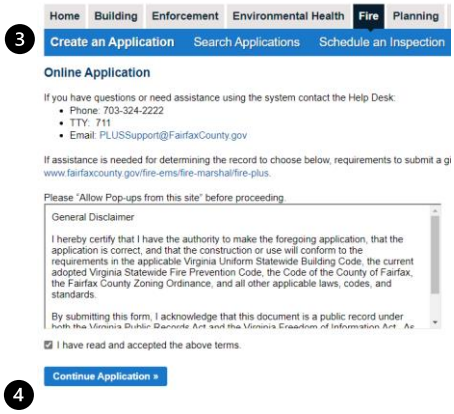
PURPOSE

To provide a detailed step-by-step guide to the customer for the process for a Storage Tank-Install application in the Planning and Land Use System. This application is used when installing a new, permanent storage tank; installing a portable, temporary storage tank; relocating an existing tank, modifying existing tank lines or dispensing equipment; or making a tank change to contain higher hazard contents.

Storage Tank Customer Application Process

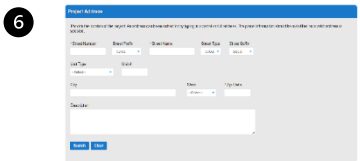
Intake in Accela Citizen Access (ACA)

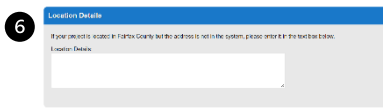
1. Login to **PLUS**
2. Click Fire module tab
3. Click **Create an Application.**
4. Check the box to indicate you have read and accepted the terms, then click **Continue Application**



5. Expand the dropdown menu **Installation**, then select the option for Storage Tank - Install and click **Continue Application**

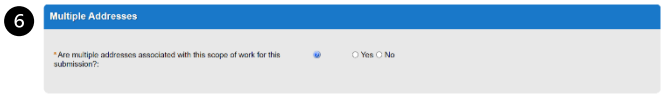
6. Fill out Step 1: Location and People>Location Information
   a. Enter the **Project Address (Enter street number and first 3 letters of street name and select search)**
      OR



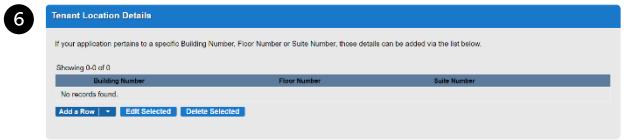


b. Enter **Location Details**

c. Answer if there are **multiple addresses.**

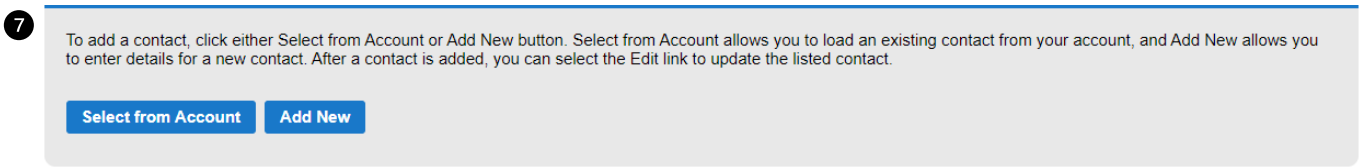


d. **Tenant Location Details** can be provided.
e. Click **Continue Application.**

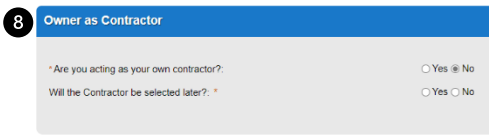


7. Fill out Step 1: Location and People>Contact Information; click Continue Application **– You must have a customer account, always use "Select from Account", do not select new:**

