



**TOWN OF**  
**VIENNA**  
*Public Works*

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**TO:** Vienna Construction Industry  
**FROM:** Department of Planning and Zoning, Department of Public Works  
**CC:** Department of Public Works, Department of Parks and Recreation, Town Manager  
**DATE:** August 11, 2020  
**SUBJECT:** Electronic Plan Review (20-002 LTI)

Please note that effective August 17, 2020, all applications for zoning permits and building permits that are reviewed by the Town of Vienna, unless not listed on the next page, will need to be submitted online through the idtPlans review portal ([vienna.idtplans.com](http://vienna.idtplans.com)). A detailed list of all application types to be applied for can be found on the next page. Information on how to apply via idtPlans can be found on the "Support" tab on the main idtPlans page. Additional information, such as checklists and how-to guides, will be provided on the Planning and Zoning Building and Zoning Permit Review webpage ([viennava.gov/index.aspx?NID=1369](http://viennava.gov/index.aspx?NID=1369)). Town inspections can also be scheduled via the electronic plan review software.

Although the Town will conduct its review of building permits (necessary for decks, additions, new homes, porches, etc.) through the new system, applicants should be aware that building permits still must be submitted first through Fairfax County's separate online permitting system. More information about the county's submission requirements can be found at [fairfaxcounty.gov/plan2build/interim-counters](http://fairfaxcounty.gov/plan2build/interim-counters).

## Application Types Currently Available on idtPlans

### **Board of Architectural Review**

- Board of Architectural Review: Exterior Modifications
- Board of Architectural Review: Signs

### **Board of Zoning Appeals**

- Conditional Use Permit
- Variance

### **Commercial Projects**

- Commercial Building Permit
- Commercial Certificate of Occupancy
- Rezoning
- Site Plan (Commercial)

### **Demolition Building Permit**

- Demolition Agreement in Lieu of Plan
- Demolition Permit

### **Residential Project**

- Driveway Permit
- Fence Permit
- Home Certificate of Occupancy (for home-based businesses)
- Large-Scale Residential Building Permit (i.e., NSFD, Additions, Pools, etc.)
- Large-Scale Residential Occupancy Review
- Patio/Sports Court Permit
- Portable Storage Container Permit
- Small-Scale Residential Building Permit (i.e. decks, porches)
- Subdivision Lot Grading Plan
- Subdivision Plan
- Windover Heights Historic District Review

### **Right-of-Way Permits**

- Right of Way Permit (Non-Utility Company)
- Right of Way Permit (Utility Companies Only)

### **Projects Outside of Town**

- Project Outside of Town (This projects are outside Town but on Town Utilities.)

### **Rough Grading Plans**

- Rough Grading Plans

### **FEMA Special Flood Hazard Areas (SFHA)**

- MT-1 Conditional Letter of Map Revision Based on Fill (CLOMR-F & Letter of Map Revision (LOMR-F)
- MT-2 Conditional Letter of Map Revision (CLOMR) & Letter of Map Revision (LOMR)