



PURPOSE

Most often, a code modification is a request to modify a code provision where your project's design or construction does not meet the letter of the Statewide Fire Prevention Code, Chapter 62 of the Code of Fairfax County, or fire protection related provisions of the Public Facilities Manual. "Code mod" requests must propose changes to a code provision that provide an equivalent level of fire and life safety. The county cannot outright waive code provisions. The **Fire Code Modification** record is required by the **Office of the Fire Marshal** when the above provision is desired.

Fire Code Modification Customer Application Process

Intake in Accela Citizen Access (ACA)

1. Login to **PLUS**
2. Click Fire module tab
3. Click **Create an Application**.
4. Check the box to indicate you have read and accepted the terms, then click **Continue Application**

5. Expand the dropdown menu **Administrative**, then select the option for Smoke Control and click **Continue Application**

6. Fill out Step 1: Location and People>Location Information

- a. Enter the **Project Address (Enter Street Number and first 3 letter of Street Name and select search)**
- b. **Tenant Location Details** can be provided.
- c. Click **Continue Application**.

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Home Building Enforcement Environmental Health Fire Planning
Create an Application Search Applications Schedule an Inspection

Online Application

If you have questions or need assistance using the system contact the Help Desk:

- Phone: 703-324-2222
- TTY: 711
- Email: PLUSsupport@FairfaxCounty.gov

If assistance is needed for determining the record to choose below, requirements to submit a gi
www.fairfaxcounty.gov/fire-ems/fire-marshal/fire-plus

Please "Allow Pop-ups from this site" before proceeding.

General Disclaimer

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction or use will conform to the requirements in the applicable Virginia Uniform Statewide Building Code, the current adopted Virginia Statewide Fire Prevention Code, the Code of the County of Fairfax, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and standards.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Access Act and the Virginia Freedom of Information Act.

I have read and accepted the above terms.

Continue Application »

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Administrative
 Fire Code Modification
Installation
Operational - Fire Prevention Code Permits (FPCP)
Operational - FPCP (Hot Works-All/Explosives-Firm)
Operational - Non-Permitted
Registration

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Project Address

Describe the address of the project. An address can be searched by typing in a partial or full address. The point of location selected is similar to a cold and warm address.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Street Name | Street Prefix | Street Suffix | Street Type | Street Suite |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Unit Type

City State Zip/Zip4

Search

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Tenant Location Details

If your application pertains to a specific Building Number, Floor Number or Suite Number, those details can be added via the list below.

Showing 0.0 of 0

| Building Number | Floor Number | Suite Number |
|-------------------|--------------|--------------|
| No records found. | | |

Add a Row Edit Selected Delete Selected



7. Fill out Step 1: Location and People>Contact Information; click Continue Application – **You must have a customer account, always use “Select from Account”, do not select Add New:**
 - a. Enter at least one **Applicant**
 - b. Enter at least one **Billing Contact**
 - c. Click **Continue Application**.

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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.



8. Fill out Step 2: Application Detail>Application Information
 - a. Enter the **Project Scope**.

- b. Enter the **Fire Code Modification Information**.



- c. Click **Continue Application**
- d. **Parent and Related Records Entry** page is required if “Is there a Fire Parent Permit?” was answered as yes. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

PARENT AND RELATED RECORDS

Provide the Building parent record and any related Building and/or Fire records to your project.

| | |
|----------------------|------------|
| *Record/Permit Type: | Record ID: |
| --Select-- | |

- 9. On Step 3: Attachments>Attachments, upload the required Submittal Package by clicking Add. Click **Continue Application**.
- 10. On Step 4: Review, review the application details, then click **Continue Application**.
- 11. A confirmation screen will verify that your application was submitted, and a record number will be displayed.
- 12. A Submitted 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.

