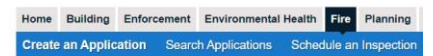PURPOSE

To provide a detailed step-by-step guide to the customer for the application process for a Storage application in the Planning and Land Use System. This application is used when a plan review is required for installing or modifying storage such as High-piled, Lumber Yard/Agro-Industrial/Biomass, Indoor, or a Propane Cylinder Exchange Station.

Storage: High-piled/Other 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 - High-piled/Other 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)**

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

    c. **Additional Location Details** can be provided.
    d. 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. **Plan Contact** is optional
    d. **Tenant** is optional
    e. Click **Continue Application.**

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

   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 **Fire Marshal Review Details**.

   Fire Marshal Review Details

   Review Type: --Select--   ▼

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

   Display for Lumber Yard/Agro-Industrial/Biomass, Indoor, Other, Installation of propane cylinder exchange station, and Modification of existing propane cylinder exchange station.

   Fire Marshal Review Details

   Review Type: High-piled   ▼

   For submissions with more than six areas, identify the largest six areas on the following pages. Clearly identify all high-piled storage on the plans.
   How many different high-piled storage areas are part of the plan submission?:   --Select--   ▼
   *
   Installation Type: *   ⓘ   --Select--   ▼

   Display for Installation Type – High-piled
   c. Click **Continue Application**

1. Fill out Step 2: Application Detail/High-Piled Storage – Area 1

Storage Area Identification - Area 1

Provide general information about the location used for high-piled combustible storage.

Are there multiple storage areas separated by a 1-hour fire protection rating? 1: * ○ Yes ○ No

Description/Name of High-piled Storage Area 1: *

Aggregate Area 1:

Ceiling Height 1:

Is the public allowed unescorted access within the high-piled storage at any time? 1: * ○ Yes ○ No

Commodity Classification - Area 1

Describe Materials in Storage; Declare Commodity Classification; Specify Limitations

⚠
Description of storage 1: *

If the final hazard classification is less than High-Hazard (Group A plastics), provide an evaluation of the appropriate commodity classification inn accordance with SFPC 3203.9.

Are Group A plastics part of the commodity? 1: * ◉ Yes ○ No

Will plastic pallets or similar plastic storage aids be used within the storage area? 1: * ◉ Yes ○ No

Select the type of plastic pallets used 1: * --Select--

Final design commodity classification including all possible increases 1: --Select--

Hazardous Materials - Area 1

Declaration of Hazardous Materials Storage

Are hazardous materials stored in the high-piled storage area? 1: ◉ Yes ○ No

Are hazardous materials part of the proposed high-piled storage plan? 1: * ❷ ○ Yes ○ No

Are flammable/combustible liquids part of the proposed high-piled storage plan? 1: * ❷ ○ Yes ○ No

Are aerosols part of the proposed high-piled storage plan? 1: * ❷ ○ Yes ○ No

Please indicate if other hazardous materials are part of the proposed high-piled storage plan. 1: *

Fire Protection/Life Safety Requirements 1

What fire protection and life safety features required by SFPC 3206.2 are provided?

Automatic fire-extinguishing system 1: *   ○ Yes ○ No

Fire detection system 1: *   ○ Yes ○ No

Fire Department access doors 1: *   ○ Yes ○ No

Smoke and heat removal 1: *   ○ Yes ○ No

Draft curtains 1: *   ○ Yes ○ No

Number of fire extinguishers 1: *   [   ]

UL rating of fire extinguishers 1: *   [4A:10B:C   ]

Provide additional information if a footnote in SFPC Table 3206.2 applies 1:

[   ]

Fire Sprinkler System - Area 1

Provide general details about the fire sprinkler protection provided.

Is a fire sprinkler system provided? 1: *   ◉ Yes ○ No

Type of sprinkler system 1: *   [--Select--   ▼]

Sprinkler system design density 1: *   [   ]

Sprinkler system area 1: *   [   ]

Are in-rack sprinklers provided? 1: *   ○ Yes ○ No

Are ESFR sprinkler heads provided? 1: *   ○ Yes ○ No

Sprinkler K-factor 1: *   [   ]

Sprinkler head temperature 1: *   [   ]

Sprinkler spacing in square footage 1: *   [   ]

Are fire hose stations (mop-up stations) provided? 1: *   ○ Yes ○ No

What is the aisle width required in NFPA 13? 1: *   ⓘ   [   ]

Storage Arrangement/Configuration - Area 1

Specify applicable storage arrangements, rack configurations, and pallet materials/types.

Does the facility contain storage in piles? 1: *	◉ Yes ○ No
Pile dimension 1: *	[ ]
Pile volume (cubic feet) 1: *	[ ]
Maximum pile storage height 1: *	[ ]
Is pile storage encapsulated? 1: *	○ Yes ○ No
Does the facility contain storage on shelves? 1: *	◉ Yes ○ No
Depth of shelves (inches) 1: *	[ ]
Height between shelves (inches) 1: *	[ ]
Maximum shelf storage height 1: *	[ ]
Is shelf storage encapsulated? 1: *	○ Yes ○ No
Does the facility contain storage on racks? 1: *	◉ Yes ○ No
Are the racks single-row? 1: *	○ Yes ○ No
Are the racks double-row? 1: *	○ Yes ○ No
Are the racks multiple-row? 1: *	○ Yes ○ No
Are there other rack types not listed above? 1: *	○ Yes ○ No
Is rack storage encapsulated? 1: *	○ Yes ○ No
Are solid shelves used in the racks? 1: *	○ Yes ○ No