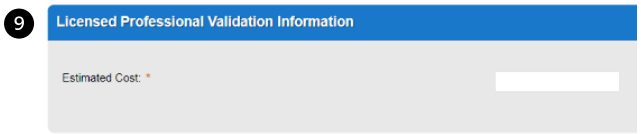
a. Enter at least one **Applicant**
b. Enter at least one **Billing Contact**
c. Enter at least one **Property Owner - Click "Select from Account and choose "Owner"**
d. **Tenant** is optional
e. Click **Continue Application.**



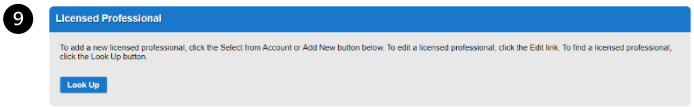
8. Fill out Step 1: Location and People>Contractor Information
   a. "Are you acting as your own contractor?" No by default.
      i. If you answer Y, field in 8b will disappear. Skip to step 10.
      ii. If you answer N, populate 8b.
   b. "Will the Contractor be selected later?" Required.
      i. If you answer Y, Licensed Professional in 9b will not be required.
      ii. If you answer N, continue to step 9 and populate all sections.
   c. Click **Continue Application.**



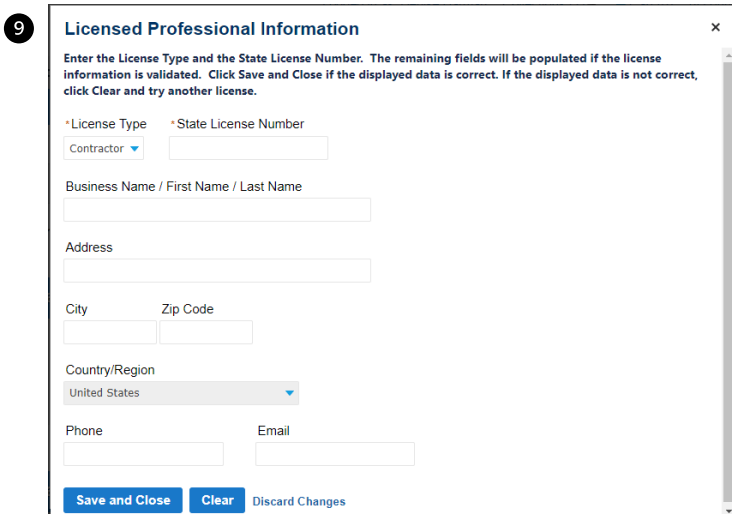
9. Fill out Step 2: License Information>License Information
   a. Enter **License Professional Validation Information**



   b. Enter **Licensed Professional** using Look Up button.



i. Enter the "State License Number." Click **Save and Close**.



c. Enter **Business, Professional and Occupational License (BPOL) Details.**

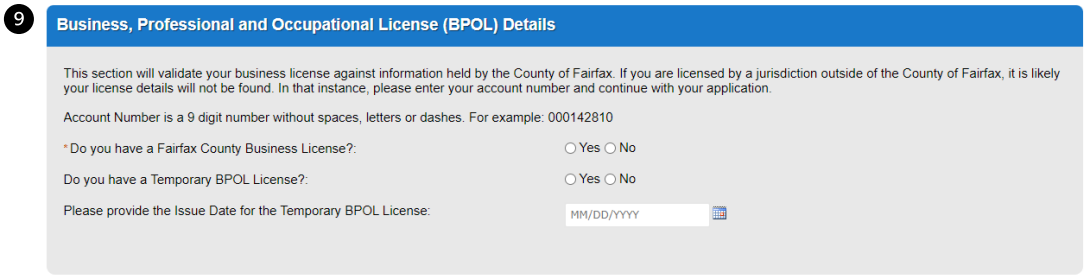
i. "Do you have a Fairfax County Business License?" Required

1. If you answer Y, 9cii and 9ciii will disappear. Skip to 9civ.
2. If you answer N, proceed to 9cii.

ii. "Do you have a Temporary BPOL License?" Required.

