



FAIRFAX COUNTY FIRE & RESCUE DEPARTMENT OFFICE OF THE FIRE MARSHAL

Engineering Plans Review

12099 Government Center Pkwy, 3rd Floor, Fairfax, VA 22035

Phone: 703-246-4803, TTY 711, Email: fire.engplansreview@fairfaxcounty.gov
[OFM Homepage - https://www.fairfaxcounty.gov/fire-ems/fire-marshal](https://www.fairfaxcounty.gov/fire-ems/fire-marshal)



eReview

Walk-Through Submittal Guidelines

The Office of the Fire Marshal is requiring all sprinkler walk-through plans be submitted using our electronic submittal process. The criteria for walk-through plans remain the same and can be viewed on our website at: <https://www.fairfaxcounty.gov/fire-ems/fire-marshal/plan-review-walk-through-program>.

Submission Details:

1. All shop drawings must be to scale. A graphic scale must be provided on the drawings. Any drawing with an inaccurate scale will not be reviewed and will result in rejection.
2. A 4" X 5" blank space is required at the top, right-hand corner of all shop drawings. This space is for the FMO approval stamp, which is applied at permit issuance.
3. Multiple sheets must use the numbering scheme FS-000 to 999, where FS stands for Fire Sprinkler.

Initial Submission:

1. Complete the online permit [application](#).
 - The email address indicated on the application must be the one that will be used for the initial submission, any resubmissions and future correspondence thereafter.
2. Submit the following *separate* documents to fire.revenuepermits@fairfaxcounty.gov:
 - Completed permit [application](#) named Application.PDF
 - Product Data Sheet named ProductData.PDF (searchable)
 - Shop Drawings named Drawings.PDF (searchable)

*Note: Email size must not exceed **10MB**. For files large than 10MB, split file and send it in a separate email.
3. For inserts after submission (A/P # has been assigned), the contractor must contact the Engineering Plans Review Admin at 703-246-4806 or fire.engplansreview@fairfaxcounty.gov.

Failed Review:

1. If drawings are not approved, an Engineering Technician will send review comments and/or the marked up shop drawing to the email on the application from fire.revenuepermits@fairfaxcounty.gov.

Resubmissions:

1. Submit the following *separate* documents to fire.revenuepermits@fairfaxcounty.gov with the A/P # in the subject:
 - Completed permit [application](#) named Application.PDF
 - Response letter named Response.PDF
 - Product Data Sheet named ProductData.PDF (searchable)
 - Shop Drawings named Drawings.PDF (searchable)

Approved Review:

1. If drawings are approved, an Engineering Technician will email the contractor of status and fees due.
2. Contractor will pay the fees in person (cash, check, or credit card) or over the phone (credit card).
3. Once the fees are paid, an Engineering Technician will email the permit and a stamped and approved shop drawing and product data sheet.
4. Contractor will post permit on site before starting work.
5. Contractor will print one colored hard copy of the stamped and approved shop drawing and product data sheets and place on site for inspections.