



A publication of Fairfax County, Virginia



**DEPARTMENT OF  
PLANNING  
& ZONING**

Permits Review Branch  
Fairfax County, VA  
703-222-1082

## CODE COMPLIANCE GUIDELINE

# **NON-RESIDENTIAL USE PERMIT**

**REQUIRED FOR COMMERCIAL OCCUPANCIES IN FAIRFAX COUNTY**

This publication outlines the certificate of use and occupancy requirements for commercial occupancies located in Fairfax County, however, does not apply in the towns of Clifton, Herndon, and Vienna. Section 61-1-2 of the Fairfax County Code specifies that a certificate of use and occupancy shall mean the permits described in the Fairfax County Zoning Ordinance, as amended, including but not limited to residential use permits and non-residential use permits.

## **NON-RUP REQUIRED FOR OCCUPANCY or USE**

In accordance with Section 18-701 of the County Zoning Ordinance, no occupancy or use shall be made of any structure or of any premises, and no change in use shall be permitted, unless and until a Non-Residential Use Permit (Non-RUP) has been approved in accordance with the provisions of the Zoning Ordinance. A Non-RUP shall be deemed to authorize and is required for both the initial and continued occupancy and use of the building or land to which it applies.

## **WHEN A NON-RUP SHALL BE OBTAINED**

In accordance with Section 18-702 of the Fairfax County Zoning Ordinance, a Non-RUP shall be obtained from the Zoning Administrator before any person shall:

- 1) Occupy or use any building with the exception of accessory structures as permitted by Article 10 of the Zoning Ordinance and additions to existing structures which do not require site plan approval.
- 2) Change the use of any existing building.
- 3) Occupy or use any vacant land except for an agricultural use.
- 4) Make any change in the use of a nonconforming use.
- 5) Enlarge any use in a manner which would require an increase in the amount of required off-street parking spaces.
- 6) Continue any use after a change in the proprietorship of such use.

## **HOW TO OBTAIN A NON-RUP**

Application for a Non-RUP is best made in person at the Zoning Permit Review Branch (ZPRB) of the Department of Planning and Zoning. Applications may also be submitted by mail. In either case, applicants should contact the ZPRB to obtain an application and guidance regarding additional information that must be submitted with the application.

