

## Fire – Application – Event/Gathering

Follow the instructions below for creating an **Event/Gathering 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:

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

Hello,

Saved in Cart (0) <a href="#">View Cart</a>	My Collection (0) <a href="#">View Collections</a>
There are no items in your shopping cart right now.	You do not have any collections right now.

## Records

### 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-marshall/fire-plus](http://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 »](#)

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

6. Select the option for **Event/Gathering**

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](http://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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**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

**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  Zip Code  Country/Region

[Save And Resume Later](#)



[Continue Application »](#)

5. Fill in information for Applicant 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

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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



**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 **Permit Information**
11. Answer the questions in **General Information**
12. Continue Application

Event/Gathering

1 Location and People	2. Application Detail	3. Documents	4. Review	5. Pay Fees	6
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**Step 2: Application Detail > Application Information**

\*indicates a required field.



### Project Scope

This will describe the event/gathering, 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:



### Permit Information

Please check all permits your event or gathering will require AND which you will be liable for and responsible for paying. Vendors, only choose the permit you are required to obtain and hold.

- |                                 |                          |
|---------------------------------|--------------------------|
| Outdoor Assembly:               | <input type="checkbox"/> |
| Indoor Assembly:                | <input type="checkbox"/> |
| Tent:                           | <input type="checkbox"/> |
| LP-Gas:                         | <input type="checkbox"/> |
| Open Flame/Candle:              | <input type="checkbox"/> |
| Hot Work (Event/Demonstration): | <input type="checkbox"/> |
| Special Amusement Building:     | <input type="checkbox"/> |
| Explosive: Black Powder:        | <input type="checkbox"/> |



### General Information

\*A Site Layout, Public Safety Plan, Flame Resistant Certificate, Tent Interior Layout, and/or Amusement Building Interior layout will be required with submission, based on the information provided. Will there be any additional supporting documentation to be attached?  Yes  No

Save And Resume Later



Continue Application »

13. Complete the **Date and Time Information**
14. Enter the **Start Date, Start Time, End Date, End Time**
  - a. If there is an **Alternate Start Date**, enter in the information
15. Continue Application

Event/Gathering

1 Location and People	<b>2. Application Detail</b>	3. Documents	4. Review	5. Pay Fees	6
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**Step 2: Application Detail > Date and Time Information**

\* Indicates a required field.

**Date and Time Information**

\* Start Date:

\* Start Time:

\* End Date:

\* End Time:

Alternative Start Date:

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

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

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1 Location and People	2 Application Detail	<b>3. Documents</b>	4. Review	5. Pay Fees	6
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**Step 3: Documents > Documents**

\* Indicates a required field.

**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;.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.

No required documents.

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



19. Complete Step 4: Review

20. Review application to make sure all information is correct

21. Continue Application

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1	2 Application Detail	3 Documents	4. Review	5. Pay Fees	6. Record Issuance
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**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

Event/Gathering

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


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1. Select item to pay	2. Payment information	3. Receipt/Record Submittal
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**Step 3: Receipt/Record Submittal**

Confirmation

 Thank you for using our online services for your submission. A confirmation email will follow.

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