



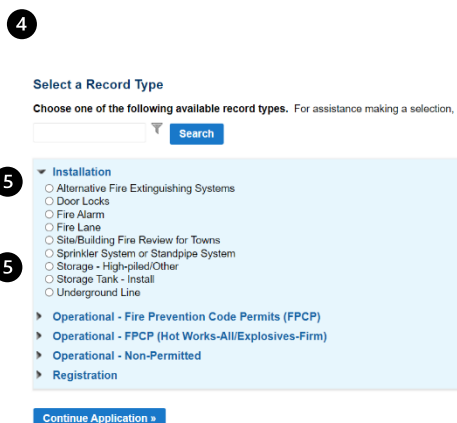
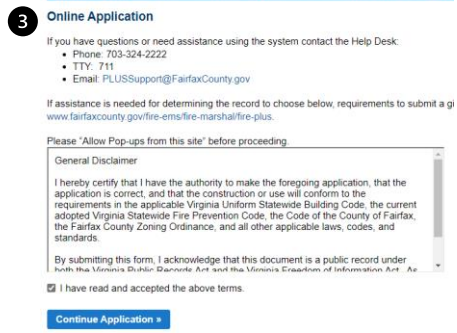
PURPOSE

To provide a detailed step-by-step guide to the customer for the application process for the Sprinkler System or Standpipe System application in the Planning and Land Use System. This application is used when installing, modifying, or demolishing a sprinkler system or standpipe system. Components include Pumps, Pressure Regulating Hose Valves, Pressure Regulating Devices, and Backflow Preventers.

Sprinkler System or Standpipe System Customer Application Process

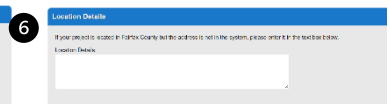
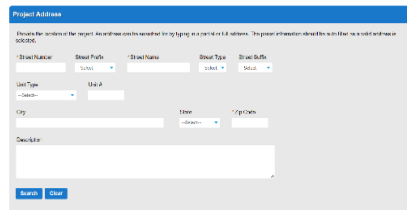
Intake in Accela Citizen Access (ACA)

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 Sprinkler System or Standpipe System and click **Continue Application**



6. Fill out Step 1: Location and People>Location Information

- a. Enter the **Project Address** **6**
Address (Enter Street Number and first 3 letter of street name and select search)
OR
- b. Enter **Location Details**



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

6 Multiple Addresses

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

d. **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](#)

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 **License Professional Validation Information**

9 Licensed Professional Validation Information

Estimated Cost: *

System Type: *

Commercial
Limited Area
Residential
Commercial and Residential

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

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: --Select--

- d. Click **Continue Application**.



Fill out Step 2: License Information>BPOL Exemption

- e. Enter **Business, Professional and Occupational License Exemption**.
 - i. Five fields appear required but only four must be populated. “Contractor” or “Agent” checkbox is required.
- f. Click **Continue Application**.

10 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: * 

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

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:

- a. Enter the **Project Scope**.

- 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:



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

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

Fire Marshal Review Details

* Code Edition: --Select--

* Standard Edition Year:

* Installation Type: --Select--

Work performed: --Select--

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

Fire Marshal Review Details

* Code Edition: Other

Other Code Edition: *

* Standard Edition Year:

Please check all components that are in the scope of work.

* Installation Type: New System

Backflow Preventer:

A spreadsheet with the PRV pressures shall be submitted for review. Include this table on the plans.

Pressure Regulating Hose Valves:

Check all that apply.

Standpipes:

Automatic Dry:

Automatic Wet:

Manual Dry:

Manual Wet:

Semiautomatic Dry:

Sprinkler Heads:

Number of sprinklers to add or relocate: *

Wet Sprinkler System:

Dry Pipe System:

Precision System:

Deluge System:

Antifreeze System:

A spreadsheet with the PRV pressures shall be submitted for review. Include this table on the plans.

Pressure Regulating Device:

Pumps:

Work performed: Other

Other work performed: *

Type of Work: *

System Type: Commercial

System coverage: *

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



Display for Installation Type = New System, Modification to Existing System, and One-for-one device replacement.

Display for Installation Type = Demo of existing system

- 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 Building Parent or 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 Sprinkler System record for this same project?"

PARENT AND RELATED RECORDS

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

- f. **Standpipes Design** page is required if visible because "Standpipes" was checked earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

Standpipes Design

- g. **Pumps** page is required if visible because "Pumps" was checked earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.



PUMP

Pump Manufacturer:	Pump Model:	Pump Brief Description:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pump Churn Pressure:	Pump Rated Pressure:	Pump Rated Flow:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pump Quantity:	Pump Driver Type:	
<input type="text"/>	--Select--	

- h. **Sprinkler Heads** page is required if visible because “Sprinkler Heads was checked earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

SPRINKLER HEADS

SIN:	Quantity:	Response Type:
<input type="text"/>	<input type="text"/>	--Select--
Description if other Response Type:	Dry Sprinkler: <input type="radio"/> Yes <input type="radio"/> No	K-Factor:
<input type="text"/>		<input type="text"/>

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

12. 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.

FSPRK-SHL-2022-00121		Upload Plans and Documents	Copy Record
Sprinkler: Shell Buildings (NFA 13D Systems)	FSPRK-13D - (ASI Work Performed = 13D && ASI System Type = Residential)		
Sprinkler: Shell Buildings (NFA 13D Systems)	FSPRK-13D - (ASI Work Performed = 13D && ASI System Type = Residential)		
Sprinkler: Limited Area	FSPRK-LMTD - (ASI System Type = Limited Area)		
Sprinkler: Pump Only	FSPRK-PUMP - (ASI Work Performed = 20 - only)		
Sprinkler: Standpipe Only	FSPRK-STDP - (ASI Work Performed = 14 - only)		
Sprinkler: Other	FSPRK (no mask) = anything else		

Review Type and mask rules for Sprinkler System and Standpipe System records.

13. A “Received” notification will be sent to all contacts on the record.



Dear

Your Sprinkler System or Standpipe System, 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

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

15. 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

- Calculations
This document is required.
- Plans
This document is required.
- Technical Data Sheets
This document is required.

Continue

16. 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

CALCS_212860019_approved.pdf
Description...

Drawing_220330104.pdf
Description...

Product Data_6-8_221580089_approved.pdf
Description...

Upload and Validate

Requirements

- Calculations
This document is required.
- Plans
This document is required.
- Technical Data Sheets
This document is required.







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



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](#)

17. 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.

Sheets

Showing a total of 2 sheets Show only error sheets

Title Block	Thumbnail	Sheet number and title
		<p>I-18</p> <p>Sheet title (optional)</p> <p> Drawing_220330104.pdf (Page: 1)</p>
		<p>C TOR</p> <p>Sheet title (optional)</p> <p> Drawing_220330104.pdf (Page: 2)</p>

[Save and resume later](#)
[Continue](#)

18. 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](#)

19. 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.

 **Success**
Your review package has been received.

Digital Plan Room
Record: FSPRK-SHL-2022-00121
Address:
Status: SUBMITTED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

Review Package Details

Name: Review Plan Cycle # 1
 Description:
 Status: Submitted
 Date created: 9/22/2022, 1:19:35 PM
 Date submitted: 9/22/2022, 1:50:36 PM

*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.

