



## PURPOSE

To provide a detailed step-by-step guide to Customer for the process for In-building Emergency Communications Coverage Application in the Planning and Land Use System

## In-building Emergency Communications Coverage 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 In-building Emergency Communications Coverage 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)**



#### 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](mailto: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-marshall/fire-plus](http://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 Access Act and the Virginia Freedom of Information Act. An

I have read and accepted the above terms.

[Continue Application »](#)

#### Select a Record Type

Choose one of the following available record types. For assistance making a selection, please v

[Search](#)

#### Administrative

##### Installation

- Alternative Fire Extinguishing Systems
- Door Locks
- Fire Alarm
- Fire Lane
- In-building Emergency Communications Coverage
- Private Fire Service Main (Underground/Aboveground)
- Site/Building Fire Review for Towns and Site Exceptions
- Smoke Control
- Sprinkler System or Standpipe System
- Storage - High-piled/Other
- Storage Tank - Install

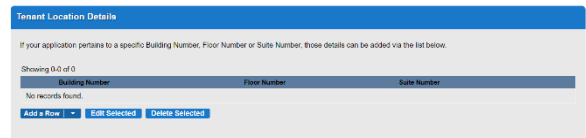
##### Operational - Occupancy

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

[Continue Application »](#)



b. Click **Continue Application**.



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.		

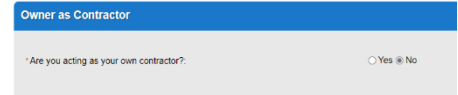
[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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 new:**
- Enter at least one **Applicant**
  - Enter at least one **Billing Contact**
  - Click **Continue Application**.

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](#)

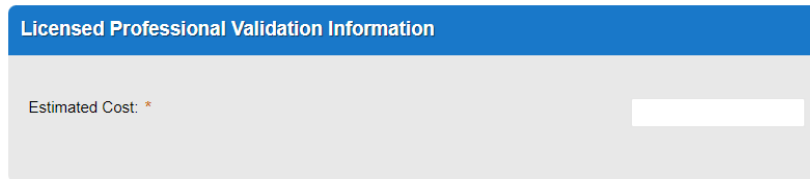
8. Fill out Step 1: Location and People>Contractor Information
- “Are you acting as your own contractor?” No by default.
  - Click **Continue Application**.



Owner as Contractor

\*Are you acting as your own contractor?  Yes  No

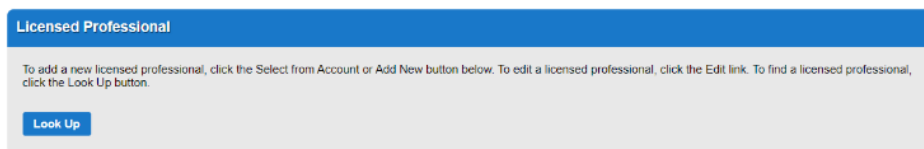
9. Fill out Step 2: License Information>License Information
- Enter **License Professional Validation Information**



Licensed Professional Validation Information

Estimated Cost: \*

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



Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button below. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

[Look Up](#)

- Enter the “State License Number.” Click **Save and Close**.



**Licensed Professional Information** x

Enter the License Type and the State License Number. The remaining fields will be populated if the license information is validated. Click Save and Close if the displayed data is correct. If the displayed data is not correct, click Clear and try another license.

\*License Type   \*State License Number  
 Contractor  

Business Name / First Name / Last Name

Address

City   Zip Code  
  

Country/Region  
 United States

Phone   Email  
  

**Save and Close**   **Clear**   Discard Changes

- 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.

**Business, Professional and Occupational License (BPOL) Details**

This section will validate your business license against information held by the County of Fairfax. If you are licensed by a jurisdiction outside of the County of Fairfax, it is likely your license details will not be found. In that instance, please enter your account number and continue with your application.

Account Number is a 9 digit number without spaces, letters or dashes. For example: 000142810

\* Do you have a Fairfax County Business License?    Yes    No

Do you have a Temporary BPOL License?    Yes    No

Please provide the Issue Date for the Temporary BPOL License:  

- iv. "Account Number." Required.
- v. "BPOL License Status." Auto-generated (slowly).

**Business, Professional and Occupational License (BPOL) Details**

This section will validate your business license against information held by the County of Fairfax. If you are licensed by a jurisdiction outside of the County of Fairfax, it is likely your license details will not be found. In that instance, please enter your account number and continue with your application.

Account Number is a 9 digit number without spaces, letters or dashes. For example: 000142810

\* Do you have a Fairfax County Business License?    Yes    No

Account Number: \*  

BPOL License Status:  

- 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.**

The screenshot shows a form titled "Business, Professional and Occupational License Exemption". It contains a certification statement and several input fields: "Name", "Contractor" (checkbox), "Agent" (checkbox), and "Certification Date" (calendar icon). A checkbox for "Click here if BPOL exemption is appropriate" is also present.

