

PLUS User Guide

Welcome to **Planning and Land Use System (PLUS)**. You may use **PLUS** to apply for permits, track the status of your application, update information, upload documents, pay fees, and request inspections. This document serves as a guide of how to use the system as a public user and is applicable to all Fairfax County Environmental Health customers.

How to register for a new account:

Step 1. You can register for a user account by clicking on one of the two links highlighted by arrows below.

Register for an Account Login

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Advanced Search

Email: Password: Login »

Remember me on this computer I've forgotten my password **New Users: Register for an Account**

Welcome to PLUS, Fairfax County's online portal for Building, Planning, Zoning, Site, Fire, Enforcement, and Environmental Health transactions. PLUS allows customers to create and submit applications online, pay fees, track application status, and print a final record all from the convenience of your home or office, 24 hours a day.

To use ALL the services we provide, you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user.

General Information

Step 2. Read and accept the terms and conditions given by clicking the box at the bottom, then **Continue Registration.**

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

For Applications:

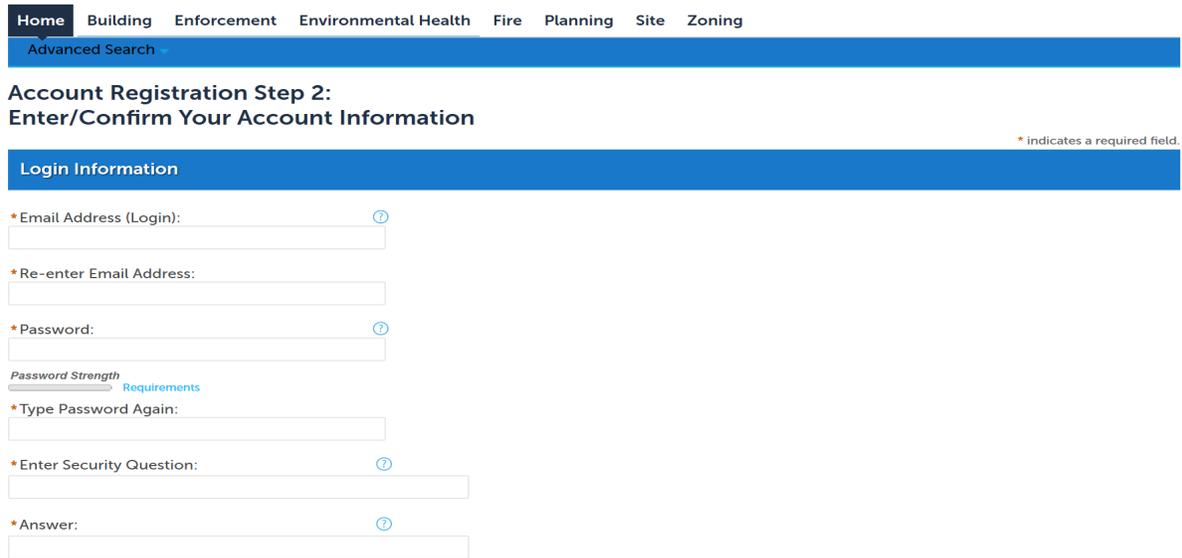
I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.

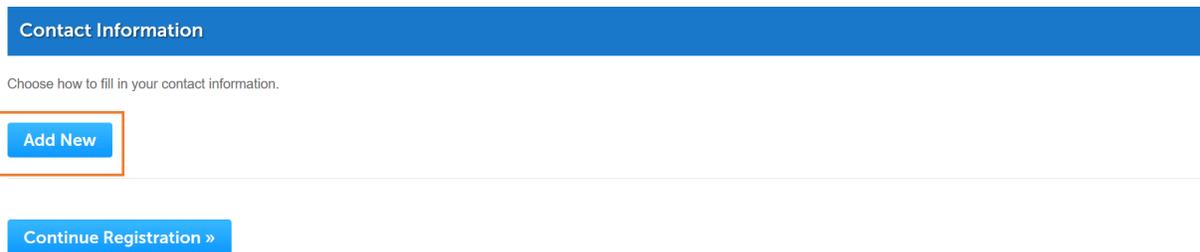
I have read and accepted the above terms.