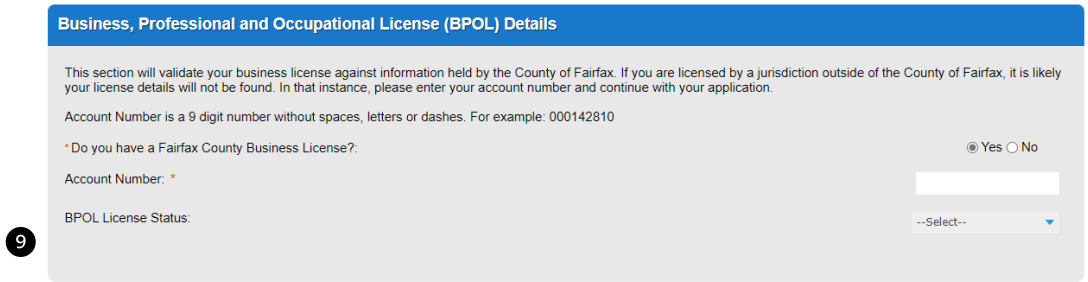
1. If you answer Y, proceed to 9ciii.
2. If you answer N, skip to step 10.

iii. "Please provide the Issue Date for the Temporary BPOL License." Required.



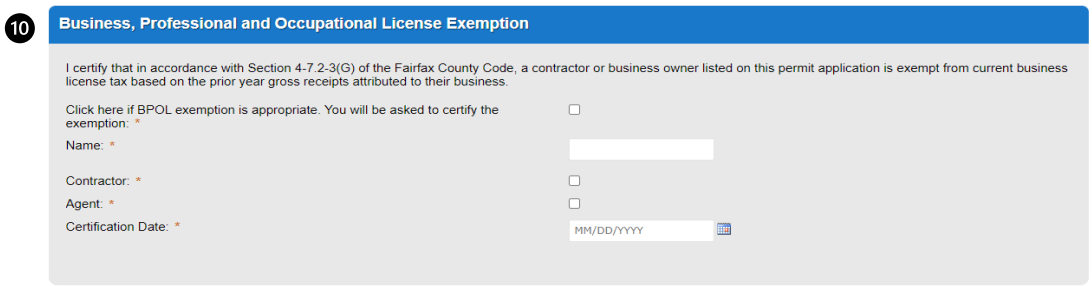
iv. "Account Number." Required.

v. "BPOL License Status." Auto-generated (slowly).

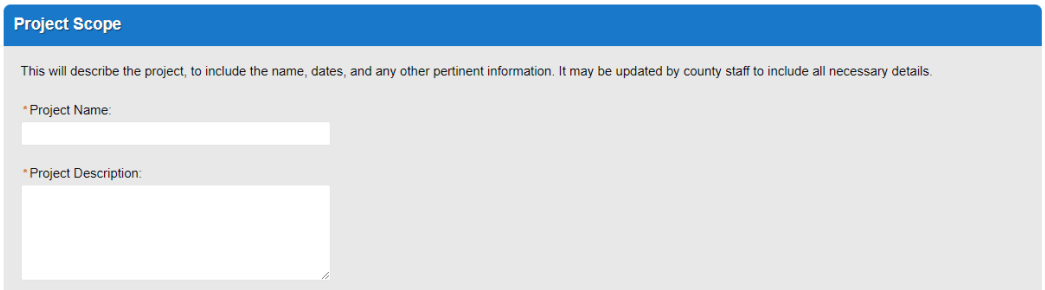


d. Click **Continue Application.**

10. Fill out Step 2: License Information>BPOL Exemption
    a. Enter **Business, Professional and Occupational License Exemption**.
        i. Five fields appear required but only four must be populated. “Contractor” or “Agent” checkbox is required.
    b. Click **Continue Application.**