Transverse flue space 1: *	◉ Yes ○ No
Transverse flue space single-row 1: *	[ ]
Transverse flue space double-row 1: *	[ ]
Transverse flue space multiple-row 1: *	[ ]
Longitudinal flue space 1: *	◉ Yes ○ No
Longitudinal flue space single-row 1: *	[ ]
Longitudinal flue space double-row 1: *	[ ]
Longitudinal flue space multiple-row 1: *	[ ]
Maximum storage height 1: *	[ ]
Is unreinforced plastic to be used as a storage aid or for pallet material? 1: *	○ Yes ○ No
Is reinforced plastic to be used as a storage aid or for pallet material? 1: *	○ Yes ○ No
Is UL 2335 plastic to be used as a storage aid or for pallet material? 1: *	○ Yes ○ No
Is wood to be used as a storage aid or for pallet material? 1: *	○ Yes ○ No
Are wooden crates to be used as storage aids or for pallet material? 1: *	○ Yes ○ No
Will other storage aids or pallet materials not listed above be used? 1: *	◉ Yes ○ No
Description of storage aid or for pallet material 1: *	[ ]
Will idle pallets be stored inside the building? 1: *	○ Yes ○ No
What method is used to protect steel columns located in racks, if applicable? 1: * ⓘ	[ ]
Will any special arrangements be in the area not otherwise mentioned? 1: ⓘ *	◉ Yes ○ No
Please state the special hazard condition 1: *	[ ]

2. **Parent and Related Records** page is required if visible because Installation Type = New. 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-- ▼	[ ]

3. On Step 4: Review, review the application details, then click **Continue Application.**

Lumber Yard/Agro-Industrial/Biomass

1. Fill out Step 2: Application Detail/Storage Information

Storage Information

Please provide specific details that support the review request.: *

2. On Step 4: Review, review the application details, then click **Continue Application.**

Indoor & Other

1. Fill out Step 2: Application Detail/Indoor Storage Information

Indoor Storage Information

Provide a description of the commodities to be stored.: *

Are any of these items considered hazardous materials storage?: *   ⊙   ○ Yes ○ No

Describe the storage method and arrangement.: *   ⊙

What is the maximum storage height?: *

What is the aggregate area of storage (in square feet)?: *

What is the maximum storage volume (in cubic feet) of individual storage piles or areas?: *

What is the minimum required egress width for aisles?: *

Is a fire sprinkler system provided? Indoor: *   ⊙ Yes ○ No

Type of sprinkler system Indoor: *   --Select-- ▼

What type of design system will be used? Indoor: *   --Select-- ▼

Sprinkler system design density Indoor: *

Sprinkler K-factor Indoor: *

Sprinkler head temperature Indoor: *

Are fire extinguishers provided for the storage area? Indoor: *   ⊙ Yes ○ No

What is the quantity and UL rating of the extinguishers? Indoor: *   ⊙

2. On Step 4: Review, review the application details, then click **Continue Application.**

Installation of propane cylinder exchange station and Modification to existing propane cylinder exchange station

1. Fill out Step 3: License Information
   a. Enter **Business, Professional and Occupational License (BPOL) Details.**

i. "Do you have a Fairfax County Business License?" Required
   1. If you answer Y, 1aii and 1aiii will disappear. Skip to 9civ.
   2. If you answer N, proceed to 1aii.
ii. "Do you have a Temporary BPOL License?" Required.
   1. If you answer Y, proceed to 1aiii.
   2. If you answer N, skip to step 2.
iii. "Please provide the Issue Date for the Temporary BPOL License." Required.

iv. "Account Number." Required.

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

b. Click **Continue Application.**
2. 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.**

3. On Step 4: Review, review the application details, then click **Continue Application.**

Customer Application (continued)

9. 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.
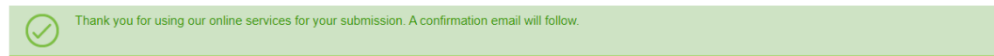
1004 ABBEY WAY MCLEAN, VA 22101

FSTOR-HP-2022-00110   **Upload Plans and Documents**   Copy Record

Review Type	RULES
Fire	
Storage: High-Piled	FSTOR-**HP** - (ASI Review Type = High-piled)
Storage: LP Exchange	FSTOR-**LPEX** - (ASI Review Type = Installation of propane cylinder exchange station or Modification to existing propane cylinder exchange station)
Storage: Indoor/Other	FSTOR (no mask) = anything else

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

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

Dear

Your Storage - High-piled/Other,   . 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.***

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

General

Review Plan Cycle # 1

Description: ❓

Enter a description of the plans or documents you are uploading...

Requirements

🚫 HPCS Fire Safety & Evacuation Plan
This document is required.

🚫 Plans
This document is required.

Continue

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

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the *Process Files* button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

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

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

14. 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.

Sheets			
Showing a total of 2 sheets			⬤ Show only error sheets
Title Block	**Thumbnail**	**Sheet number and title**	

I-18

Sheet title (optional)

📄 Drawing_220330104.pdf (Page: 1)

CT0R

Sheet title (optional)

📄 Drawing_220330104.pdf (Page: 2)

Save and resume later　　　　　　　　　　　　　　　　　**Continue**

15. 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

16. 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.

✓ Success.
Your review package has been received.

Digital Plan Room
Record: FSTOR-HP-2022-00110
Address: 1004 ABBEY WAY, MCLEAN VA 22101
Status: SUBMITTED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved

Review Package Details

Name: Review Plan Cycle # 1
Description:
Status: Submitted
Date created: 10/7/2022, 10:41:55 AM
Date submitted: 10/7/2022, 1:28:59 PM

*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.