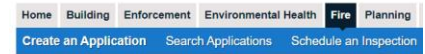PURPOSE
To provide a detailed step-by-step guide to the customer for the application process for the Fire Alarm application in the Planning and Land Use System. This application is used when installing, modifying, or demolishing a Fire Alarm or Central Station system.

Fire Alarm Customer Application Process

Intake in Accela Citizen Access (ACA)

1. Login to **PLUS**
2. Click Fire module tab
3. Click **Create an Application.**
4. Check the box to indicate you have read and accepted the terms, then click **Continue Application**

5. Expand the dropdown menu **Installation**, then select the option for Fire Alarm and click **Continue Application**

6. Fill out Step 1: Location and People>Location Information
   a. Enter the **Project Address (Enter street number and first 3 letters of street name and select search) OR**
   b. Enter **Location Details**

c. Answer if there are **multiple addresses.**

d. **Tenant Location Details** can be provided.
e. Click **Continue Application.**

7. Fill out Step 1: Location and People>Contact Information; click Continue Application **– You must have a customer account, always use "Select from Account", do not select new:**
   a. Enter at least one **Applicant**
   b. Enter at least one **Billing Contact**
   c. Enter at least one **Property Owner - Click "Select from Account and choose "Owner"**
   d. **Tenant** is optional
   e. Click **Continue Application.**

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**

8. Fill out Step 1: Location and People>Contractor Information
   a. "Are you acting as your own contractor?" No by default.
      i. If you answer Y, field in 8b will disappear. Skip to step 10.
      ii. If you answer N, populate 8b.
   b. "Will the Contractor be selected later?" Required.
      i. If you answer Y, Licensed Professional in 9b will not be required.
      ii. If you answer N, continue to step 9 and populate all sections.
   c. Click **Continue Application.**

9. Fill out Step 2: License Information>License Information
   a. Enter **License Professional Validation Information**

   b. Enter **Licensed Professional** using Look Up button.

      i. Enter the "State License Number." Click **Save and Close**.

Licensed Professional Information　　　　　　　　×

Enter the License Type and the State License Number. The remaining fields will be populated if the license information is validated. Click Save and Close if the displayed data is correct. If the displayed data is not correct, click Clear and try another license.

*License Type　　*State License Number

Contractor ▼

Business Name / First Name / Last Name

Address

City　　Zip Code

Country/Region

United States ▼

Phone　　Email

Save and Close　**Clear**　Discard Changes

c.　Enter **Business, Professional and Occupational License (BPOL) Details.**
   i.　"Do you have a Fairfax County Business License?"　Required
      1.　If you answer Y, 9cii and 9ciii will disappear.　Skip to 9civ.
      2.　If you answer N, proceed to 9cii.
   ii.　"Do you have a Temporary BPOL License?"　Required.
      1.　If you answer Y, proceed to 9ciii.
      2.　If you answer N, skip to step 10.
   iii.　"Please provide the Issue Date for the Temporary BPOL License."　Required.

Business, Professional and Occupational License (BPOL) Details

This section will validate your business license against information held by the County of Fairfax. If you are licensed by a jurisdiction outside of the County of Fairfax, it is likely your license details will not be found. In that instance, please enter your account number and continue with your application.

Account Number is a 9 digit number without spaces, letters or dashes. For example: 000142810

*Do you have a Fairfax County Business License?:　　　　　　○ Yes ○ No

Do you have a Temporary BPOL License?:　　　　　　○ Yes ○ No

Please provide the Issue Date for the Temporary BPOL License:　　MM/DD/YYYY

   iv.　"Account Number."　Required.

   v.　"BPOL License Status."　Auto-generated (slowly).

Business, Professional and Occupational License (BPOL) Details

This section will validate your business license against information held by the County of Fairfax. If you are licensed by a jurisdiction outside of the County of Fairfax, it is likely your license details will not be found. In that instance, please enter your account number and continue with your application.

Account Number is a 9 digit number without spaces, letters or dashes. For example: 000142810

*Do you have a Fairfax County Business License?:　　　　　　⦿ Yes ○ No

Account Number: *

BPOL License Status:　　　　　　--Select--　▼

d.　Click **Continue Application.**

10. Fill out Step 2: License Information>BPOL Exemption
    a. Enter **Business, Professional and Occupational License Exemption**.
        i. Five fields appear required but only four must be populated. "Contractor" or "Agent" checkbox is required.
    b. Click **Continue Application.**

Business, Professional and Occupational License Exemption

I certify that in accordance with Section 4-7.2-3(G) of the Fairfax County Code, a contractor or business owner listed on this permit application is exempt from current business license tax based on the prior year gross receipts attributed to their business.

