County of Fairfax, Virginia
Planning Commission Meeting
April 8, 2026
Planning Commission Action

PROPOSED AMENDMENTS TO THE CODE OF THE COUNTY OF FAIRFAX, APPENDIX Q, SECTIONS D AND H
(Countywide)

PLANNING COMMISSION RECOMMENDATIONS:
On April 8, 2026, the Planning Commission voted 11-0 (Commissioner Thomas was absent from the meeting) to recommend to the Board of Supervisors adoption of the amendments to the Code of the County of Fairfax, Appendix Q, Section I Subsection H, and Section II, Subsection D, as set forth in the Staff Report dated March 3, 2026 and that the proposed amendments become effective at 12:01 a.m. on July 1, 2026.

ATTACHED DOCUMENTS:
Staff Report dated March 3, 2026

MJ

FAIRFAX
COUNTY

STAFF REPORT

V I R G I N I A

Proposed Amendments to Appendix Q, Section I Subsection H, and Section II, Subsection D, of the Code of the County of Fairfax, Virginia.

Fire Marshal Fees

PUBLIC HEARING DATES **March 3, 2026**

Board of Supervisors

PREPARED BY
FIRE PREVENTION DIVISION
FIRE AND RESCUE DEPARTMENT
703-246-4753

NJ

Americans With Disabilities Act (ADA): Reasonable accommodation is available upon 7 days advance notice. For additional information on ADA call 703-324-1334 or TTY 711 (Virginia Relay Center).

STAFF COMMENT

The proposed Fire Prevention Code of the County of Fairfax amendments increase Fire Marshal fees for plan review and inspection services contained in the Code of the County of Fairfax, Appendix Q, Section I, Subsection H and Section II, Subsection D.

Existing Fire Prevention Code Provisions

The Fire Prevention Division of the County's Fire and Rescue Department reviews various plans, issues operational permits, performs inspections and witnesses periodic testing of existing fire protection systems for compliance with Fire Prevention Code of the County of Fairfax. Under the existing Fire Prevention Code, Fire Marshal fees are assessed for review of various types of plans, issuance of operational permits, and witnessing annual re-testing of existing fire protection systems. The Fire Marshal fees are based on the actual costs of performing each type of service. The Statewide Fire Prevention Code allows jurisdictions to assess fees to defray the costs associated with enforcing the code. The Fire Marshal's Office was directed by the BOS to set fees so that 90-100% of actual costs are recovered.

Background

The current Fire Marshal permit and inspection fees were adjusted in FY 2025 where Fees for most operational permits were set at $195. The Fire and Rescue Department recently reviewed the current fee structure and cost recovery effort within the Fire Prevention Division. As a result of the review, staff recommend an increase in existing fees to more closely align the fees with the cost of performing mandated services. Staff recommend a fee increase to the hourly rate for plan review and acceptance testing from $208 per hour to $216 per hour, representing a 3.7% increase. The rationale for the proposed rate increases is due to increased personnel costs, fringe benefits and operational expenses. The projected FY 2026 cost recovery is 71% without the recommended fee increase. The recommended increased rates would be comparable to those of surrounding jurisdictions and are intended to represent a 90% to 100% cost recovery rate.

When the last comprehensive increase in fees occurred in 2024, the cost recovery rate in FY 2025 was just over 70%. Since then, costs to provide services have continued to increase to support compensation and operational requirements as well as to ensure quality of services. The County funded average employee pay increases of 3.83% in FY 2025 and 4.19% in FY 2026 for General County merit employees. The proposed fee increase will assist in the Fire Marshal achieving its cost recovery threshold.

Proposed Amendments

The proposed Code of the County of Fairfax amendments increase plan review, witnessed fire protection systems tests, and certain inspections rates from $208 per hour (billed in ¼ hour increments) to $216 per hour. The proposed rates increase is

intended to approximate a 90% to 100% cost recovery rate which aligns with the directive set by the Board.

