



To provide a detailed step-by-step guide to Customer for the process for Fire Alarm – Door Lock application in the Planning and Land Use System

Alternative Fire Extinguishing Systems Customer Application Process:

Intake in Acela 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 Alternative Fire Extinguishing Systems 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 letter of Street Name and select search)
OR

- b. Enter **Location Details**
- c. Answer if there are **multiple addresses**.

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

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.



- e. Click **Continue Application**.
8. Fill out Step 1: Location and People>Contractor Information
 - a. “Are you acting as your own contractor?” No by default.
 - i. If you answer Y, A property ownership affidavit will be required with your document submission
 - ii. *If you are a contractor, the answer is “no”*
 - b. Click **Continue Application**.
9. Fill out Step 2: 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.**

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.**

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: * 



11. 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 **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

* Do you intend to have separation permits? : Yes No

* Are/Will you be requesting phased occupancy? : Yes No

If your Commercial Mechanical record has already been submitted, answer as Yes, then provide the number in the Parent and Related Records page later in the application process.

* Is there a Building Parent or Related Permit?: Yes No

* Is there a Code Modification requested or approved for this permit? : Yes No

* Estimated Cost:

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

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

Fire Marshal Review Details

* Code Edition:

* Installation Type:

Display for Installation Type = New System

Fire Marshal Review Details

* Code Edition:

Other Code Edition: *

* Installation Type:

Type of Work: *

* Have Plans and Technical Data Sheets already been submitted on another Alternative Extinguishing System record for this same project?: Yes No



Display for Installation Type = Modification to existing system, and One-for-one device Replacement

The screenshot shows a form titled "Fire Marshal Review Details". It contains the following fields and options:

- * Code Edition: Other (dropdown)
- Other Code Edition: * (text input)
- * Installation Type: Modification to existing s (dropdown)
- Affecting Modification: * Equipment Replacement (dropdown)
- Equipment being replaced: * (text area)
- * Have Plans and Technical Data Sheets already been submitted on another Alternative Extinguishing System record for this same project?: Yes No

Display for Installation Type = Demo of existing system

The screenshot shows a form titled "Fire Marshal Review Details". It contains the following fields and options:

- * Code Edition: Other (dropdown)
- Other Code Edition: * (text input)
- * Installation Type: Demo of existing system (dropdown)
- Demo part or whole: * --Select-- (dropdown)
- Occupied during demo: * Yes No
- * Have Plans and Technical Data Sheets already been submitted on another Alternative Extinguishing System record for this same project?: Yes No

- 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 Mechanical Related Permit?"
 - ii. "Is there a Code Modification requested or approved for this permit?"
 - iii. "Have Plans and Technical Data Sheets already been submitted on another Alternative Extinguishing System record for this same project?"

PARENT AND RELATED RECORDS

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

The form contains two fields:

- * Record/Permit Type: --Select-- (dropdown)
- Record ID: (text input)

- f. **Alternative Suppression** page is required for all applications. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.



ALTERNATIVE SUPPRESSION SYSTEM

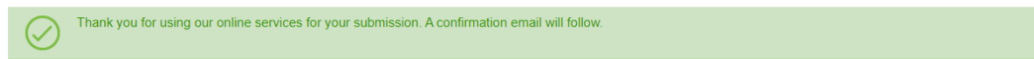
*Suppression System Type: --Select--	Suppression Description, if Other: <input type="text"/>	*System Coverage: --Select--
System Coverage, if Other: <input type="text"/>	*Manufacturer: --Select--	Manufacturer Description, if Other: <input type="text"/>

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.

Sprinkler System and Standpipe System records may have a “mask” applied to the record to identify the review type more easily by the name alone.

Confirmation



FALTY-DRYC-2022-00060
Upload Plans and Documents
Copy Record

Review Type	RULES
Fire	
Alternative Fire Extinguishing Systems: Aerosol	FALTY-AERO - (ASIT Alternative Suppression System, ASI Suppression System Type = Aerosol (NFPA 2010))
Alternative Fire Extinguishing Systems: Water	FALTY-MIST - (ASIT Alternative Suppression System, ASI Suppression System Type = Automatic Water Mist (NFPA 750))
Alternative Fire Extinguishing Systems: Carbon	FALTY-CO2 - (ASIT Alternative Suppression System, ASI Suppression System Type = Carbon Dioxide (NFPA 12))
Alternative Fire Extinguishing Systems: Clean-Agent	FALTY-CLAG - (ASIT Alternative Suppression System, ASI Suppression System Type = Clean-Agent (NFPA 2001))
Alternative Fire Extinguishing Systems: Dry-Chemical	FALTY-DRYC - (ASIT Alternative Suppression System, ASI Suppression System Type = Dry-Chemical (NFPA 17))
Alternative Fire Extinguishing Systems: Foam	FALTY-FOAM - (ASIT Alternative Suppression System, ASI Suppression System Type = Foam (NFPA 11 & 16))
Alternative Fire Extinguishing Systems: Halon	FALTY-HALO - (ASIT Alternative Suppression System, ASI Suppression System Type = Halon (NFPA 12A))
Alternative Fire Extinguishing Systems: Wet-Chemical	FALTY-WETC - (ASIT Alternative Suppression System, ASI Suppression System Type = Wet-Chemical (NFPA 17A))
Alternative Fire Extinguishing Systems: Other	FALTY (No Mask) - (ASIT Alternative Suppression System, ASI Suppression System Type = Other)

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

Dear _____ :

Your Alternative Fire Extinguishing Systems, _____, 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.***

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

16. 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.
- ⊘ **Technical Data Sheets**
This document is required.

Continue

17. 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...

Requirements

- ⊘ **Plans**
This document is required.
- ⊘ **Technical Data Sheets**
This document is required.

Product Data_6-8_221580089_approved.pdf ✕

Technical Data Sheets
▼

Description...

Upload and Validate

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	9/14/2022	
Product Data_6-8_221580089_approved.pdf		Technical Data Sheets	✔ VALIDATED	Denise Harman	9/14/2022	

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	9/14/2022	
Product Data_6-8_221580089_approved.pdf		Technical Data Sheets	👍 PROCESSED	Denise Harman	9/14/2022	

Your files have been processed, you can proceed now to verify your sheets.

Continue

18. 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](#)

19. 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](#)

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 received.

Digital Plan Room
Record: FALTV-DRYC-2022-00060
Address:
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, 7:37:33 AM
Date submitted: 9/23/2022, 7:49:08 AM

*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.