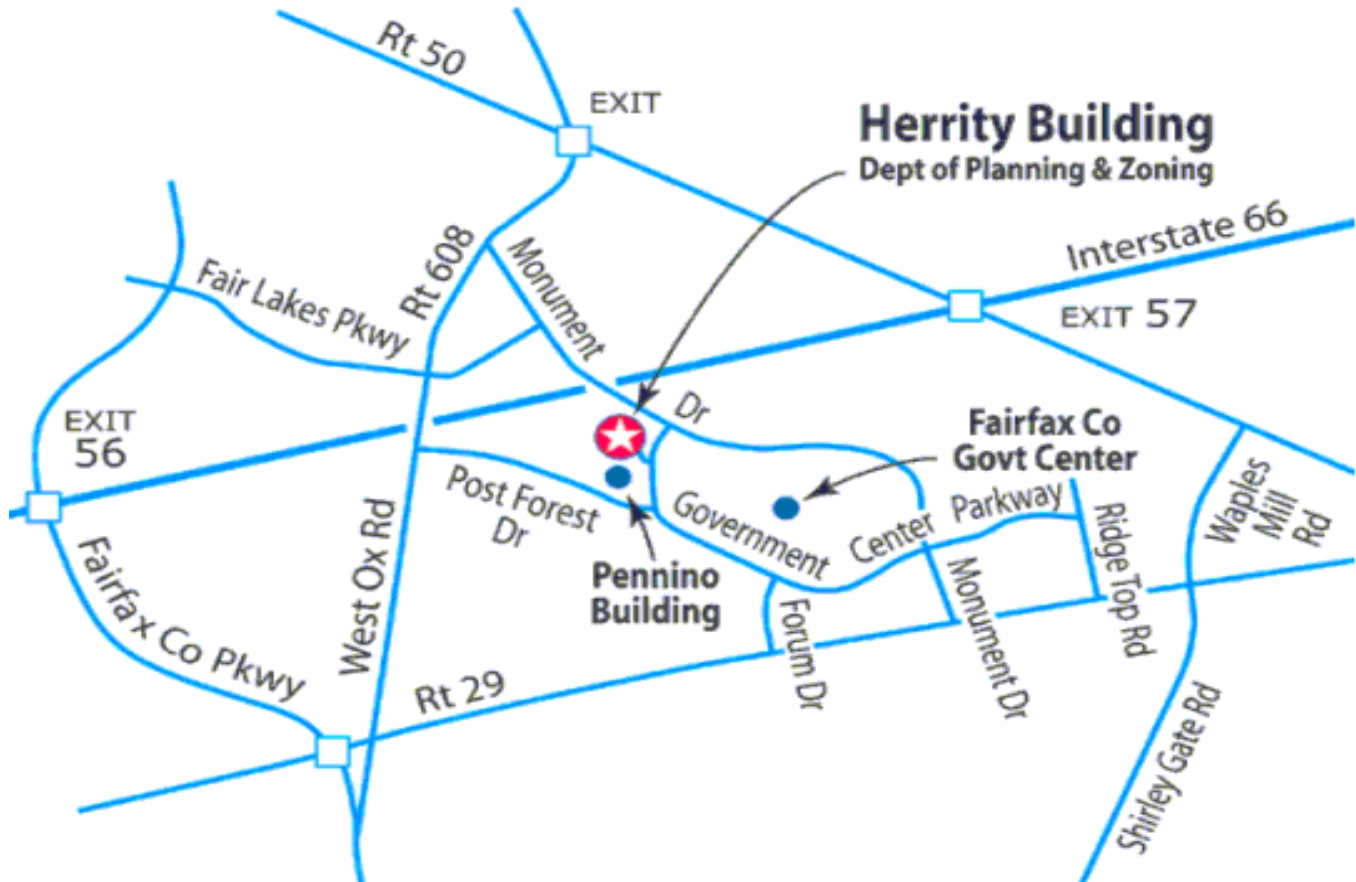
**CALL:** 703-222-1082

**ZPRB HOURS:** Monday-Thursday, 8 a.m. to 4 p.m.  
Friday, 9:15 a.m. to 4 p.m.

**GO TO:** Herrity Building (See Map on page 2)  
Zoning Permit Review Branch, Suite 250  
12055 Government Center Parkway  
Fairfax, VA 22035

## Herrity Building

Department of Planning and Zoning  
 Zoning Permit Review Branch, Suite 250  
 12055 Government Center Parkway  
 Fairfax, Virginia 22035



**From I-66 West** - Exit 57 to Route 50 West – Exit on to West Ox Road (Rt. 608) South – Left on Monument Drive (3rd traffic light) – Through one traffic light, right turn at second traffic light on to Government Center Parkway – First building on the right.

**From I-66 East** - Exit 56 to Fairfax County Parkway North – Turn right at first light on to Fair Lakes Parkway. At second light, take right on to Monument Drive – Right turn on to Government Center Parkway – First building on the right.

**From Route 29 (Lee Highway)** - Turn onto Forum Drive – At first traffic light turn left onto Government Center Parkway – Go through next traffic light and take first left – Herrity Building is the building to the right.

**Parking** - Parking is available in the front and in the parking garage to the right and rear of the building.

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. Materials such as this publication may be available in alternate formats. To request reasonable ADA accommodations or materials in alternative formats, call the Office of the Fire Marshal at 703-246-4803 (TTY: 711 or 1-800-828-1120) or write us at the following address: 10700 Page Avenue, Fairfax, VA 22030.