<u>PURPOSE</u>

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.**

*indicates a required field.

Contact List

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Email	Action
Denise Harman		Applicant	(703) 246-3914	denise.harman@fairfaxcounty.gov	Edit
Denise Harman		Property Owner	(703) 246-3914	denise.harman@fairfaxcounty.gov	Edit
Denise Harman		Billing Contact	(703) 246-3914	denise.harman@fairfaxcounty.gov	Edit

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.

Project Scope

This will describe the project, to include the name, dates, and any other pertinent information. It may be updated by county staff to include all necessary details.

* Project Name:

* Project Description:

    b. Enter the **Amendment Details**. Click **Continue Application**.

Amendment Details

* Address Change: ○ Yes ○ No

Have you been instructed by an inspector with the Office of the Fire Marshal to amend your existing approved set of plans?: ○ Yes ○ No

Amendment Request:

* Will calculations be part of your amendment?: ○ Yes ○ No

* Will Technical Data Sheets be part of your amendment?: ○ Yes ○ No

* Plans will be required for all amendment requests. Will there be any additional supporting documentation to be attached to your submission?: ○ Yes ○ No

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

Thank you for using our online services for your submission. A confirmation email will follow.

FDLOCK-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.

> Dear
>
> Your Fire Plan Review Amendment, Project Name, has been received.
>
> Please visit the Citizen Portal to upload plans and supporting documents. The application will not be reviewed until plans and supporting documents have been submitted.
>
> Please visit the PLUS Support for step-by-step instruction on completing your submission.
>
> If you have any questions, please call the Revenue & Records Branch at 703-246-4803 between the hours of 7:30 a.m. and 3:30 p.m. Monday - Friday with the exception of all County observed holidays. If you prefer, you can email us at fire.revenuepermits@fairfaxcounty.gov.
>
> Thank you,
>
> Revenue & Records Branch
> 703-246-4803
> 7:30 am - 3:30 pm
> fire.revenuepermits@fairfaxcounty.gov
> Office of the Fire Marshal
>
> *** This is an automatically generated email. Please do not reply.***

14. Click **Upload Plans and Documents** to open the Digital Plan Room.
15. Fill out Step 1: Information/Information
    a. 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**.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature		
Waiver.pdf		Plans	👍 PROCESSED	Denise Harman	10/5/2022		✏️	🗑️

Continue

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

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.