

HOW TO UPLOAD DOCUMENTS TO A PLUS RECORD

1. **Log in** to the PLUS citizens portal
2. Select the **FIRE** tab
3. Select **MAKE CHANGES** for the record you need to upload the document to

Logged in as: Michelle Moseley Collections (0) Cart (0) Account Management Help Logout

PLUS DEVELOPMENT ENVIRONMENT to access PLUS go to here.

Search...

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

Create an Application Search Applications Schedule an Inspection External Links

Records

Show on Map

Showing 1-10 of 15 | Download results | Add to collection | Add to cart | Copy Record

Submitted	Record Number	Record Type	Project Name	Description	Address	Status	Action	
<input type="checkbox"/>	03/09/2022	FRCF-2022-00016	Regulated Care Facility Inspection	group home	bljbl	5500 FERDALE ST SPRINGFIELD, VA 22151 United States	Submitted	Make Changes

4. Select **REQUIRED DOCUMENTS** as the Amendment Type
5. Select **Continue Application**

Select an Amendment Type

For changes, select one of the items below
fire.revenuepermits@fairfaxcounty.gov.

Contact Change

Required Documents

Withdrawal Request

6. Select **ADD** to browse your computer for the document
7. Select **CONTINUE APPLICATION**

Attachments

The maximum file size allowed is 1000 MB
.htm;.html;.exe;.com;.bat;.HEIC;.heic;.webarchive are disallowed file types to upload.

* Required Documents

1. Fire Safety & Evacuation Plan

8. Review and **CONTINUE APPLICATION**
9. **Green confirmation Receipt** lets you know it was added

Step 3: Receipt/Record Submittal

Confirmation



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