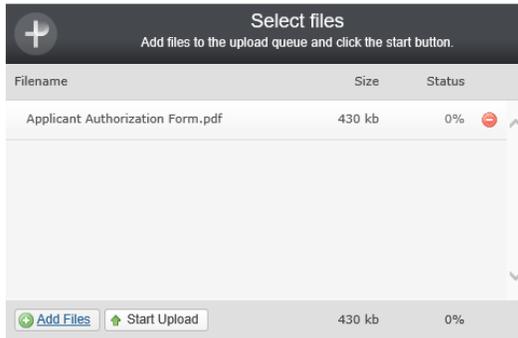
## 10. You now need to upload the required documents. Chose the Upload files option

### Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.



The acceptable file format for uploads is PDF. You will be given the prompt to add files, please do so using the naming example chart listed in the Document Upload page



#### 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

| Drawing Type                           | Sheet No. | Example file name                          |
|--|-----------|--|
| Name of sheet                          | X         | 00X_Name of Sheet                          |
| Coversheet                             | 1         | 001_Coversheet                             |
| Layout Plan                            | 8         | 008_Layout Plan                            |
| Grading Plan                           | 9         | 009_Grading Plan                           |
| Stormwater Profiles                    | 12        | 012_Stormwater Profiles                    |
| Tree Preservation Plan                 | 22        | 022_Tree Preservation Plan                 |
| Erosion and Sediment Control Narrative | 30        | 030_Erosion and Sediment Control Narrative |
| Zoning Compliance Plan                 | 3         | 003_Zoning Compliance Plan                 |

#### File Name Examples for all Plan Types

| 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     |

When all files are added, click Start Upload

Once your files have been uploaded click Save and Continue

**Document Upload**

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

| 127 Center St S - Application Submittal 001 |                                  |                  |
|---|----------------------------------|------------------|
| <input type="checkbox"/>                    | Documents Uploaded               | Uploaded On      |
| <input type="checkbox"/>                    | Applicant Authorization Form.pdf | 7/22/20 12:46 PM |

[Upload files](#) [Delete selected](#) [Save and continue later](#) [Invite consultant to upload](#) [Help](#)

[Save and Continue](#)

11. On the Plan Review Fees page click Save and Continue. You will receive your applicable fees in an email at review acceptance

**Plan Review Fees**

*No fees are due at this time.*

[Save and Continue](#)

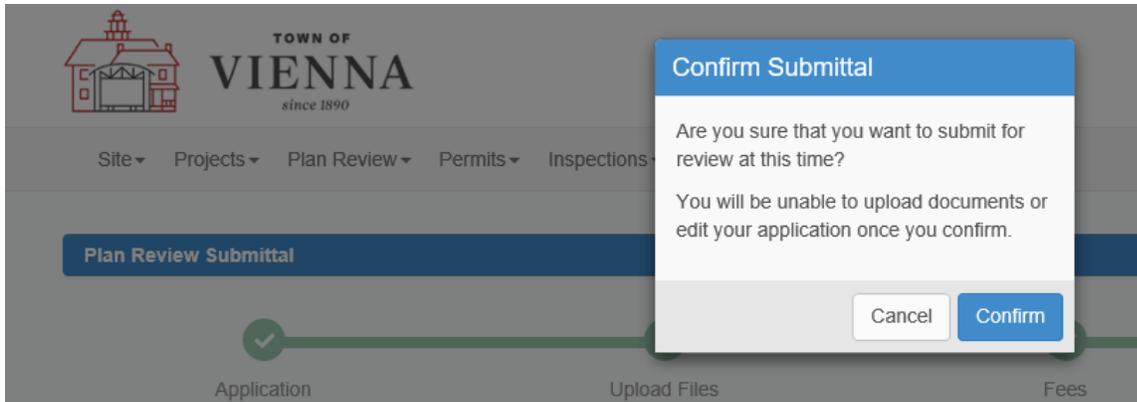
12. To complete the submittal process you need to click Confirm and Submit for Review on the Confirm and Submit page

