Fire - Application - Blasting

Follow the instructions below for creating a **Blasting Fire Prevention Code Permit** in PLUS. The steps below review the application process from beginning to end.

Sections of this document

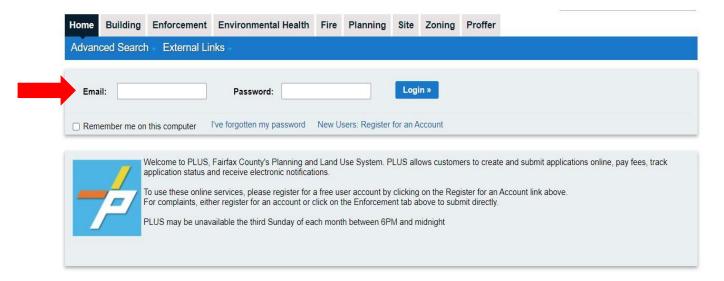
Required Information Locate Application Create Application

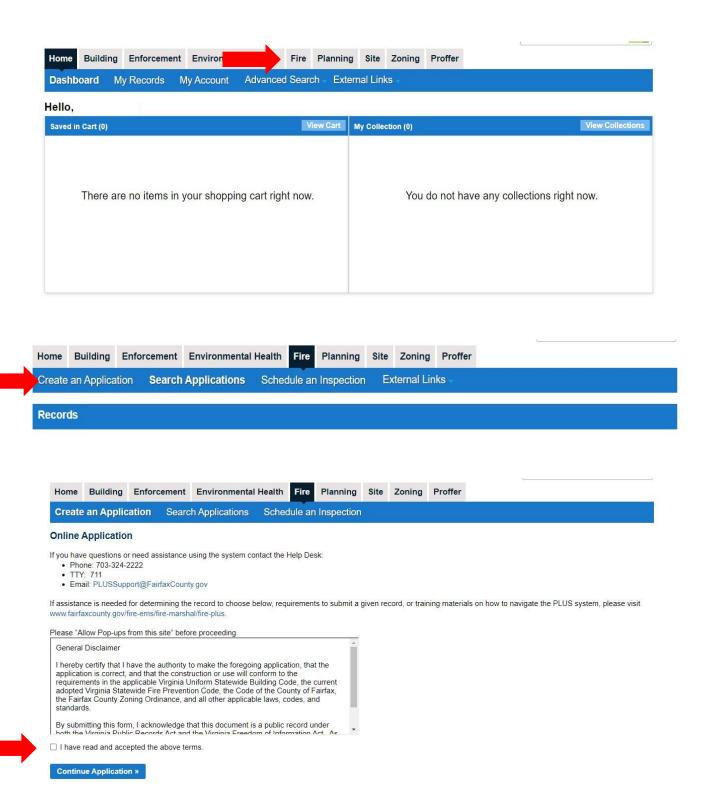
Required Information

• A registered account

Locate Application

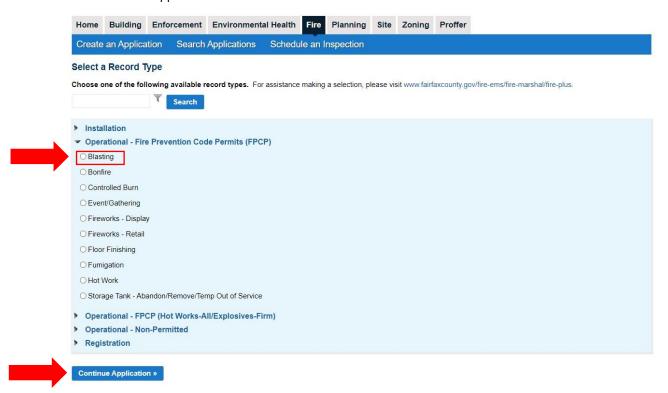
- 1. Login to PLUS using your registered email address and password
- 2. Click Fire module tab
- 3. Click Create an Application
- 4. Check the box to indicate you have read and accepted the terms