Continue Registration »

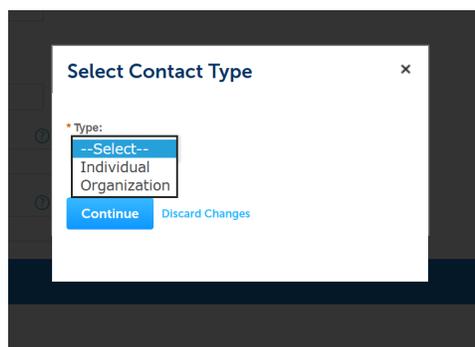
Step 3. Enter your email address, create a password, and create a security question and answer in the top section of the following screen. Note: Any time you see the  icon, you can click on it to see more information regarding the field it is associated with.



On the bottom half of the same page, enter your contact information by clicking **Add New**.



You will first be asked to choose the contact type. Select either **Individual** or **Organization** in the drop down menu and then click **Continue**.



Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (*) must be entered to continue.

The screenshot shows a 'Contact Information' form with the following fields:

- * First:
- * Last:
- Suffix:
- Title:
- * Primary Phone:
- Secondary Phone:
- Fax:
- * Email:
- * Country:

Below these fields is a section titled 'Contact Addresses' with a blue button labeled 'Add Additional Contact Address'. An orange arrow points to this button. Below the button, there is a table with the following columns: Address Type, Recipient, Address, Status, Start Date, End Date, and Action. The table currently shows 0-0 of 0 entries.

Click on **Add Additional Contact Address** to enter a minimum of one mailing address. You may add another address by clicking on **Save and Add Another** or click **Save and Close** if you are done entering addresses. You cannot proceed with registration until at least one address is entered.

You should now see “contact added successfully”. You can edit or remove the contact at this point. **Please note that any change made to the account contact information will be reflected in every record associated with the account.** Click **Continue Registration** to move forward.

Step 4. Your account is now successfully registered. You will receive a **notification** email to any contact email addresses provided asking you to verify your email by clicking on the link embedded in the email message. After you have verified your account, you can login and begin using the system.



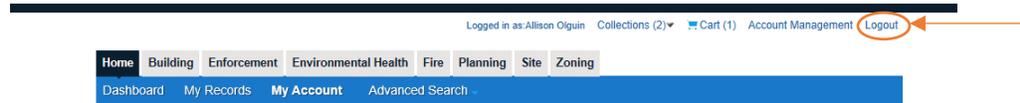
Logging In:

[Register for an Account](#) [Login](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

Logging Out:



Managing Your Account:

When you log in you will automatically be directed to your **Dashboard**, or homepage, where you will see an overview of your shopping **Cart**, all of your **Records**, and any record **Collections** you have created and named. You can switch between different County agencies (modules) using the top **Agency Module Menu Bar**. Click on **Home** and then on **Dashboard** at any time to return to your **Dashboard**.

Agency Module Menu Bar

Logged in as: Allison Olguin Collections (2) Cart (1) Account Management Logout

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard My Records My Account Advanced Search

Hello, Allison Olguin

Saved in Cart (1)	View Cart	My Collection (2)	View Collections
Food Establishment Applic... HFOODA-2020-00242 04/16/2020	\$40.00	2 Records Inspections Completed Last Updated 04/19/2020	7 Records Submitted Apps Last Updated 04/19/2020
You can add invoiced fees to your shopping cart to make multiple payments at once.		Any collections of records you create and name will display here.	
Cart Total	\$40.00		

