

Fire – Application – Hot Work

Follow the instructions below for creating a **Hot Work 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) 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.

Records

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

6. Select the option for **Hot Work**

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-marshal/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.

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

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

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

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

Create an Application Search Applications Schedule an Inspection

Hot Work

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

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 **General Information**
11. Continue Application

Hot Work

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 scope of your project. It may be updated by county staff to include all necessary details.

* Project Name:

* Project Description:



General Information

If an Exhibit/Demonstration permit is needed, please submit an Event/Gathering record.

* Permit Type:

* Start Date:

* Will there be any supporting documentation to be attached to your submission?:

 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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Hot Work

1 Location and People	2 Application Detail	3. Documents	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;.v
 are disallowed file types to upload.

* **Required Documents**

1. Supporting Document [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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Hot Work

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

Hot Work

18. Step 5: 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 banner with 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 reviewed & approved you will be sent notice to make payment in PLUS