Conclusion

Despite the previous rate increase, rising personnel costs, fringe benefits and operational expenses have resulted in the current fees not generating sufficient revenue to recover 90-100% of the Fire Marshal's costs to process and review plans, perform inspections or re-test existing fire protection systems. Staff believe that the proposed fee increase is appropriate.

Staff recommend the adoption of the proposed amendments as advertised with an effective date of 12:01 A.M. on July, 1, 2026.

Attachment I

Appendix Q – Land Development Services Fee Schedule of The Code of the County of Fairfax, Virginia

SECTION I
D.FIRE PREVENTION DIVISION (OFFICE OF THE FIRE MARSHAL) FEES

The following Fire Prevention Division fees shall be paid for the review and inspection of the following plans and plats. Plan review fees are due upon submission to the County of such plans and plats except that fees for plans submitted directly to the Fire Prevention Division shall be due upon completion of the plan review process or within 120 days of plan submission, whichever comes first. Inspection fees are due upon completion of the inspection.

Site plans
Site plan revisions
Site plan extensions
Rough grading plans
As-built site and subdivision plans
Plats
Subdivision plans
Site plans for public improvements only
Revisions and reapprovals to subdivision plans and site plans for public improvements only

(A) Plan Review fees: Fees are based on an hourly charge calculated on the hour or part thereof, per reviewer

Per Hour ~~$208.00~~ $216.00

(B) Testing and Inspection Fees: Fees are based on an hourly charge calculated per hour on the quarter hour or part thereof, per inspector

Per Hour ~~$208.00~~ $216.00

SECTION II
H: FIRE PREVENTION DIVISON (OFFICE OF THE FIRE MARSHAL) FEES

(A) Plan Review Fees:

Fees for all plan review are based on an hourly charge calculated on the quarter hour or part thereof, per reviewer. Fees are due upon completion of the plan review process.

Per Hour ~~$208.00~~ $216.00

(B) Acceptance Testing and Inspection Fees:

Fees are based on an hourly charge calculated on the quarter hour or part thereof, per inspector. Fees for fire protection equipment and systems performance tests and inspections, other equipment and systems performance tests and inspections, occupancy or preoccupancy inspections, fire lanes and required reinspection’s shall be imposed per hour calculated on the quarter hour or part thereof, per required inspector.

Per Hour ~~$208.00~~ $216.00

(C) Reinspection Fees:

Reinspection fees shall be based on the hours reserved to perform the test and will be charged per hour calculated on the quarter hour or part thereof, per required inspector. The following matrix is to serve as a guideline in determining when a reinspection fee is required for acceptance testing. A minimum notice of 24 hours (one full business day) for test cancellation is required. The fee is charged when an inspection is not canceled in time to save an unnecessary trip by inspectors.

- Per Hour ~~$208.00~~ $216.00

(D) Plan Review and Inspections Performed Outside of Business Hours:

Plan reviews and inspections may be performed outside of business hours upon request at the sole discretion of the fire official. Fees for these plan reviews and inspections shall be assessed at twice the rate listed in (A), (B) and (C) above. Fees shall be assessed in 30 minute increments.

REINSPECTION FEES

CIRCUMSTANCE	CONDITION	INSPECTED	REINSPECTION FEE
Cancelled or rescheduled off site more than 24 hours prior to appointment	N/A	No	No
Cancelled or rescheduled off site less than 24 hours prior to appointment	N/A	No	Yes
Contractor shows, others do not, or inspectors arrive, no one on site	Cannot Test	No	Yes
Cancelled while inspectors on site; test not started	Not Ready	No	Yes
Regular inspection, test started, test not completed	Not Ready or Failure due to fault of contractor	Yes	Yes
Regular inspection, test started, test not completed	Failed, but due to fault of contractor	Yes	No
Regular inspection, test completed	Substantially ready with minor deficiencies	Yes	No
Regular inspection, test completed	No punch list, inspection approved	Yes	No
Final inspection	Deficient	Yes	Yes