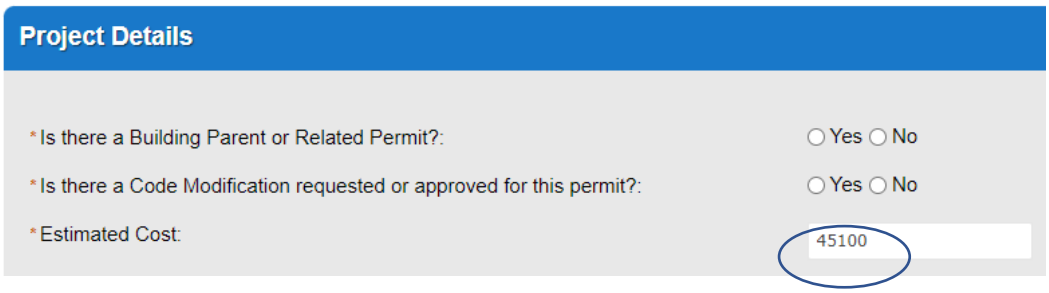


11. Fill out Step 2: Application Detail>Application Information

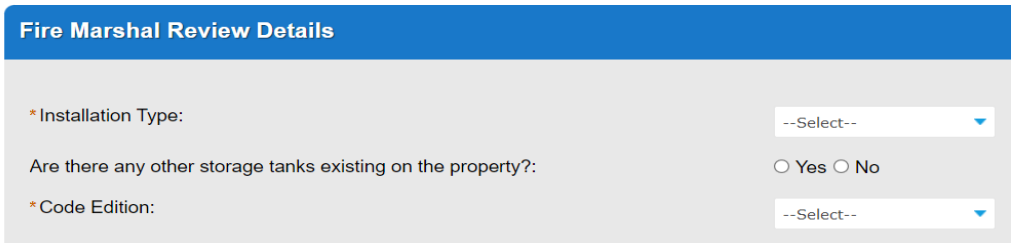


    a. Enter the **Project Scope.**

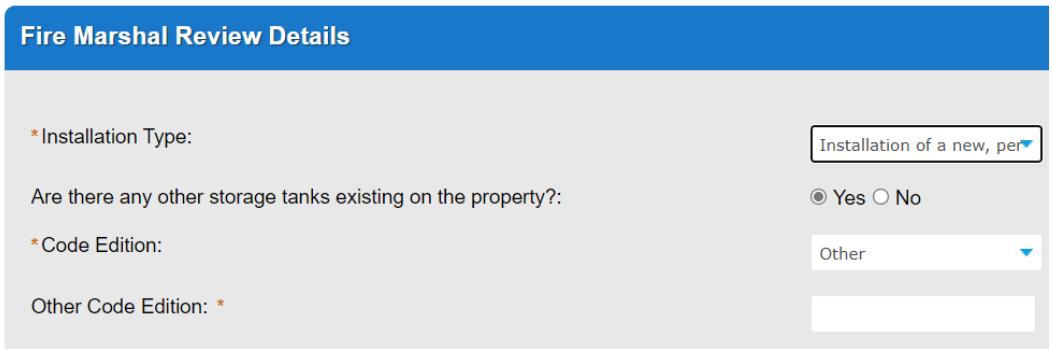
    b. Enter the **Project Details**.
        i. If a field was previously answered in the application process and it appears here again, it will be auto-populated with the previous answer and cannot be overwritten.



c. Enter the **Fire Marshal Review Details**.



i. Expressions will expand some fields based on the answers.



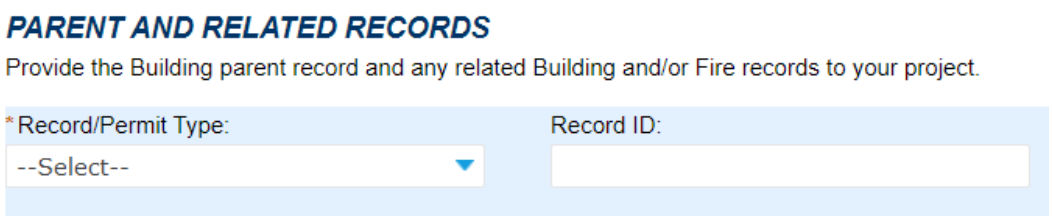
Display for all Installation Types

d. Click **Continue Application**

e. **Parent and Related Records Entry** page is required if visible because any of the following questions were answered as Y earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

   i. "Is there a Building Parent or Related Permit?"

