



To provide a detailed step-by-step guide to Customer for the process for Site/Building Fire Review for Towns and Site Exceptions in the Planning and Land Use System.

Note that this record is only used where OFM (Office of the Fire Marshal) appears in the matrix below. Otherwise, customers should reach out to neighboring jurisdictions or agencies as indicated.

JURISDICTION	COMMERCIAL SITE	COMMERCIAL BUILDING	RESIDENTIAL SITE	RESIDENTIAL BUILDING	COMMERCIAL OR RESIDENTIAL SITE EXCEPTIONS
FAIRFAX COUNTY	SDID	BLDG	SDID	BLDG	OFM*
TOWN OF CLIFTON	SDID	BLDG	SDID	BLDG	N/A
TOWN OF VIENNA	OFM*	BLDG	OFM*	BLDG	N/A
TOWN OF HERNDON	OFM*	OFM*	OFM*	N/A	N/A
CITY OF FAIRFAX	N/A	N/A	N/A	N/A	N/A
CITY OF FALLS CHURCH	N/A	N/A	N/A	N/A	N/A

SDID = Site Development and Inspections Division, Land Development Services

BLDG = Building Division, Land Development Services

Site/Building Fire Review for Towns and Site Exceptions 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**

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Home

Building

Enforcement

Environmental Health

Fire

Planning

3

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 g
www.fairfaxcounty.gov/fire-emss/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. As

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☒ I have read and accepted the above terms.

Continue Application

5. Expand the dropdown menu **Installation**, then select the option for Site/Building Fire Review for Towns and Site Exceptions and click **Continue Application**

Select a Record Type

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

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5

Installation

- ☐ Alternative Fire Extinguishing Systems
- ☐ Door Locks
- ☐ Fire Alarm
- ☐ Fire Lane
- ☐ Site/Building Fire Review for Towns and Site Exceptions
- ☐ Smoke Control
- ☐ Sprinkler System or Standpipe System
- ☐ Storage - High piles/Other
- ☐ Storage Tank - Install
- ☐ Underground Line

Operational - Occupancy

Operational - Fire Prevention Code Permits (FPCP)

Operational - FPCP (Hot Works-All/Explosives-Firm)

Operational - Non-Permitted

Registration

Continue Application »

6. Fill out Step 1: Review Information>Review Information
- a. Enter the **Fire Marshal Review Details**.
- i. Expressions will expand some fields based on the answers.

Fire Marshal Review Details

Will the review support a Commercial or Residential project?: --Select--

* Review Type: --Select--

Display for Review Type = Building/Commercial

Fire Marshal Review Details

Will the review support a Commercial or Residential project?: Commercial

* Review Type: Building

Installation Type: * New Building

Type of Work: * --Select--

Code Edition: * Other

Other Code Edition: *

If the Project Address on the next page is for the Town of Herndon, the application is allowed.



Display for Review Type = Building/Residential

 An error has occurred.
Residential/Building is not allowed

Site/Building Fire Review for Towns

1. Review Information	2. Location and People	3. License Information	4. Application Detail
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Step 1: Review Information > Review Information

This record supports Fire Reviews for Site on behalf of the Town of Vienna, and for Site and Building on behalf of the Town of Herndon.

Fire Marshal Review Details

Will the review support a Commercial or Residential project?: Residential

* Review Type: Building

Note the error message above. This is because of rules in the matrix provided above. Residential Building reviews should be submitted via the appropriate PLUS record in the Building Module.

Display for the Site Exceptions

Fire Marshal Review Details

Will the review support a Commercial or Residential project?: Commercial

* Review Type: Site

Is the location in the jurisdiction of the Town of Herndon or the Town of Vienna?: * ☐ Yes ☒ No

Is this review for a new site plan or new construction?: * ☐ Yes ☒ No

Does the scope of work involve a change to the site that only the Fire Marshal needs to review such as rerouting or resizing an underground fire service line, relocating an FDC or hydrant, removing or installing fuel storage tanks, removing or installing Fire Department accessways or fire lane markings, or installing perimeter fencing or vehicular barriers/gates?: * ☒ Yes ☐ No

Is the intended land disturbance less than 2,500 sq ft?: * ☒ Yes ☐ No

Is the site's Parcel currently under a bond agreement with the Site Division?: * ☐ Yes ☒ No

If all these questions are answered as this, a Fairfax County address can be processed on the next page. Should they be answered differently, a Town of Vienna or Town of Herndon address will be required as the Project Address on the next page.