11. Fill out Step 3: Application Detail>Application Information

- a. Enter the **Project Scope.**

The screenshot shows a form titled "Project Scope". It includes a text area for "Project Name" and a larger text area for "Project Description".

- 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.

The screenshot shows a form titled "Project Details". It contains several questions with radio button options: "Is there a Building Parent or Related Permit?", "Is there a Code Modification requested or approved for this permit?", and "Estimated Cost" (with a text input field containing "100").

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

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

The screenshot shows a form titled "Fire Marshal Review Details". It includes dropdown menus for "Code Edition" and "Installation Type", and radio button options for "Is the project address a new building?", "Is the building a high-rise?", and "Does the Building have a fire alarm system?".

- 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 Electrical/Low Voltage Related Permit?"
  - ii. "Is there a Code Modification requested or approved for this permit?"

**Parent and Related Records Entry**

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

Showing 0-0 of 0

Record/Permit Type
No records found.

Add a Row
Edit Selected
Delete Selected

### **PARENT AND RELATED RECORDS**

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

\* Record/Permit Type:

--Select--

Record ID:

- 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.
- 14. In-building Emergency Communications Coverage records will have a "mask" applied to the record to identify the system type more easily by the name alone.

**Confirmation**

✓

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

12099 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035

FCOMM-ACTV-2024-00050

Upload Plans and Documents

Copy Record

Installation Type	RULES
Active ERCES	ACTV
Passive ERCES	PASV



15. A “Received” notification will be sent to all contacts on the record.

Dear

Your Fire Alarm, Project Name, 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](mailto:fire.revenuepermits@fairfaxcounty.gov).

Thank you,

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

\*\*\* This is an automatically generated email. Please do not reply.\*\*\*

16. Click **Upload Plans and Documents** to open the Digital Plan Room.

17. Required documents will be displayed. (These vary based on intake selections.)

Review Plan Cycle # 1

1. Upload 2. Sheets 3. Review

**Requirements**

- DIT Approval  
This document is required.
- In-building Communication Sheets  
This document is required.
- Maintenance Agreement for ERCES  
This document is required.

**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 your package. When all of the desired files are uploaded and validated, click the **Continue** button to prepare your files for review.

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

Drag and drop files here or **Browse**

18. Select Browse or Drag and Drop Files

a. Upload required documents and select a document type. Click **Upload and Validate**.

Review Plan Cycle # 1

1. Upload 2. Sheets 3. Review

**Requirements**

- DIT Approval  
This document is required.
- In-building Communication Sheets  
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Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or **Browse**

Calcs with Plans.pdf	DIT Approval	Description...	X
Paper Plans_No Review.pdf	In-building Communication Sheets	Description...	X
Plans Not Required.pdf	Maintenance Agreement for ERCES	Description...	X

**Upload and Validate**

b. After files are Status = Validated, click **Continue**.

Name	Description	Type	Status	Uploaded By	Date	Signature
Plans Not Required.pdf		Maintenance Agreement for ERCES	VALIDATED	Jaime Russell	9/12/2024	
Paper Plans_No Review.pdf		In-building Communication Sheets	VALIDATED	Jaime Russell	9/12/2024	
Calcs with Plans.pdf		DIT Approval	VALIDATED	Jaime Russell	9/12/2024	

**Continue**



19. Review/Review the package details, then click **Finish**.

1. Upload
2. Sheets
3. 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.

**Description**

Please enter a description of the plans and documents you are uploading here...

Save

**Requirements** Edit

The requirement types below indicate if the corresponding criteria has been met. Ensure all required requirements are validated to submit your review package.

Type	Requirement	Message
● Validated	DIT Approval	
● Validated	In-building Communication Sheets	
● Validated	Maintenance Agreement for ERCES	

**Files** Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Updated By	Updated Date	Signature
Calcs with Plans.pdf		DIT Approval	Jaime Russell	9/12/2024	
Paper Plans_No Review.pdf		In-building Communication Sheets	Jaime Russell	9/12/2024	
Plans Not Required.pdf		Maintenance Agreement for ERCES	Jaime Russell	9/12/2024	

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.

Success  
 Your review package has been submitted.

**Record:** FCOMM-ACTV-2024-00050  
**Address:** 12099 GOVERNMENT CENTER PKWY, FAIRFAX VA 22035  
**Status:** SUBMITTED

Record Details
Summary
Uploads
Issues
Conditions
Notes
Approved

Review Plan Cycle # 1

Name: Review Plan Cycle # 1	Status: Submitted
Description:	Date created: 9/12/2024, 10:06:33 AM
	Date submitted: 9/12/2024, 10:17:35 AM

**Files**

Name	Description	Type	Updated By	Updated Date	Pages	Signature
Calcs with Plans.pdf		DIT Approval	Jaime Russell	9/12/2024	1	
Paper Plans_No Review.pdf		In-building Communication Sheets	Jaime Russell	9/12/2024	1	
Plans Not Required.pdf		Maintenance Agreement for ERCES	Jaime Russell	9/12/2024	1	

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