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**TO:** Vienna Construction Industry  
**FROM:** John Jay Sergent, Town Engineer  
Andrea West, Zoning Administrator  
**DATE:** February 1, 2024  
**SUBJECT:** LTI 24-001 Residential Permit Process

The Town is updating our process for large-scale residential projects. Within the Town's online permit portal the Large Scale Residential (LSR) permit application is now divided into two different applications. Generally, LSRs are for residential projects with a land disturbance of over 2,500 square feet. For residential projects less than 2500 SF, the application will remain within the existing Small Scale Residential (SSR) application process.

After utilizing the existing application for Large-Scale permits for several years, the Town staff has concluded that it will assist applicants and Town staff in having one application type for projects that require occupancy permits, like new homes and additions, and another application for projects that do not need an occupancy permit, like pools and detached garages.

The two new applications will be as follows: 1) for Large-Scale Residential Review – NSFD, Additions, and 2) for Large-Scale Residential Review – Pools, Garages.

1) The Large-Scale Residential Review – NSFD, Additions. Application for projects that require occupancy permits from the Town of Vienna before project closure will be phased as follows:

1<sup>st</sup> Phase – Plan Review (Civil & Architectural Plans)

2<sup>nd</sup> Phase – Pre-Construction (Legal Documents, Fees, and Bonds)

3<sup>rd</sup> Phase – Wall Check (Previously, wall check was handled as an inspection in GeoCivix but will now be incorporated into the process as a phase.)

4<sup>th</sup> Phase – Occupancy Permit (Previously, the occupancy permit was a separate application but is now incorporated into the LSR process.)

5<sup>th</sup> Phase – Maintenance (The maintenance phase is for the final inspection of bond release)

**Plan Review Submittal**

Application      Upload Files      Fees      Confirm and Submit

**Project Overview**

? Jurisdiction: Town of Vienna  
 ? Application Category: Residential Project    ? Help me choose  
 ? Application Type: Large-Scale Residential Review - NSFD, Additions    ? Help me choose  
 ? Address of Project:   
 Save and Continue    Help

2) The Large-Scale Residential Review – Pools, Garages, and project types that require final inspections but no occupancy permit will be phased as follows:

1<sup>st</sup> Phase – Plan Review (Civil & Architectural Plans)

2<sup>nd</sup> Phase – Pre-Construction (Legal Documents, Fees, and Bonds)

3<sup>rd</sup> Phase – Close-Out (This phase will provide for final construction inspection, close permits, and send the project into the maintenance phase.)

4<sup>th</sup> Phase – Maintenance (The maintenance phase is for the final inspection of bond release)

**Plan Review Submittal**

Application      Upload Files      Fees      Confirm and Submit

**Project Overview**

? Jurisdiction: Town of Vienna  
 ? Application Category: Residential Project    ? Help me choose  
 ? Application Type: Large-Scale Residential Review - Pools, Garages    ? Help me choose  
 ? Address of Project:   
 Save and Continue    Help

All applications before 2/1/24 will now display an application type, as noted below. The application type is listed in the upper left corner of the project's GeoCivix webpage. Projects with this type of application will continue as originally submitted. They will not be processed following the changes outlined in this letter.

**Type:** Large-Scale Residential Building Permit Submitted before 2024-02-01

Please do not hesitate to contact the Town of Vienna Department of Planning and Zoning or Department of Public Works staff if you have questions about the appropriate application types for your project.

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