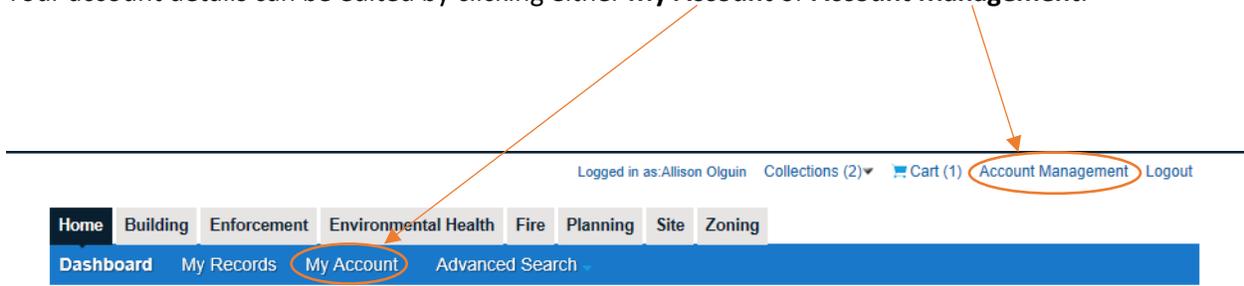
Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

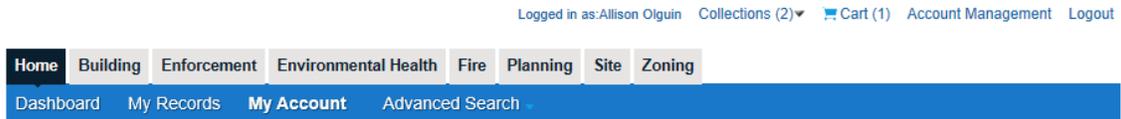
A list of up to the last 10 applications in progress (those that you saved to resume later prior to submission).

A list of all the records you have in PLUS.

Your account details can be edited by clicking either **My Account** or **Account Management**.



Hello, Allison Olguin



Click **Edit** to change password and/or security question.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information **Edit**

User Name: Allison.olguin@fairfaxcounty.gov
 E-mail: Allison.olguin@fairfaxcounty.gov
 Password: *****
 Security Question: Oldest son's middle name

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	County License #	Status	Action
No records found.						

Contact Information

Showing 1-1 of 1

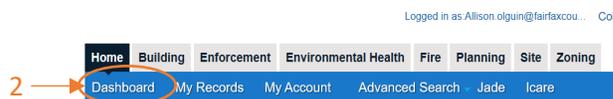
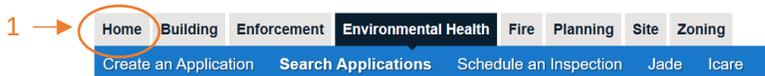
First Name	Last Name	Business Name	Contact Type	Primary Phone	Status	Action
Allison	Olguin		Individual	(703) 248-8735	Approved	Actions ▾ View

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account	Action
No records found.						

From the **Dashboard** you can view the contents of your shopping cart, any collections of records you have created, and all your existing records in the PLUS system. To return to your **Dashboard** at any time, click on **Home** in the Agency Module Menu bar, then on **Dashboard**.



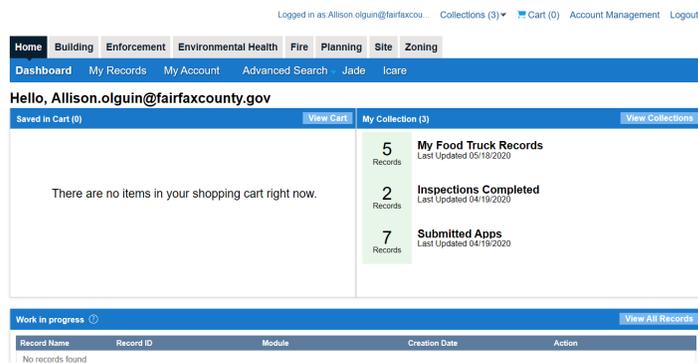
How to Submit an Application for a New Food Establishment Permit:

SUBMITTING A FOOD ESTABLISHMENT PERMIT APPLICATION (NEW ESTABLISHMENT)