   ii. "Is there a Code Modification requested or approved for this permit?"



f. **Tank Information** page is required for all applications. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

TANK INFORMATION

List the tank information below as it pertains to the project scope. Multiple, permanent tanks can be requested under one permit for the same address. Portable/Temporary tanks require a separate permit.

*Primary Tank Purpose: --Select--	Other purpose:	*Quantity:
*Capacity (gal):	*Content: --Select--	Description, if Other:
*Placement: --Select--	Location: --Select--	*Installation Type: --Select--
Classification of Liquids: --Select--	*Tank Material: --Select--	Material Description, if Other:
*Style: --Select--	*UL Rating: --Select--	Other UL Rating:
*Line Test Method: --Select--	Type of Tank: --Select--	

g. **Existing Storage Tanks** page is required if because "Are there any other storage tanks existing on the property?" was answered as Yes earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

EXISTING STORAGE TANKS

*Quantity:	*Capacity (gal):	*Content: --Select--
Description, if Other:	*Placement: --Select--	Location:
Classification of Liquids: --Select--		

12. On Step 4: Review, review the application details, then click **Continue Application.**
13. A confirmation screen will verify that your application was submitted, and a record number will be displayed. Storage Tank – Install records may have a "mask" applied to the record to identify the review type more easily by the name alone.

Confirmation

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

FTNKI-2022-00079 | Upload Plans and Documents | Copy Record

Review Type	RULES
Fire	
Storage Tank - Install	FTNKI (ASI Installation Type = Installation of a new, permanent storage tank Installation of a portable/temporary storage tank Relocation Modification to existing tank lines or dispensing equipment Tank change to higher hazard
Storage Tank - Install w/LP	FTNKI-**LP** - (ASIT Tank Information, ASI Content = LPG - Propane)

Review Type and mask rules for Sprinkler System and Standpipe System records.

14. A "Received" notification will be sent to all contacts on the record.

Dear

Your Storage Tank - Install, :, 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.

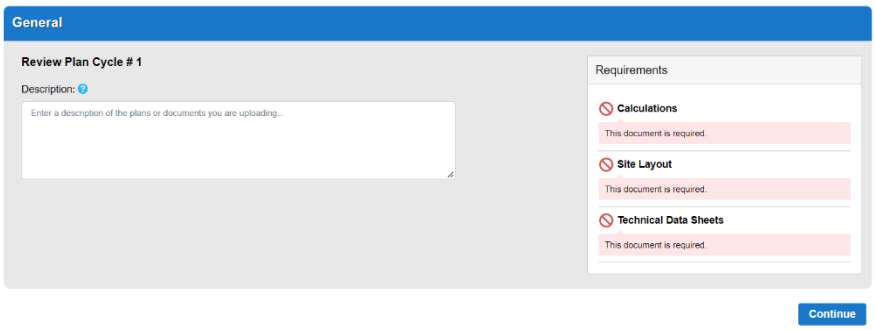
Please visit the PLUS Support for step-by-step instruction on completing your submission.

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.

