



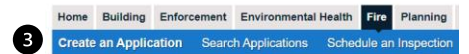
PURPOSE

To provide a detailed step-by-step guide to the customer for the application process for Fire Lane application in the Planning and Land Use System. This application is used when installing, modifying or refreshing curb/pavement markings, post/building mounted signage, or vehicular access control.

Fire Lane 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 Lane and click **Continue Application**



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 gj www.fairfaxcounty.gov/fire-emsl/fire-marshall/fire-plus.

Please "Allow Pop-ups from this site" before proceeding



Select a Record Type

Choose one of the following available record types. For assistance making a selection, pl



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. **Tenant Location Details** can be provided.

6

Tenant Location Details

If your application pertains to a specific Building Number, Floor Number or Suite Number, those details can be added via the list below.

Showing 0.0 of 0

Building Number	Floor Number	Suite Number
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

d. Answer if there are multiple parcels.

6

Multiple Parcels

* Are multiple parcels associated with this scope of work for this submission? Yes No

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:**

- Enter at least one **Applicant**
- Enter at least one **Billing Contact**
- Enter at least one **Property Owner** - Click **“Select from Account and choose “Owner**
- Tenant** is optional
- Click **Continue Application**.

7

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

- “Are you acting as your own contractor?” No by default.
 - If you answer Y, field in 8b will disappear. Skip to step 10.
 - If you answer N, populate 8b.
- “Will the Contractor be selected later?” Required.
 - If you answer Y, Licensed Professional in 9b will not be required.
 - If you answer N, continue to step 9 and populate all sections.
- Click **Continue Application**.

8

Owner as Contractor

* Are you acting as your own contractor? Yes No

Will the Contractor be selected later? * Yes No

9. Fill out Step 2: License Information>License Information

a. Enter

9

Licensed Professional Validation Information

Estimated Cost: *

License Professional Validation Information

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



9 Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button below. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Look Up

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

9 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.

9 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:

iv. “Account Number.” Required.



v. “BPOL License Status.” Auto-generated (slowly).

9

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:

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**.

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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: * 

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.

The screenshot shows a form titled "Project Details". It contains two fields: "Estimated Cost" with a text input field containing the value "62000", and "Is there a Code Modification requested or approved for this permit?:" with radio buttons for "Yes" and "No".

c. Enter the **Fire Marshal Review Details**.

- i. Expressions will expand some fields based on the answers.

The screenshot shows a form titled "Fire Marshal Review Details". It contains one field: "Installation Type:" with a dropdown menu currently showing "--Select--".

The screenshot shows the "Fire Marshal Review Details" form with the "Installation Type" dropdown set to "New". This has expanded the "System Type:" field to show several options: "Vehicular Access Control" (selected), "Sliding Gate:", "Swinging Gate:", "Bollards:", "Other:" (with a checked checkbox), and "Other component:". Below these are fields for "What method is provided to allow fire department access?:" and "How will the gate operate?:". At the bottom, there are radio buttons for "Does the fire lane extend over any elevated surfaces such as bridges, parking garages, etc.?" and "Do you have approved Site Plans?".

The screenshot shows the "Fire Marshal Review Details" form with the "Installation Type" dropdown set to "New" and the "System Type:" dropdown set to "Curb/Pavement Markings". The "Do you have approved Site Plans?" field is also visible at the bottom.

Display for System Type = Vehicular Access Control.

Display for System Type = Curb/Pavement Markings and Post/Building Mounted Signage.

d. Click **Continue Application**

- e. **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 Code Modification requested or approved for this permit?"
- ii. "Do you have approved Site Plans?"



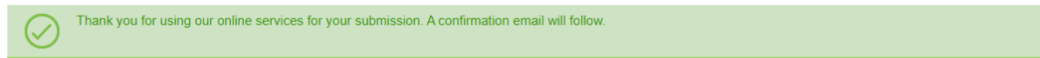
PARENT AND RELATED RECORDS

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. If the Upload Plans and Documents button is not present, the applicant is not required to upload any documents using the Digital Plan Room (DPR). With this, their processes end here
14. A notification will be sent to all contacts on the record upon submittal.
 - a. Records requiring documents on submittal will send a “Received” notification.

Confirmation



5899 ETHANS WAY BURKE, VA 22015

FFLAN-2022-00066

Upload Plans and Documents

Copy Record

Dear

Your Fire Lane, I , 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

- b. Records that do not require documents on submittal will send an “Application Submitted” notification.

Dear

Your Fire Lane application, , has been submitted.

Please login to our [Citizen Portal](#) at any time to view the status of 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. - 3:30 p.m. EST Monday - Friday with the exception of all County observed holidays. If you prefer, you can email us at fire.revenuepermits@fairfaxcounty.gov.

Thank you,

Office of the Fire Marshal

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

Revenue & Records Branch
703-246-4803
7:30 a.m. - 3:30 p.m. EST Monday - Friday
fire.revenuepermits@fairfaxcounty.gov
Office of the Fire Marshal



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**.

General

Review Plan Cycle # 1

Description

Enter a description of the plans or documents you are uploading...

Requirements

- Plans
This document is required.

Continue

17. Fill out Step 2: File Processing/Add & Process Files.

- a. Upload required documents and select a document type. Click **Upload and Validate**.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or
Browse

Waiver.pdf

Plans

Description...

Upload and Validate

Requirements

- Plans
This document is required.

Process Files

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Waiver.pdf		Plans	VALIDATED	Denise Harman	10/5/2022	

Process Files

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

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Waiver.pdf		Plans	PROCESSED	Denise Harman	10/5/2022	

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.

Showing a total of 2 sheets Show only error sheets

Title Block	Thumbnail	Sheet number and title
		I-18 Sheet title (optional) Drawing_220330104.pdf (Page 1)
		CTOR Sheet title (optional) Drawing_220330104.pdf (Page 2)

Save and resume later Continue

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.

Digital Plan Room
Record: FFLAN-2022-00067
Address:
Status: **SUBMITTED**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Review Package Details

Name: Review Plan Cycle # 1
Description:
Status: Submitted
Date created: 10/5/2022, 7:30:29 AM
Date submitted: 10/5/2022, 7:34:14 AM

*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.

