

Fire – Application – Controlled Burn

Follow the instructions below for creating a **Controlled Burn 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

[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 Environmental Health **Fire** Planning Site Zoning Proffer

Dashboard My Records My Account Advanced Search External Links

Hello,

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

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

Create an Application Search Applications Schedule an Inspection External Links

Records

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Online Application

If you have questions or need assistance using the system contact the Help Desk:

- Phone: 703-324-2222
- TTY: 711
- Email: PLUSupport@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-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 Records Act and the Virginia Freedom of Information Act. As

☐ I have read and accepted the above terms.

Continue Application »

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

6. Select the option for **Controlled Burn**

7. Continue Application

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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)
 - ☐ Blasting
 - ☐ Bonfire
 - ☐ Controlled Burn
 - ☐ Event/Gathering
 - ☐ Fireworks - Display
 - ☐ Fireworks - Retail
 - ☐ Floor Finishing
 - ☐ Fumigation
 - ☐ Hot Work
 - ☐ Storage Tank - Abandon/Remove/Temp Out of Service
- ▶ Operational - FPCP (Hot Works-All/Explosives-Firm)
- ▶ Operational - Non-Permitted
- ▶ 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 ApplicationSearch ApplicationsSchedule 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

--Select--

* Street Name

Street Type

--Select--

Street Suffix

--Select--

Unit Type

--Select--

Unit #

City

State

--Select--

* Zip Code

Description

Search

Clear


Parcel

* Parcel ID Number


Search

Clear

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



Owner

Owner Name 

Mailing Address 1

Mailing Address 2

Mailing Address 3

City

State

--Select--

Zip Code

Country/Region

United States

Search

Clear

Save And Resume Later



Continue Application »

5. Fill in information for Applicant, Property Owner, and Billing Contact
6. Use the **Select** button to search for saved contacts on the account or the **Add New** button to create a new contact
7. Continue Application

Home	Building	Enforcement	Environmental Health	Fire	Planning	Site	Zoning	Proffer
Create an Application Search Applications Schedule an Inspection								

Controlled Burn

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

Property Owner Information

* Is the Applicant also the Property Owner?:

☐ Yes ☐ No

* Is the displayed owner information accurate?:

☐ Yes ☐ No

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 »

8. Complete Step 2: Application Details
9. Fill out the **Project Scope**
10. Answer the questions in **General Information**
11. Continue Application

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Create an Application Search Applications Schedule an Inspection								
Controlled Burn								
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Step 2: Application Detail > Application Information

* indicates a required field.




Project Scope


This will describe the scope of your project. It may be updated by County staff to include all necessary details.

* Project Name:

* Project Description:



General Information


* Start Date: 

* Will an Air Curtain Destructor be used?: ☐ Yes ☐ No

* Will a Pit Incinerator be used?: ☐ Yes ☐ No

A Site Layout will be required with submission. Will there be any additional supporting documentation to be attached?: ☐ Yes ☐ No

[Save And Resume Later](#)

 [Continue Application »](#)

- 12. Complete Step 3: Documents
- 13. Attach any documents required by PLUS
- 14. Continue Application

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Step 3: Documents > Documents

Attachments

The maximum file size allowed is 1000 MB.
.bat;.com;.exe;.heic;.heic;.htm;.html;.webarchive;.ade;.adp;.chm;.cmd;.cpl;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf are disallowed file types to upload.

* Required Documents

1. Site Layout

Add

Save And Resume Later

Continue Application »

- 15. Complete Step 4: Review
- 16. Review application to make sure all information is correct
- 17. Continue Application

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Create an ApplicationSearch ApplicationsSchedule an Inspection

Controlled Burn

1

2 Application Detail

3 Documents

4 Review

5 Pay Fees

6 Record Issuance

Step 4: 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

Controlled Burn

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

The screenshot displays a web interface for online services. At the top, a navigation bar includes links for Home, Building, Enforcement, Environmental Health, Fire (highlighted), Planning, Site, Zoning, and Proffer. Below this is a blue action bar with 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. A progress indicator shows three steps: '1. Select item to pay', '2. Payment information', and '3. Receipt/Record Submittal' (the current step, highlighted in blue). The main heading is 'Step 3: Receipt/Record Submittal Confirmation'. A green confirmation banner at the bottom features a checkmark icon and the text: 'Thank you for using our online services for your submission. A confirmation email will follow.'

19. Once your application has been reviews & approved you will be sent notice to make payment in PLUS