

Fire – Inspection – Regulated Care Facility

Follow the instructions below for creating a **Regulated Care Facility Inspection** in PLUS. The steps below review the application process from beginning to end.

Sections of this document

Required Information

Locate Application

Create Application

Required Information

- A registered account

Locate Application


1. Login to **PLUS** using your registered email address and password
2. Click **Fire** module tab
3. Click **Create an Application**
4. **Check the box** to indicate you have read and accepted the terms

Home Building Enforcement Environmental Health Fire Planning Site Zoning Proffer

Advanced Search External Links


Email: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

 Welcome to PLUS, Fairfax County's Planning and Land Use System. PLUS allows customers to create and submit applications online, pay fees, track application status and receive electronic notifications.

To use these online services, please register for a free user account by clicking on the Register for an Account link above. For complaints, either register for an account or click on the Enforcement tab above to submit directly.

PLUS may be unavailable the third Sunday of each month between 6PM and midnight


Home Building Enforcement Environ  Fire Planning Site Zoning Proffer

Dashboard My Records My Account Advanced Search External Links

Hello,

<p>Saved in Cart (0) View Cart</p> <p>There are no items in your shopping cart right now.</p>	<p>My Collection (0) View Collections</p> <p>You do not have any collections right now.</p>
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Home Building Enforcement Environmental Health **Fire** Planning Site Zoning Proffer

 Create an Application Search Applications Schedule an Inspection External Links

Records

Home Building Enforcement Environmental Health **Fire** Planning Site Zoning Proffer

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 given record, or training materials on how to navigate the PLUS system, please visit www.fairfaxcounty.gov/fire-ems/fire-marshal/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 Records Act and the Virginia Freedom of Information Act. As

I have read and accepted the above terms.

[Continue Application »](#)

5. Expand the **Operational – Non-Permitted** on the Select a Record Type screen
6. Select the option for **Occupancy Inspection**
7. Continue Application

Select a Record Type

Choose one of the following available record types. For assistance making a selection, please visit www.fairfaxcounty.gov/fire-ems/fire-marshall/fire-plus.

- ▶ Installation
- ▶ Operational - Fire Prevention Code Permits (FPCP)
- ▶ Operational - FPCP (Hot Works-All/Explosives-Firm)
- ▼ Operational - Non-Permitted
 - Occupancy Inspection
 - Regulated Care Facility Inspection
- ▶ Registration



Create Application

1. Complete Step 1: Location and People
2. To fill in a location, use either the Project Address or Parcel information boxes:
 - a. To search for an address using Project Address, type address information into the text boxes and click **Search**. Addresses containing the corresponding information will be displayed.
 - b. To search for an address using a Parcel ID, type the Parcel ID number in the textbox and click **Search**. The Project Address information corresponding to that Parcel ID will be auto filled.

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Create an Application Search Applications Schedule an Inspection

Blasting

1. Location and People 2. Application Detail 3. Documents 4. Review 5. Pay Fees 6

Step 1: Location and People > Location Information

Provide the location of the project. An address can be searched for by typing in a partial or full address. The parcel information should be auto-filled as a valid address is selected. If an address, parcel, or owner is not associated with the location of the intended activity, an x, y coordinate can be entered to process your application.

<https://www.fairfaxcounty.gov/GeoApps/Jade>

Show Map * Indicates a required field.