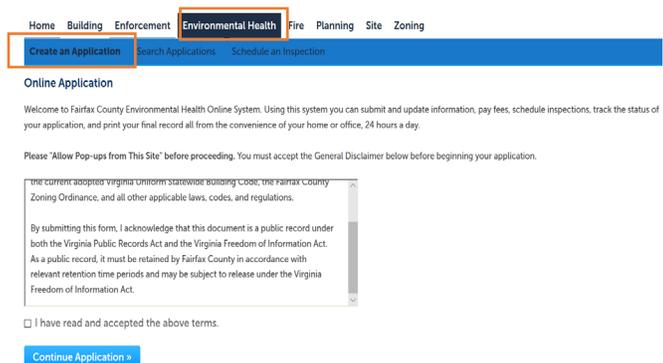
New food establishments or establishments undergoing a change of ownership must get a Permit to Operate a Food Establishment from Fairfax County Health Department. This section describes how to apply for a food establishment permit. The process to get a permit starts with the submittal of this application.

This application is for a new permit or for establishment ownership change only. For any other changes (establishment name, owner name, equipment, or minor alterations like painting, resurfacing) please look up your existing permit record in your account and make changes there (see the **Making Changes to an Existing Record** section below).

Step 1. Login to your user account. Your user **Dashboard** will display.



Step 2. Click on **Environmental Health** at the top of the screen, then on **Create an Application** on the far left of the blue bar.



Step 3. Scroll through to read the terms and conditions, and then check the box to accept the terms. Now click **Continue Application**.

Online Application

Welcome to Fairfax County Environmental Health Online System. Using this system you can submit and update information, application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning.

General Disclaimer
I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a

I have read and accepted the above terms.

[Continue Application »](#)

Step 4. Now you will select a record type. Choose **Food Establishment**, and then **Food Establishment Application** from the dropdown menu. Next, click **Continue Application**.

Home Building Enforcement **Environmental Health** Fire Planning Site Zoning
Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a new permit or for ownership change, please proceed below.

For any other changes (Establishment name, owner name, equipment) or for minor alterations, click the [Changes](#) button on the Record Detail page.

Search

- Environmental Health Enforcement
- Food Establishment
 - Food Establishment Application**
 - Mobile Food Unit
 - Registration

[Continue Application »](#)

Step 5. Now you will begin to fill out the application information. First, provide the location of your establishment. Enter the address and click **Search**. The parcel information will auto fill if you have entered a valid address. Click **Continue Application**.

Logged in as: Alison Olgun Collections (2) Cart (1) Account Management Logout

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

Create an Application Search Applications Schedule an Inspection

Food Establishment Application

1. Location and People 2. Application Detail 3. Required Documents 4. Review 5. Pay Fees 6

Step 1: Location and People > Location Information

Provide the location of your establishment. You can search for your address by typing in a partial or full address. The parcel information should be auto-filled as you select a valid address. * indicates a required field.

Address

*Street Number Street Prefix --Select-- *Street Name Street Type --Select-- Street Suffix --Select--

Unit Type --Select-- Unit #

City State --Select-- *Zip Code

Search Clear

These 3 fields must be filled in.

Parcel

*Parcel ID Number

Search Clear

If the parcel number does not auto fill, you have not entered a valid Fairfax County address above.

Save And Resume Later Continue Application »

Step 6. Next, you must enter a minimum of four facility contacts. For each of the contact types (applicant, billing contact, establishment owner, and facility contact) you can either select a contact that is already on the account or add a new contact. Email **notifications** from the system are always sent to both the applicant and establishment owner contacts.

Food Establishment Application

1. Location and People	2. Application Detail	3. Required Documents	4. Review	5. Pay Fees	6
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Step 1: Location and People > Contact Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Billing Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Establishment Owner

Establishment Owner name must match the name on the Business, Professional and Occupational License (BPOL) and/or the 501 Non-Profit Status document.

Select from Account Add New

Facility Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Save And Resume Later

Continue Application »

Select Contact from Account

Allison Olguin
Applicant

Select contact addresses for this contact to attach to the record.
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		10777 Main Street

Continue Discard Changes

Select Contact from Account: Select the correct mailing address if the contact has more than one listed. Click **Continue** to proceed with the application.

