



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

Fire Alarm 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 Fire Alarm 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)
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
 - 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.



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.

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:

- v. “BPOL License Status.” Auto-generated (slowly).

- d. Click **Continue Application.**

10. Fill out Step 2: License Information>BPOL Exemption

- a. Enter **Business, Professional and Occupational License Exemption.**
- b. Five fields appear required but only four must be populated. “Contractor” or “Agent” checkbox is required.

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: *

c. Click **Continue**

Application.



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

* 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

What work is to be performed?:

* Code Edition:

* Standard Edition Year:

* Installation Type:

1. Display for Installation Type = New System

Fire Marshal Review Details

What work is to be performed?:

* Code Edition:

* Standard Edition Year:

A Building Commercial Electrical permit (Low Voltage) will be required.

* Installation Type:

Type of Work: *

System Type: *

Is the building a high-rise?: * Yes No

Local Notification Type: *

Is the building monitored?: * Yes No

Will there be a sprinkler system tied into the fire alarm system?: * Yes No

Are calculations included with the plans being submitted?: * Yes No

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



2. Display for Installation Type = Modification to Existing System and One-for-one device replacement

The screenshot shows the 'Fire Marshal Review Details' form. The 'What work is to be performed?' dropdown is set to 'Fire Alarm System'. The 'Code Edition' is 'VCC 2021'. The 'Standard Edition Year' is empty. A red warning message states: 'A Building Commercial Electrical permit (Low Voltage) will be required.' The 'Installation Type' dropdown is set to 'Modification to existing s'. The 'Type of Work' dropdown is set to '--Select--'. The 'System Type' dropdown is set to '--Select--'. The 'What is being affected by the modification?' dropdown is set to '--Select--'. The 'Is the building a high-rise?' question has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Are calculations included with the plans being submitted?' question has radio buttons for 'Yes' and 'No', with 'Yes' selected. The 'Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project?' question has radio buttons for 'Yes' and 'No', with 'No' selected.

3. Display for Installation Type = Demo of existing system

The screenshot shows the 'Fire Marshal Review Details' form. The 'What work is to be performed?' dropdown is set to 'Fire Alarm System'. The 'Code Edition' is 'VCC 2021'. The 'Standard Edition Year' is empty. A red warning message states: 'A Building Commercial Electrical permit (Low Voltage) will be required.' The 'Installation Type' dropdown is set to 'Demo of existing system'. The 'Is the demolition part or whole?' dropdown is set to '--Select--'. The 'Will the structure be occupied during the demolition process?' question has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Have Plans already been submitted on another Fire Alarm record for this same project?' question has radio buttons for 'Yes' and 'No', with 'No' selected.

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?"
- iii. "Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project?"
- iv. "Is there a related Sprinkler Permit?"

PARENT AND RELATED RECORDS

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

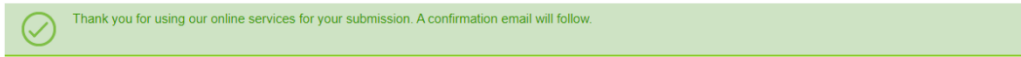
The screenshot shows the 'Parent and Related Records Entry' form. It has two main fields: '* Record/Permit Type:' with a dropdown menu set to '--Select--', and 'Record ID:' with an empty text input field.

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



Review Type	RULES
Fire	
Fire Alarm: Tenant Plans	FFALRM-TNT – (ASI Type of Work = Tenant Layout)
Fire Alarm: Shell Plans	FFALRM-SHL – (ASI Type of Work = Core and Shell /Base Building or Full Commercial incl. Tenant Work)
Fire Alarm: Other	FFARLM (no mask) = anything else

- Review Type and mask rules for Fire Alarm records.

14. 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.

Thank you,

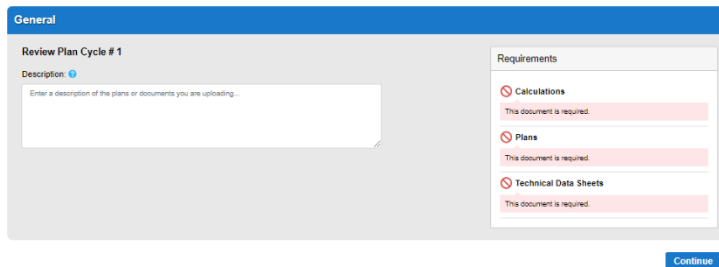
Revenue & Records Branch
 703-246-4803
 7:30 am - 3:30 pm
fire.revenuepermits@fairfaxcounty.gov
 Office of the Fire Marshal

*** 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

- Enter **General**. Optional. Required documents will be displayed. (These vary based on intake selections.)
- Click **Continue**.



17. Fill out Step 2: File Processing/Add & Process Files.


- 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](#)







CALCS_212880019_approved.pdf	Calculations	Description...	X
Drawing_220330104.pdf	Plans	Description...	X
Product Data_6-8_221580089_approved.pdf	Technical Data Sheets	Description...	X

[Upload and Validate](#)

Requirements






- Calculations
This document is required.
- Plans
This document is required.
- Technical Data Sheets
This document is required.

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
CALCS_212880019_approved.pdf		Calculations	VALIDATED	Denise Harman	9/22/2022	 
Drawing_220330104.pdf		Plans	VALIDATED	Denise Harman	9/22/2022	 
Product Data_6-8_221580089_approved.pdf		Technical Data Sheets	VALIDATED	Denise Harman	9/22/2022	 

[Process Files](#)

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
CALCS_212880019_approved.pdf		Calculations	PROCESSED	Denise Harman	9/22/2022	 
Drawing_220330104.pdf		Plans	PROCESSED	Denise Harman	9/22/2022	 
Product Data_6-8_221580089_approved.pdf		Technical Data Sheets	PROCESSED	Denise Harman	9/22/2022	 

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

[Continue](#)

18. Fill out Step 3: Sheet Versioning/Version Plan Sheets.





- Enter sheet number, if applicable.
- 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](#)

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: FFALRM-TNT-2022-00088
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: 9/22/2022, 3:33:01 PM
Date submitted: 9/22/2022, 3:37:59 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.

