

PURPOSE

To provide a detailed step-by-step guide to the customer for the application process for the Fire Plan Review Amendment record in the Planning and Land Use System. This record is used when submitting revised plans for a plan set that has been previously approved.

Amendment Record Customer Application Process

Intake in Accela Citizen Access (ACA)

- 1. Login to PLUS
- 2. Click Fire module tab
- 3. Find the active record in the Inspections Pending Status. It is only in this status that a Plan Review Amendment record can be submitted.

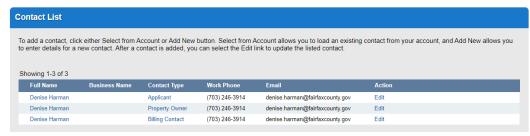


- 4. Click Make Changes under Action.
- 5. Click Fire Plan Review Amendment.

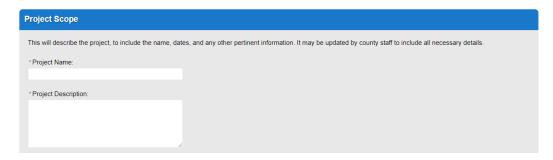


- 6. Click Continue Application.
- 7. Step 1: Location and People>Location Information is Read-Only. Click Continue Application.
- 8. Step 1: Location and People>Contacts is displayed. Adding new and editing existing is allowed. Click Continue Application. Always add existing contact never new.

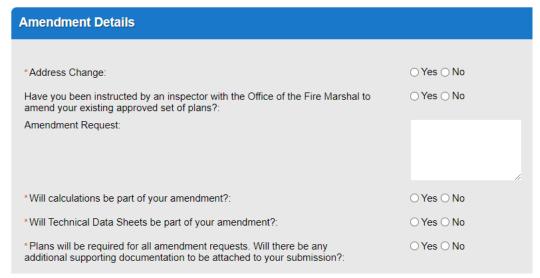




- 9. Step 2: License Information>License Information is Read-only. Click Continue Application.
- 10. Fill out Step 3: Application Detail>Application Detail
 - a. The **Project Scope** fields are auto-populated with the parent's information but can be edited.



b. Enter the Amendment Details. Click Continue Application.



- 11. On Step 4: Review, review the application details, then click Continue Application.
- 12. A confirmation screen will verify that your application was submitted, and a record number will be displayed.

Confirmation		
\bigcirc	Thank you for using our online services for your submission. A confirmation email will follow.	
FDL	OCK-2022-00053-02	Upload Plans and Documents



Note: The amendment record takes on the record number of the parent. Appended to the end is the number of applicable amendments submitted.

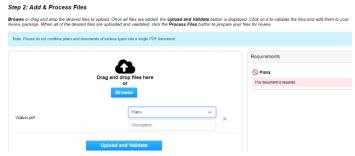
- 13. A notification will be sent to all contacts on the record upon submittal.
 - a. Records requiring documents on submittal will send a "Received" notification.



- 14. Click **Upload Plans and Documents** to open the Digital Plan Room.
- 15. Fill out Step 1: Information/Information
 - Enter General. Optional. Required documents will be displayed. (These vary based on intake selections.)
 - b. Click Continue.



- 16. Fill out Step 2: File Processing/Add & Process Files.
 - a. Upload required documents and select a document type. Click **Upload and Validate**.

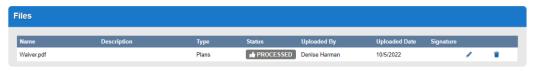


b. After files are Status = Validated, click **Process Files**.



c. When the files are Status = Processed, click **Continue**.





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- 17. Fill out Step 3: Sheet Versioning/Version Plan Sheets.
 - a. Enter sheet number, if applicable.
 - b. Click **Continue**.

Continue.

Step 3: Version Plan Sheets

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click Continue when you are done.

Sheets

Showing a total of 2 sheets

Title Block

Thumbhall

Sheet number and title

I 1 18

Sheet Rife (optional)

Drawing 220330104.pdf (Page 1)

CTDR

Sheet file (optional)

Drawing 220330104.pdf (Page 2)

18. On Step 4: Review/Review, review the package details, then click **Finish**.

Step 4:Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.

Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

19. A confirmation screen will verify that your review package has been received. Additionally, a "Plans and Documents received" notification will be sent to all contacts on the record.



*If you have any questions, please contact the Revenue and Records Branch either by phone, 703-246-4803 or by email Fire.revenuepermits@fairfaxcounty.gov.