Click here if BPOL exemption is appropriate. You will be asked to certify the exemption: * ☐
Name: *
Contractor: * ☐
Agent: * ☐
Certification Date: * MM/DD/YYYY

11. Fill out Step 2: Application Detail>Application Information

a. Enter the **Project Scope.**

Project Scope

This will describe the project, 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:

    b. Enter the **Project Details**.
        i. If a field was previously answered in the application process and it appears here again, it will be auto-populated with the previous answer and cannot be overwritten.

Project Details

* Do you intend to have separation permits? : ○ Yes ○ No
* Are/Will you be requesting phased occupancy? : ○ Yes ○ No
* Is there a Building Parent or Related Permit?: ○ Yes ○ No
* Is there a Code Modification requested or approved for this permit? : ○ Yes ○ No
* Estimated Cost: 65486

    c. Enter the **Fire Marshal Review Details**.
        i. Expressions will expand some fields based on the answers.

Fire Marshal Review Details

What work is to be performed?:   Fire Alarm System ▼

*Code Edition: --Select-- ▼

*Standard Edition Year:

*Installation Type: --Select-- ▼

Is there a related Sprinkler Permit?:   ○ Yes ○ No

Are calculations included with the plans being submitted?: *   ○ Yes ○ No

*Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project? :   ○ Yes ○ No

Fire Marshal Review Details

What work is to be performed?:   Fire Alarm System ▼

*Code Edition: Other ▼

Other Code Edition: *

*Standard Edition Year:

*Installation Type: New System ▼

Type of Work: *   Other ▼

Other type of work: *

System Type: *   --Select-- ▼

Is there a related Sprinkler Permit?:   ○ Yes ○ No

Is the building a high-rise?: *   ○ Yes ○ No

Local Notification Type: *   Other ▼

Local Notification Type, if Other: *

Is the building monitored?: *   ◉ Yes ○ No

What type of monitoring is provided?: *   Other ▼

Other monitoring: *

Will there be a sprinkler system tied into the fire alarm system?: *   ○ Yes ○ No

*Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project? :   ○ Yes ○ No

Display for Installation Type = New System

Fire Marshal Review Details

What work is to be performed?:   Fire Alarm System ▼

*Code Edition: Other ▼

Other Code Edition: *

*Standard Edition Year:

*Installation Type: Modification to existing sy▼

Type of Work: *   Other ▼

Other type of work: *

System Type: *   --Select-- ▼

What is being affected by the modification?: *   Add/Relocate to Existing ▼

Equipment Added or Relocated: *   --Select-- ▼

Is there a related Sprinkler Permit?:   ○ Yes ○ No
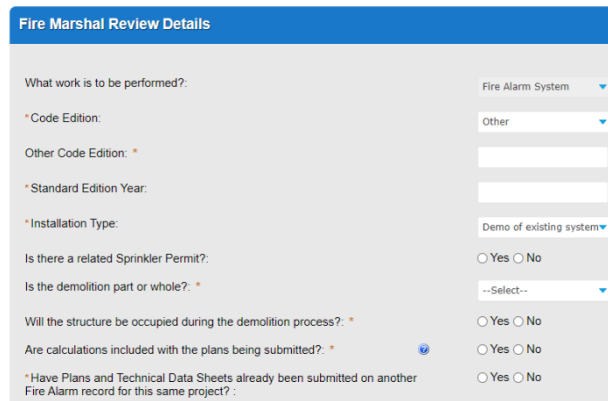
Is the building a high-rise?: *   ○ Yes ○ No

Are calculations included with the plans being submitted?: *   ○ Yes ○ No

*Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project? :   ○ Yes ○ No

Display for Installation Type = Modification to Existing System and One-for-one device

Fire Marshal Review Details

What work is to be performed?:	Fire Alarm System ▾
* Code Edition:	Other ▾
Other Code Edition: *	
* Standard Edition Year:	
* Installation Type:	Demo of existing system ▾
Is there a related Sprinkler Permit?:	○ Yes ○ No
Is the demolition part or whole?: *	--Select-- ▾
Will the structure be occupied during the demolition process?: *	○ Yes ○ No
Are calculations included with the plans being submitted?: *	○ Yes ○ No
* Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project? :	○ Yes ○ No

replacement.

