

Fire – Inspection – Occupancy

Follow the instructions below for creating a **Occupancy Inspection** in PLUS. The steps below review the application process from beginning to end.

Sections of this document

Required Information

Locate Application

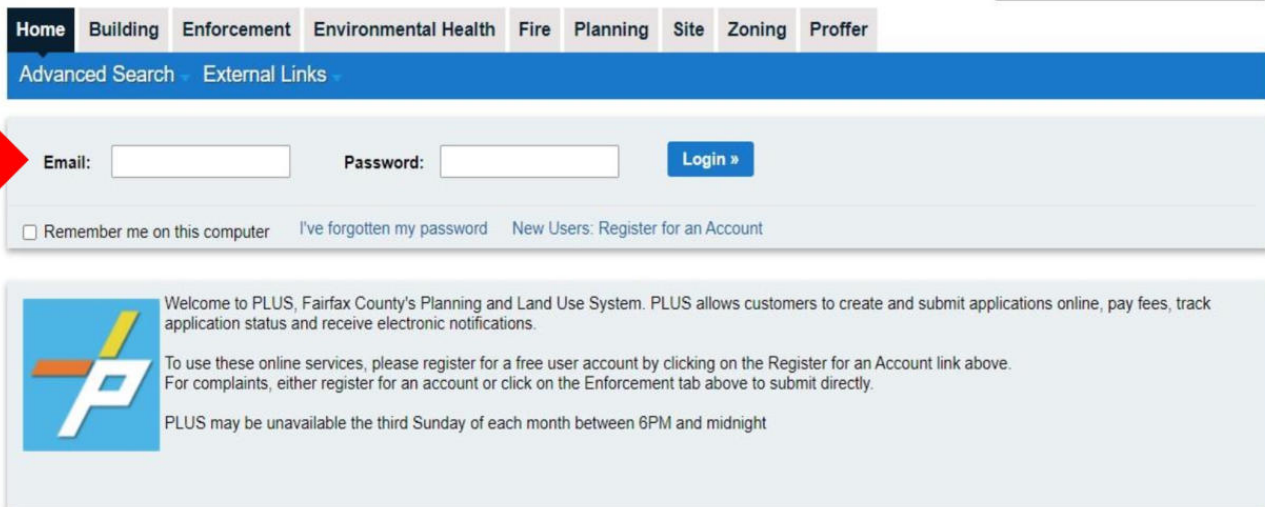
Create Application

Required Information

- A registered account

Locate Application

1. Login to **PLUS** using your registered email address and password
2. Click **Fire** module tab
3. Click **Create an Application**
4. **Check the box** to indicate you have read and accepted the terms




The screenshot shows the PLUS website interface. At the top, there is a navigation menu with tabs: Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, Zoning, and Proffer. Below the navigation menu is a blue bar with links for Advanced Search and External Links. The main content area features a login form with an Email input field, a Password input field, and a Login button. A red arrow points to the Email input field. Below the login form are links for Remember me on this computer, I've forgotten my password, and New Users: Register for an Account. At the bottom, there is a welcome message and a logo for PLUS.

Home Building Enforcement Environmental Health Fire Planning Site Zoning Proffer

Advanced Search External Links


Email: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

 Welcome to PLUS, Fairfax County's Planning and Land Use System. PLUS allows customers to create and submit applications online, pay fees, track application status and receive electronic notifications.

To use these online services, please register for a free user account by clicking on the Register for an Account link above. For complaints, either register for an account or click on the Enforcement tab above to submit directly.

PLUS may be unavailable the third Sunday of each month between 6PM and midnight


Home Building Enforcement Environ  Fire Planning Site Zoning Proffer

Dashboard My Records My Account Advanced Search External Links

Hello,

| | |
|---|---|
| <p>Saved in Cart (0) View Cart</p> <p>There are no items in your shopping cart right now.</p> | <p>My Collection (0) View Collections</p> <p>You do not have any collections right now.</p> |
|---|---|

Home Building Enforcement Environmental Health **Fire** Planning Site Zoning Proffer

 Create an Application Search Applications Schedule an Inspection External Links

Records

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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 given record, or training materials on how to navigate the PLUS system, please visit www.fairfaxcounty.gov/fire-ems/fire-marshall/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 Records Act and the Virginia Freedom of Information Act. As

I have read and accepted the above terms.

[Continue Application »](#)

5. Expand **Operational** – Occupancy on the Select a Record Type screen
6. Select the option for **Occupancy Inspection**
7. Continue Application

Select a Record Type

Choose one of the following available record types. For assistance making a selection, please visit www.fairfaxcounty.gov/fire-ems/fire-marshall/fire-plus.