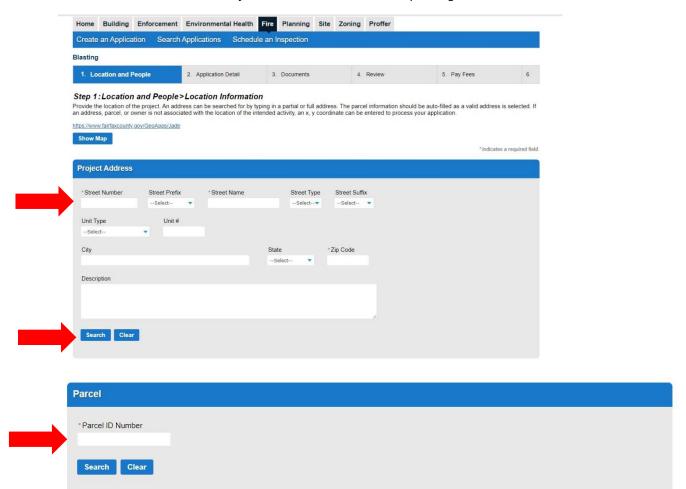
 Expand the Operational – Fire Prevention Code Permits (FPCP) dropdown menu on the Select a Record Type screen

- 6. Select the option for Blasting
- 7. Continue Application

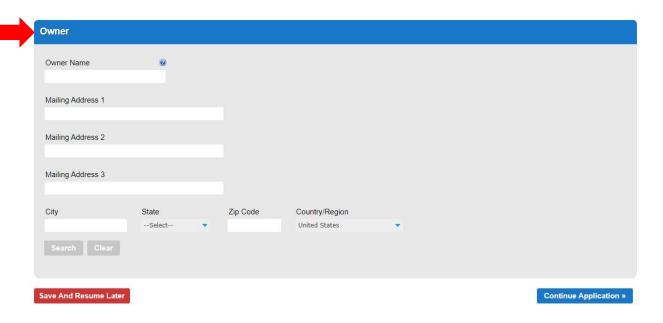


Create Application

- 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.



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

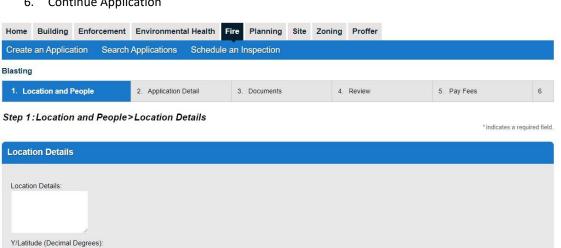


4. Continue Application

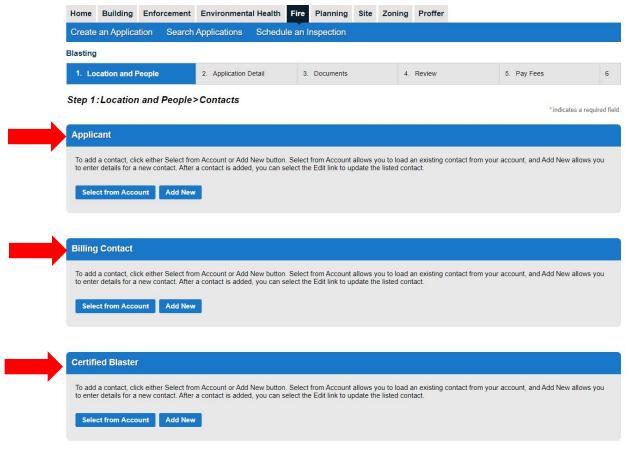


- 5. Complete additional location details if applicable
- 6. Continue Application

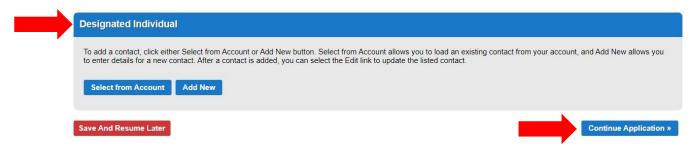
X/Longitude (Decimal Degrees):