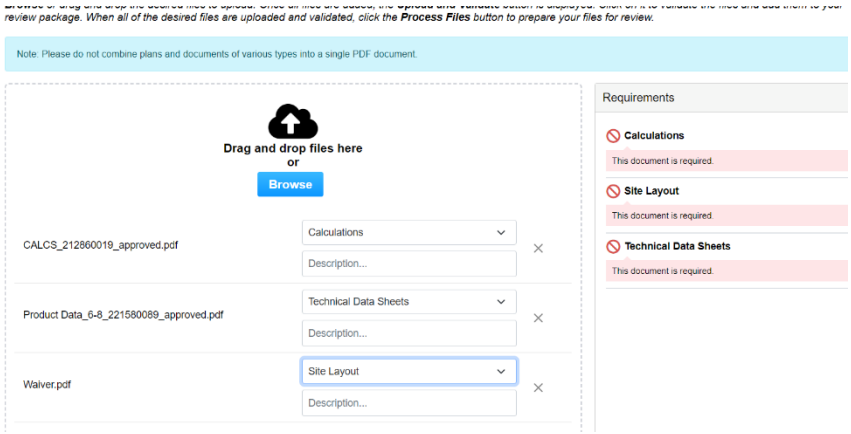
Thank you,

Revenue & Records Branch
703-246-4803
7:30 am - 3:30 pm
fire.revenuepermits@fairfaxcounty.gov
Office of the Fire Marshal

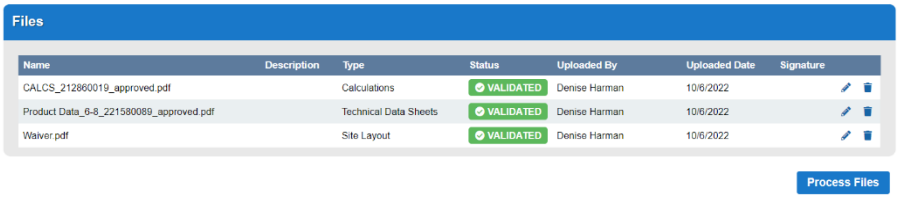
15. Click **Upload Plans and Documents** to open the Digital Plan Room.
16. Fill out Step 1: Information/Information
    a. Enter **General**. Optional. Required documents will be displayed. (These vary based on intake selections.)
    b. Click **Continue**.



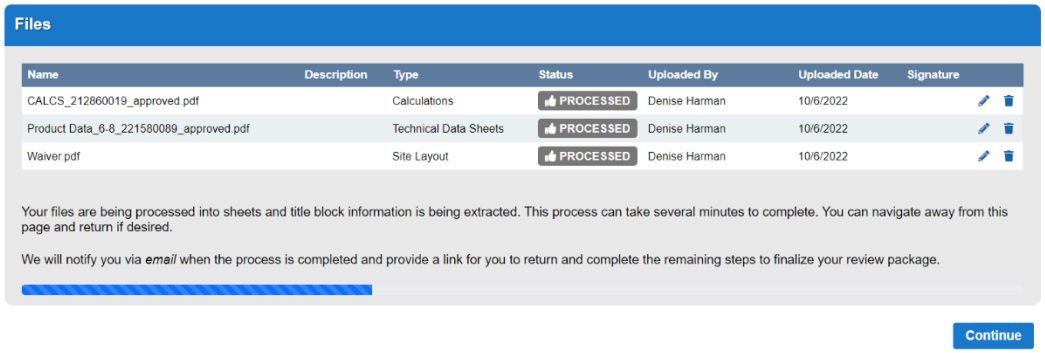
17. Fill out Step 2: File Processing/Add & Process Files.
    a. Upload required documents and select a document type. Click **Upload and Validate**.