Display for Installation Type = Demo of existing system

Click **Continue Application**

    d. **Parent and Related Records Entry** page is required if visible because any of the following questions were answered as Y earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

        i. Is there a Building Parent or Electrical/Low Voltage Related Permit?"

        ii. "Is there a Code Modification requested or approved for this permit?"

        iii. "Have Plans and Technical Data Sheets already been submitted on another Fire Alarm record for this same project?"

        iv. "Is there a related Sprinkler Permit?

PARENT AND RELATED RECORDS

Provide the Building parent record and any related Building and/or Fire records to your project.

*Record/Permit Type:	Record ID:
--Select-- ▾	

12. On Step 4: Review, review the application details, then click **Continue Application.**

13. A confirmation screen will verify that your application was submitted, and a record number will be displayed.

Sprinkler System and Standpipe System records may have a "mask" applied to the record to identify the review type more easily by the name alone.

Confirmation

✓ Thank you for using our online services for your submission. A confirmation email will follow.
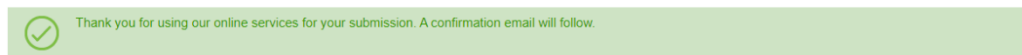
FFALRM-TNT-2022-00088   **Upload Plans and Documents**   Copy Record

Review Type	RULES
Fire	
Fire Alarm: Tenant Plans	FFALRM-TNT – (ASI Type of Work = Tenant Layout)
Fire Alarm: Shell Plans	FFALRM-**SHL** – (ASI Type of Work = Core and Shell /Base Building or Full Commercial incl. Tenant Work)
Fire Alarm: Other	FFARLM (no mask) = anything else

Review Type and mask rules for Fire Alarm records.

14. A "Received" notification will be sent to all contacts on the record.

Dear

Your Fire Alarm, Project Name, has been received.

Please visit the Citizen Portal to upload plans and supporting documents. The application will not be reviewed until plans and supporting documents have been submitted.

Please visit the PLUS Support for step-by-step instruction on completing your submission.

If you have any questions, please call the Revenue & Records Branch at 703-246-4803 between the hours of 7:30 a.m. and 3:30 p.m. Monday - Friday with the exception of all County observed holidays. If you prefer, you can email us at fire.revenuepermits@fairfaxcounty.gov.

Thank you,

Revenue & Records Branch
703-246-4803
7:30 am - 3:30 pm
fire.revenuepermits@fairfaxcounty.gov
Office of the Fire Marshal

*** This is an automatically generated email. Please do not reply.***

15. Click **Upload Plans and Documents** to open the Digital Plan Room.

16. Fill out Step 1: Information/Information
    a. Enter **General**. Optional. Required documents will be displayed. (These vary based on intake selections.)
    b. Click **Continue**.

17. Fill out Step 2: File Processing/Add & Process Files.
    a. Upload required documents and select a document type. Click **Upload and Validate**.

    b. After files are Status = Validated, click **Process Files**.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature		
CALCS_212860019_approved.pdf		Calculations	✓ VALIDATED	Denise Harman	9/22/2022		✏	🗑
Drawing_220330104.pdf		Plans	✓ VALIDATED	Denise Harman	9/22/2022		✏	🗑
Product Data_6-8_221580089_approved.pdf		Technical Data Sheets	✓ VALIDATED	Denise Harman	9/22/2022		✏	🗑

Process Files

    c. When the files are Status = Processed, click **Continue**.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature		
CALCS_212860019_approved.pdf		Calculations	👍 PROCESSED	Denise Harman	9/22/2022		✏	🗑
Drawing_220330104.pdf		Plans	👍 PROCESSED	Denise Harman	9/22/2022		✏	🗑
Product Data_6-8_221580089_approved.pdf		Technical Data Sheets	👍 PROCESSED	Denise Harman	9/22/2022		✏	🗑

Your files have been processed, you can proceed now to verify your sheets.

Continue

18. Fill out Step 3: Sheet Versioning/Version Plan Sheets.

    a. Enter sheet number, if applicable.

    b. Click **Continue**.

Step 3: Version Plan Sheets

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click **Continue** when you are done.

19. On Step 4: Review/Review, review the package details, then click **Finish**.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

20. A confirmation screen will verify that your review package has been received. Additionally, a "Plans and Documents received" notification will be sent to all contacts on the record.

*If you have any questions, please contact the Revenue and Records Branch either by phone, 703-246-4803 or by email Fire.revenuepermits@fairfaxcounty.gov.