Project Address

* Street Number Street Prefix * Street Name Street Type Street Suffix

Unit Type Unit #

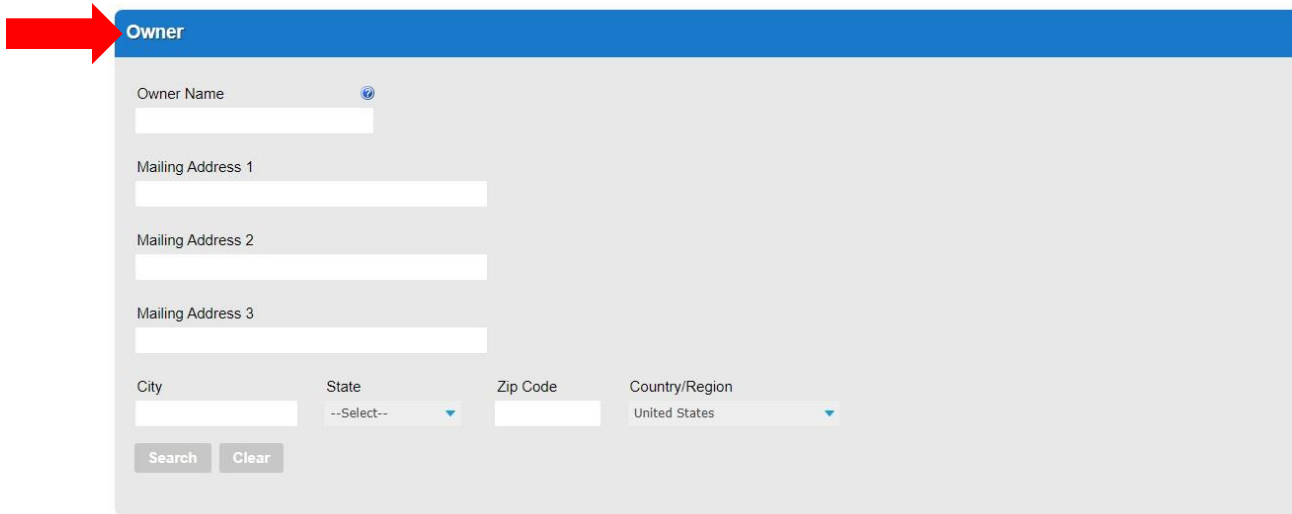
City State * Zip Code

Description

Parcel

* Parcel ID Number

3. Owner information will be auto populated based on the Location provided



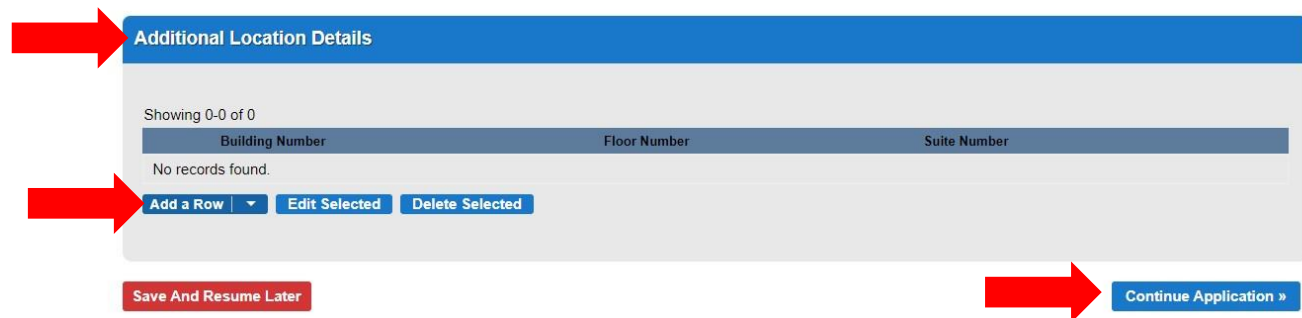
The screenshot shows a form titled "Owner" with a blue header bar. A red arrow points to the header. The form contains the following fields:

- Owner Name (text input with a help icon)
- Mailing Address 1 (text input)
- Mailing Address 2 (text input)
- Mailing Address 3 (text input)
- City (text input)
- State (dropdown menu, currently "--Select--")
- Zip Code (text input)
- Country/Region (dropdown menu, currently "United States")
- Search and Clear buttons

4. Fill out the Additional Location Details if required

- a. Click **Add a Row**
- b. Fill out the required information

5. Continue Application



The screenshot shows a table titled "Additional Location Details" with a blue header bar. A red arrow points to the header. The table content is as follows:

Showing 0-0 of 0

Building Number	Floor Number	Suite Number
No records found.		

Below the table are three buttons: "Add a Row" (with a dropdown arrow), "Edit Selected", and "Delete Selected". A red arrow points to the "Add a Row" button. At the bottom of the form, there are two buttons: "Save And Resume Later" and "Continue Application »". A red arrow points to the "Continue Application »" button.

6. Answer the questions in **General Information**
7. Continue Application

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Create an Application Search Applications Schedule an Inspection

Regulated Care Facility Inspection

1. Location and People 2. Application Detail 3. Review 4. Pay Fees 5. Record Issuance

Step 1: Location and People > General Information * indicates a required field.

General Information

* Establishment Type:

Save And Resume Later Continue Application »

8. Fill in information for Applicant, Facility Contact and Billing Contact
9. Use the **Select** button to search for saved contacts on the account
10. Continue Application

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Create an Application Search Applications Schedule an Inspection

Regulated Care Facility Inspection

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Step 1: Location and People > Contacts

* indicates a required field.

Applicant

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

Facility Contact

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

Billing Contact

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

Save And Resume Later

Continue Application »

11. Complete Step 2: Application Details
12. Fill in the Detail Information
13. Continue Application

Regulated Care Facility Inspection

1 Location and People	2. Application Detail	3. Review	4. Pay Fees	5. Record Issuance
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Step 2: Application Detail > Application Information

This will describe the business name and activities within if known at the time of submission. It may be updated by county staff to include all necessary details.

* indicates a required field.

Detail Information

* Project Name:

* Project Description:

[Save And Resume Later](#) [Continue Application >](#)

14. Complete Step 3: Review
15. Review application to make sure all information is correct
16. Continue Application

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Create an Application Search Applications Schedule an Inspection

Regulated Care Facility Inspection

1 Location and People	2 Application Detail	3. Review	4. Pay Fees	5. Record Issuance
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Step 3: Review

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

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Regulated Care Facility Inspection

17. Step 4: A confirmation screen will verify that your application was submitted and a record number is provided

The screenshot displays a web application interface. At the top, there is a navigation menu with tabs for Home, Building, Enforcement, Environmental Health, Fire (highlighted), Planning, Site, Zoning, and Proffer. Below the navigation menu is a blue bar with three options: Create an Application, Search Applications, and Schedule an Inspection. Underneath this bar is a progress indicator with three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record Submittal (highlighted in blue). Below the progress indicator, the text reads "Step 3: Receipt/Record Submittal Confirmation". At the bottom, there is a green confirmation message with a checkmark icon: "Thank you for using our online services for your submission. A confirmation email will follow."

18. Once your application has been reviewed & approved you will receive notice to make payment in PLUS