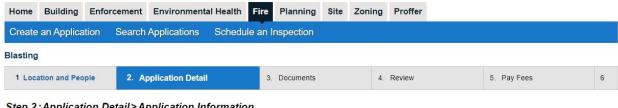
- 7. Fill in information for Applicant, Billing Contact, and Certified Blaster
- 8. Use the **Search** button to search for saved contacts on the account OR use the **Add New** button to insert a new contact in PLUS



- 9. If applicable, fill out the Designated Individual (this section is optional)
- 10. Use the **Search** button to select a saved contact from the account OR use the **Add New** button to insert a new contact in PLUS
- 11. Click Continue Application

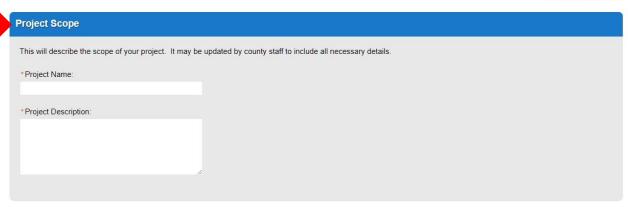


- 12. Complete Step 2: Application Details
- 13. Fill out the Project Scope



Step 2: Application Detail > Application Information

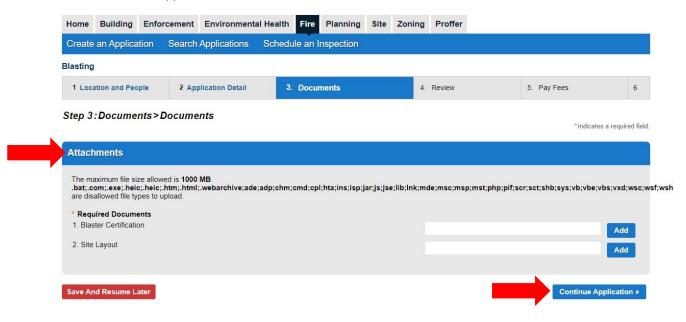
*indicates a required field.



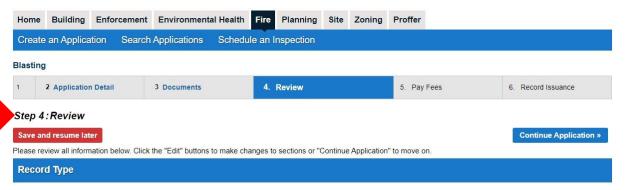
- 14. Answer the questions in General Information
- 15. Continue Application



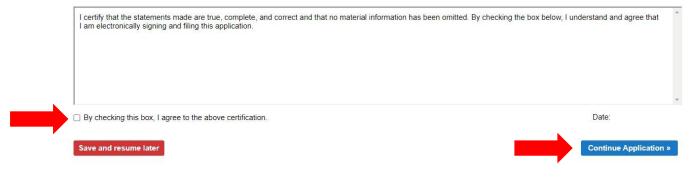
- 16. Complete Step 3: Documents
- 17. Attach any documents required by PLUS
- 18. Continue Application



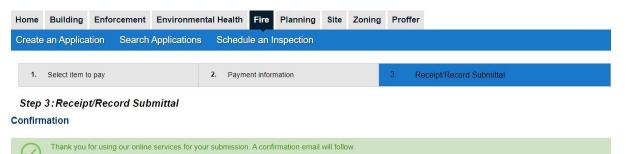
- 19. Complete Step 4: Review
- 20. Review all application information is correct
- 21. Scroll to the bottom of the page and Certify application
- 22. Click Continue Application



Blasting



23. Step 5: A confirmation screen will verify that your application was submitted and a record number is provided



24. Once your plans have been reviewed and approved, you will receive notice to make payment in the PLUS portal