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



Create Application

1. Complete Step 1: Location and People
2. To fill in a location, use either the Project Address or Parcel information boxes:
 - a. To search for an address using Project Address, type address information into the text boxes and click **Search**. Addresses containing the corresponding information will be displayed.
 - b. To search for an address using a Parcel ID, type the Parcel ID number in the textbox and click **Search**. The Project Address information corresponding to that Parcel ID will be auto filled.

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Create an Application Search Applications Schedule an Inspection

Blasting

1. Location and People 2. Application Detail 3. Documents 4. Review 5. Pay Fees 6

Step 1: Location and People > Location Information

Provide the location of the project. An address can be searched for by typing in a partial or full address. The parcel information should be auto-filled as a valid address is selected. If an address, parcel, or owner is not associated with the location of the intended activity, an x, y coordinate can be entered to process your application.

<https://www.fairfaxcounty.gov/GeoApps/Jade>

Show Map * Indicates a required field.

Project Address

* Street Number Street Prefix * Street Name Street Type Street Suffix

Unit Type Unit #

City State * Zip Code

Description

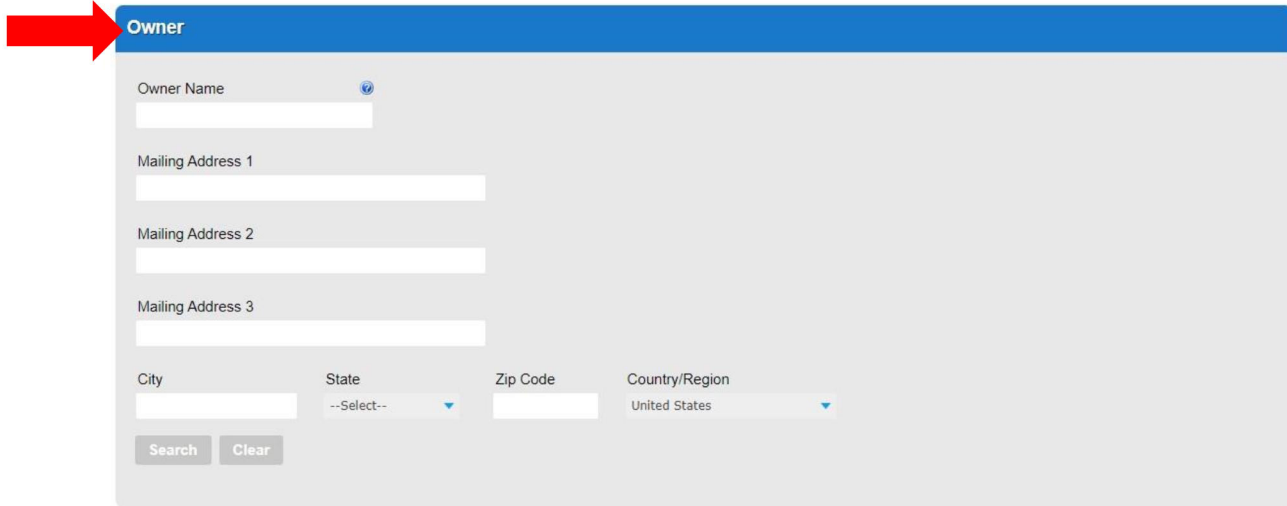
Search **Clear**

Parcel

* Parcel ID Number

Search **Clear**

3. Owner information will be auto populated based on the Location provided



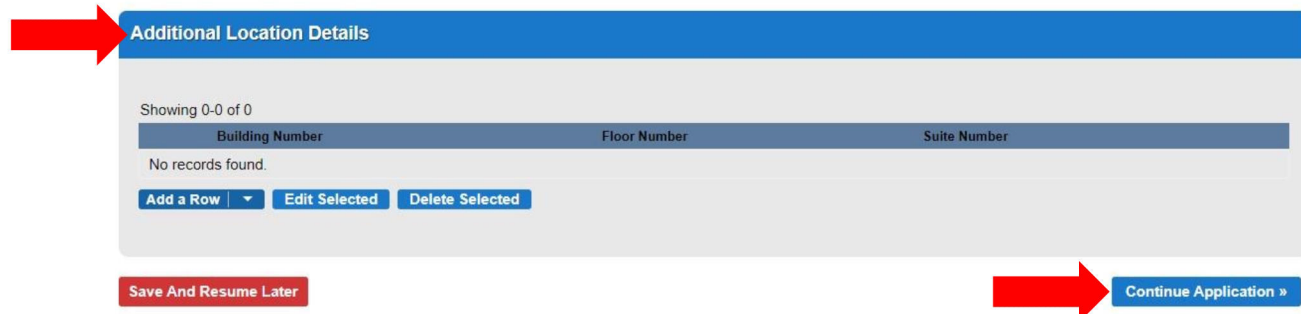
The screenshot shows a form titled "Owner" with a blue header. A red arrow points to the header. The form contains the following fields:

- Owner Name (text input with a blue checkmark icon)
- Mailing Address 1 (text input)
- Mailing Address 2 (text input)
- Mailing Address 3 (text input)
- City (text input)
- State (dropdown menu with "--Select--")
- Zip Code (text input)
- Country/Region (dropdown menu with "United States")
- Search (button)
- Clear (button)

4. Fill out the Additional Location Details if required

- a. Click **Add a Row**
- b. Fill out the required information

5. Continue Application



The screenshot shows a table titled "Additional Location Details" with a blue header. A red arrow points to the header. The table is currently empty, showing "Showing 0-0 of 0" and "No records found." Below the table are three buttons: "Add a Row" (with a dropdown arrow), "Edit Selected", and "Delete Selected". At the bottom of the form, there are two buttons: "Save And Resume Later" (red) and "Continue Application »" (blue). A red arrow points to the "Continue Application »" button.

6. Fill in information for Applicant, Billing Contact and On Site Contact
7. Use the **Select** button to search for saved contacts on the account
8. Continue Application

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Create an Application Search Applications Schedule an Inspection

Occupancy Inspection

| | | | | |
|------------------------|-----------------------|-----------|-------------|--------------------|
| 1. Location and People | 2. Application Detail | 3. Review | 4. Pay Fees | 5. Record Issuance |
|------------------------|-----------------------|-----------|-------------|--------------------|

Step 1: Location and People > Contacts

* indicates a required field.

Applicant

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.

Select from Account Add New

Billing Contact

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.

Select from Account Add New

Onsite Contact

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.

Select from Account Add New

Save And Resume Later

Continue Application »

9. Complete Step 2: Application Details
10. Fill out the **Project Scope**
11. Answer the questions in **General Information**
12. Continue Application

Occupancy Inspection

| | | | | |
|-----------------------|-----------------------|-----------|-------------|--------------------|
| 1 Location and People | 2. Application Detail | 3. Review | 4. Pay Fees | 5. Record Issuance |
|-----------------------|-----------------------|-----------|-------------|--------------------|



Step 2: Application Detail > Application Information

This will describe the business name and activities within if known at time of submission. It may be updated by county staff to include all necessary details.

* Indicates a required field.



Project Scope

*Project Name:

*Project Description:

General Information

Which inspection are you seeking to support the scope of work listed above?:
*

Save And Resume Later



Continue Application »

13. Fill in the **Building Permit Record Number**

- a. Click Add a Row
- b. Fill out required information

14. Fill in the **Days and Hours of Operation**

- a. Click Add a Row
- b. Fill out required information

Occupancy Inspection

Step 2: Application Detail > Additional Information

* Indicates a required field.

Building Permit Record Number

If there is an existing Building Permit, please enter the Building Permit Record Number in the corresponding table.

Showing 0-0 of 0

| Building Permit Record Number | Validated? |
|-------------------------------|------------|
| No records found. | |

Add a Row | **Edit Selected** | **Delete Selected**

Days and Hours of Operation

If this is a Post-Occupancy Inspection not using a Shell Development Process, at least one row must be entered in the Date and Time list. Please enter Start and End time in military formats. For example, if your business is from 9am-5pm, the start time would be 09:00, end time 17:00.

Showing 0-0 of 0

| Day | Start Time | End Time |
|-------------------|------------|----------|
| No records found. | | |

Add a Row | **Edit Selected** | **Delete Selected**

15. Fill in the **Use Group**
 - a. Click Add a Row
 - b. Fill out required information
16. Continue Application

Use Group

For all Pre-occupancy and Post-occupancy Inspections, a Use Group, an Occupancy Type, and a Condition will need to be entered. To use the Search field, enter N/A to return a complete list of options.

Showing 0-0 of 0

| Use Group | Occupancy Type | Condition |
|-------------------|----------------|-----------|
| No records found. | | |

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

[Save And Resume Later](#)
[Continue Application »](#)

17. Complete Step 3: Review
18. Review application to make sure all information is correct
19. Continue Application

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Occupancy Inspection

| | | | | |
|-----------------------|----------------------|-----------|-------------|--------------------|
| 1 Location and People | 2 Application Detail | 3. Review | 4. Pay Fees | 5. Record Issuance |
|-----------------------|----------------------|-----------|-------------|--------------------|

Step 3: Review

[Save and resume later](#)
[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Occupancy Inspection

20. Step 4: A confirmation screen will verify that your application was submitted and a record number is provided

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| | | |
|-----------------------|------------------------|-----------------------------|
| 1. Select item to pay | 2. Payment information | 3. Receipt/Record Submittal |
|-----------------------|------------------------|-----------------------------|

Step 3: Receipt/Record Submittal

Confirmation

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

21. Once your application has been reviewed & approved you will receive notice to request an inspection in PLUS.