**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.

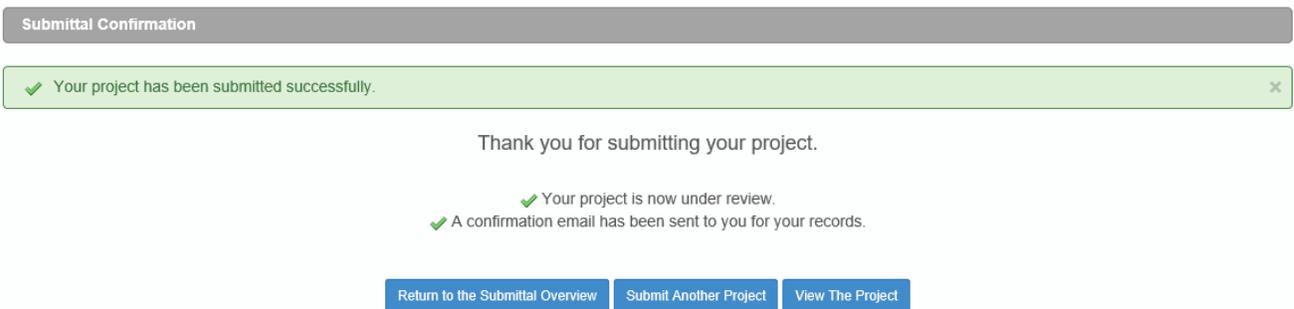
[Confirm and Submit for Review](#)

To ensure you are ready to submit you will be prompted one more time to confirm your submittal



If you are ready to submit, please click confirm

Your submittal is now complete



**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. Reviewers from the Planning and Zoning and Public Works 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.

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**

Application    **Respond To Issues**    Upload Files    Fees    Confirm 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 Issue    Filter    Print    [Icons]

**Planning and Zoning**    [Icons]

**General Issues**    [Icons]

**1. Lot Coverage Calculation**    close issue    delete issue    [Icons]

**Town of Vienna**    No existing or proposed lot coverage calculation is provided with the application.  
Michael D'Orazio  
6/29/20 4:09 PM  
1. LSR Plan Review - 1

Reply    Edit    Delete

**Town of Vienna**    Lot coverage calculation is now included on Sheet 003\_Zoning Compliance Plan.  
Michael D'Orazio  
7/2/20 10:26 AM  
1. LSR Plan Review - 1

Reply    Edit    Delete

**Save and Continue**

16. If there are no comments or comments have been addressed through subsequent rounds of resubmittals and reviews, the Town’s portion of review for the permit will be approved and an approval letter will be issued and approved plans will be stamped, and you will receive an email that the Town of Vienna has approved its review of the building permit application. 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.
17. After the review has been approved by the Town, applicants will have to continue Fairfax County’s permitting process by providing the County an approval letter and approved plans and will need Fairfax County to issue the building permit before starting work.

18. Town inspections, such as setback inspections, will be added to your project in idtPlans and you will need to schedule the inspection(s) once the foundation has been set or footers have been installed. Fairfax County inspections will be conducted through the County's permitting and inspections system.

Projects ▾ Plan Review ▾ Inspections ▾ Directory ▾ Support Use the old layout 🔍

Project

- Documents 3
- Issues 0
- Review Cycles 1
- Inspections 0
- Submittal Data
- Activity Log

### 127 Center Street South Test Project Actions ▾

**Type:** Small-Scale Residential Building Permit (i.e. decks, porches)

**Workflow:** Small-scale Residential Building Permit Review

**Jurisdiction:** Town of Vienna

**Description:** Test deck project

**Fairfax County Building Permit Number:**

**Munis Tracking ID:**

**Project File No:**

**Status:** Review Approved

**Stage:** Review Approved

**Project Number:** 423727

**Posted:** 8/4/20 9:20 AM

**Applicant:** Michael D'Orazio ✉

**Admin:** Michael D'Orazio ✉



127 CENTER ST S (0384 02 0146)

Submit Revision Request Inspection

Inspections 0 of 1

General Inspections

| Inspection Type                                | Status             | Date | By |
|--|--------------------|------|----|
| Residential Building Permit Setback Inspection | Request Inspection |      |    |

+ Request Other Inspection