7. Fill out Step 2: Location and People > Location Information

a. Enter the **Project Address**

(Enter street number and first 3 letter of Street name and select search)

Project Address

Enter the address of the project. An address can be searched by typing in a partial or full address. The given information should be within the jurisdiction of the jurisdiction.

Street Number: Street Prefix: Street Name: Street Type: Street Suffix:

City: State: Zip:

County: City: State: Zip:

Search Clear



b. **Location Details** can be provided.

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

d. **Tenant Location Details** can be provided.

e. Answer if there are multiple parcels.

f. Click **Continue Application**.

8. Fill out Step 2: Location and People/Parcel Information

a. **Parcel Information** page is required if visible because the multiple parcels question answered in the previous screen was answered Y. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

9. Fill out Step 2: Location and People>Contact Information – **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**.

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

10. Fill out Step 2: 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**.

11. Fill out Step 3: 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.



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**.

12. Fill out Step 3: 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**.

Business, Professional and Occupational License Exemption

I certify that in accordance with Section 4-7 2-3(G) of the Fairfax County Code, a contractor or business owner listed on this permit application is exempt from current business license tax based on the prior year gross receipts attributed to their business.

Click here if BPOL exemption is appropriate. You will be asked to certify the exemption: * ☐

Name: *

Contractor: * ☐

Agent: * ☐

Certification Date: * 

13. Fill out Step 4: 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 **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.

Project Details	
* Is there a waiver or code modification requested or approved for this application?:	☐ Yes ☐ No
* Estimated Cost:	490000

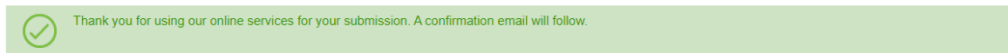
c. Click **Continue Application**

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

15. A confirmation screen will verify that your application was submitted, and a record number will be displayed.

A Site/Building Fire Review for Towns and Site Exceptions record may have a “mask” applied to the record to identify the review type more easily by the name alone.

Confirmation



777 LYNN ST HERNDON, VA 20170

FTWNFR-SHL-2022-00044

Upload Plans and Documents

Copy Record

Review Type	RULES
Fire	
Town: Site	FTWNFR-SITE - (ASI Review Type = Site)
Town: FMSITE	FTWNFR-FMSITE - ASI Is this review for a new site plan or new construction? = N
Town: Building Tenant	FTWNFR-TNT - (ASI Review Type = Building && Type of Work = Full commercial incl. Tenant Work OR Tenant Layout)
Town: Building Shell	FTWNFR-SHL - (ASI Review Type = Building && Type of Work = Core and Shell/Base Building)
Town: Other	FTWNFR = anything else

Review Type and mask rules for Site/Building Fire Review for Towns and Site Exceptions records.

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

Dear

Your Site/Building Fire Review for Towns, **SHL**, 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.***

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

18. 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

Plans

This document is required.

[Continue](#)

19. 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.

Drag and drop files here or

[Browse](#)

Drawing_220330104.pdf

Plans

Description

[Upload and Validate](#)

Requirements

Plans

This document is required.

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

Files						
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Drawing_220330104.pdf		Plans	VALIDATED	Denise Harman	9/28/2022	Edit Delete

[Process Files](#)

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

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Drawing_220330104.pdf		Plans	PROCESSED	Denise Harman	9/28/2022	Edit Delete

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via email when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

[Continue](#)

20. 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)
		CTOR Sheet title (optional) Drawing_220330104.pdf (Page: 2)

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

21. 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](#)

22. 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: FTWNFR-SHL-2022-00044
Address: 777 LYNN ST, HERNDON VA 20170
Status: [SUBMITTED](#)

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Review Package Details

Name: Review Plan Cycle # 1
Description:
Status: Submitted
Date created: 9/23/2022, 12:02:26 PM
Date submitted: 9/28/2022, 4:19:07 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.

