PLUS, Fairfax County's Planning and Land Use System

To register for an account, please go to **https://plus.fairfaxcounty.gov/CitizenAccess/Welcome.aspx**

1. On the main page, click on the New Users: Register for an Account
2. Read and agree to the Terms listed on the next page
3. Then click Continue Registration
4. Please fill out the Login Information
5. Must add Contact Information
6. Select Organization unless only Individual/not business
7. Fill out the corresponding information and add contact addresses
8. Click Save
9. Click on Continue Registration

If everything was entered correctly, you will see a green box with "The account is successfully registered."

Once the above information is completed, please login to PLUS with your login information. You will be brought to the Dashboard page once you have logged in.

Click on the **Fire** tab at the top.

- In the **Fire** tab section, you will be able to find records of previous applications and inspections, of which you can navigate to find your inspection reports, documents, and any fees associated with your account. You can also apply for new Fire Prevention Code Permits (FPCPs), Occupancy Inspections, and other specialty fire permits.

PLUS Support:

For more information on the PLUS project and additional resources, please visit the PLUS Support Center at **https://wcmdevaks01.fairfaxcounty.gov/plan2build/plus** .

If you have technical questions or need assistance using the PLUS system, please contact the Help Desk:
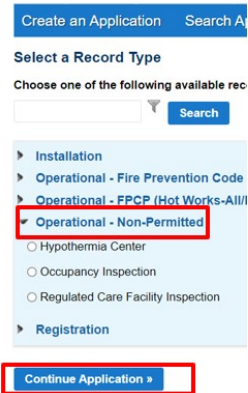
- Hours of Operation: Mon. - Fri., 8 a.m. - 4 p.m.
- Email: PLUSSupport@fairfaxcounty.gov
- Phone: 703-324-2222, TTY 711
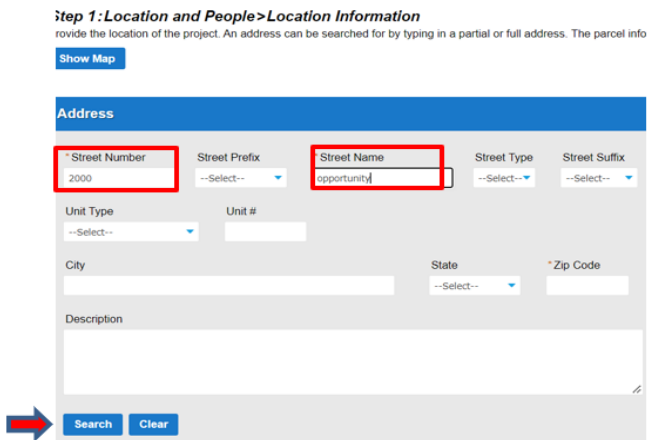
STATE REGULATED CARE FACILITY APPLICATION

1. Make sure that it says **Logged in as: YOU** on the top. Select the **Fire** tab, select **CREATE AN APPLICATION**
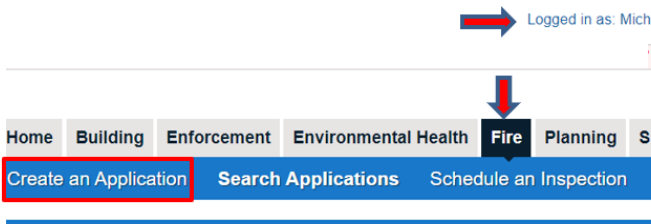
2. **Select a Record Type**, select **OPERATIONAL – NON-PERMITTED,** then **REGULATED CARE FACILITY INSPECTION**

3. When entering the business address, please know that the system is intuitive and will recognize your address by only entering the **STREET NUMBER** and first 4 letters of the **STREET NAME** and then select **SEARCH**. This search should automatically fill the parcel and the building owners for this page.

4. If there is a Suite/Unit #, **add a row** on the last section **Additional Location Details.** Skip this if there is no Suite #
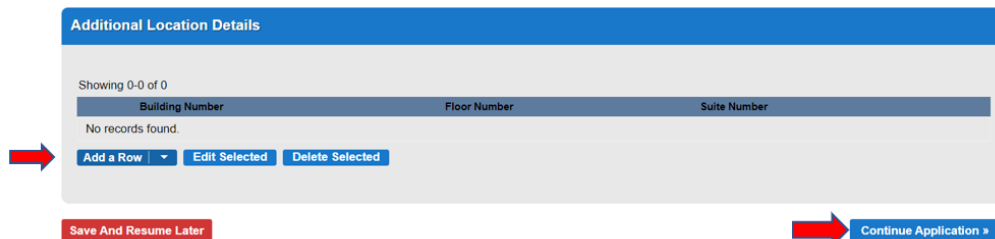
5. Select Establishment Type

Regulated Care Facility Inspection

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

Step 1: Location and People > General Information

*indicates a required field.

General Information

* Establishment Type: State Regulated Care Fac▾

Save And Resume Later   **Continue Application »**

6. You must complete all 3 contacts; **Applicant, Billing and Onsite**. When entering the contacts **select from Account** will allow you to automatically fill in your information from your associated account.

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**

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you ca
Showing 1-2 of 2

	Category	Type	Name
○	Associated Contact	Individual	Michel
○	Associated Owner		RESTC

Continue   **Discard Changes**

7. Complete the **Project Name, Project Description** and **Continue Application**

Detail Information

* Project Name:
BUSINESS NAME

* Project Description:
EX: Adult Group Home

EX: Assisted Living Facility

Save And Resume Later   **Continue Application »**

8. The last step is to **Review** the application and select **Continue Application**