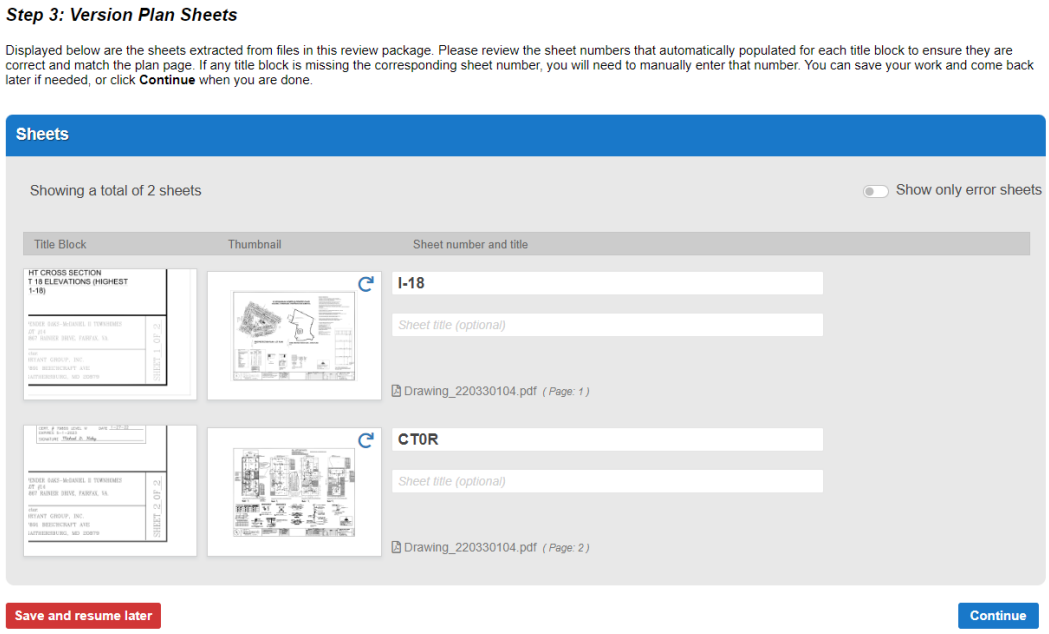
b. After files are Status = Validated, click **Process Files**.



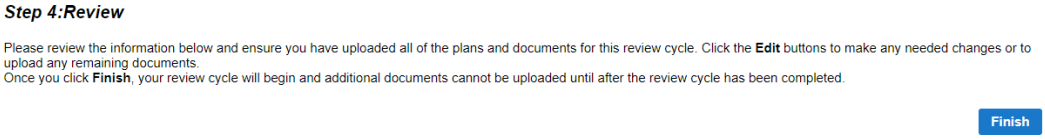
c. When the files are Status = Processed, click **Continue**.



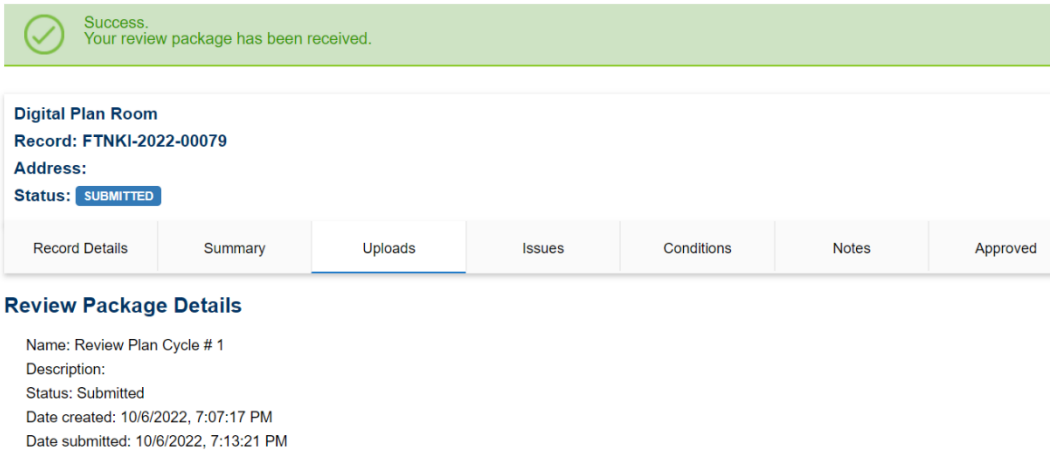
18. Fill out Step 3: Sheet Versioning/Version Plan Sheets.
    a. Enter sheet number, if applicable.
    b. Click **Continue**.



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



20. 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.