OR

Contact Information

* Individual/Organization: --Select--

* First: [] * Last: [] Suffix: []

Title: [] * Primary Phone: []

* Organization Name: [] Secondary Phone: []

Trade (DBA) Name: [] Fax: []

* Email: []

* Country: United States

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
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Add New: Enter appropriate information into all asterisked (*) fields. Click **Add Additional Contact Address**.

Now add appropriate information to all fields with an asterisk (*). Click **Save and Add Another** to add additional contact addresses or click **Save and Close** to continue with the application.

Contact Address Information

* Address Type: Mailing

* Address Line 1: []

Address Line 2: []

Address Line 3: []

* City: [] * State: --Select-- * ZIP Code: []

Save and Close **Save and Add Another** **Clear** **Discard Changes**

You can choose to **Save and Resume Later** or click **Continue Application** to move forward now. Note: An additional contact can be added on the next page but is not required.

Step 7. Establishment information will be entered on this page, including the name of the establishment, business license information, and general information. All fields with an asterisk (*) must be filled. Click **Continue Application** to proceed.

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

Create an Application Search Applications Schedule an Inspection

Food Establishment Application

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
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Step 2: Application Detail > Application Information

Complete the application information below.

* indicates a required field.

Establishment Information

* Name (Establishment or Project)

Example: "Rainbow Restaurant"



Enter the name of the Establishment or Business

BPOL 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:

If you select **Yes** you will have to enter the name and certification date to continue.

Business, Professional and Occupational License Details

If you have not applied for your BPOL, please select 'Yes' and enter today's date. If you have any questions, please call (703) 246-2201.

Do you have a Temporary BPOL License?: *

Yes No

If you have a temporary BPOL or have not yet applied for a BPOL, select **Yes** and then choose the date you did apply or the date you will apply. If you choose no, you will be asked to provide a BPOL number.

General Information

* Application Type:



New Establishment

* Establishment Type:

Food Kiosk - Ice Cream

Building Permit Number:

Total Number of Seats: *

10

* Establishment Owner Fee Exempt. You will be asked to certify the exemption:

Yes No

* Establishment owned and operated by County of Fairfax:

Yes No

* Months of Operation:



Year Round

Smoking Allowed: *

Yes No

* Variance:



Yes No

Save And Resume Later

Continue Application »

Application Type—Select **New Establishment**. A **Change of Ownership** applies to a transfer of ownership of the property or business to another person or entity. This also applies to a change in the contracted food service management company (see [Change of Ownership](#) application instructions below).

Establishment Type—Choose the appropriate type of establishment from the following: Adult Care Home Food Service, Adult Day Care Food Service, Bed and Breakfast Food Service, Brewery, Carry Out Food Service, Caterer, Child Care Food Service, Commissary, Convenience Store Food Service, Fast Food-Ice Cream, Fast Food Restaurant, Fast Food Restaurant-Caterer, Food Kiosk, Food Kiosk-Ice Cream, Full Service Restaurant, Full Service Restaurant-Brewery, Full Service Restaurant-Caterer, Grocery Store Food Service Deli, Grocery Store Food Service Retail, Grocery Store Food Service Seafood, Group Home Food Service, Hospital Food Service, Hotel Continental Breakfast, Jail Food Service, Nursing Home Food Service, Other Food Service, Private College Food Service, Private Elementary School Food Service, Private Middle or High School Food Service, Seasonal Fast Food Restaurant, Seasonal Food Kiosk, Seasonal Full Service Restaurant, State College Food Service, Summer Camp Food Service, Vending Machine.

Building Permit Number—Enter your building permit number, if applicable. This is not a required field.

Establishment Owner Fee Exempt—501(c)3, etc. You will be asked to certify this exemption with a letter from the IRS..

Establishment Owned and Operated by Fairfax County-Select **Yes** only if this establishment is a County owed and operated facility. Otherwise, select **No**

Months of Operation—Select **Seasonal** only if the establishment will be in operation for some (not all) months of the year. Otherwise, select **Year Round**.

Variance—Select **Yes** only if you have prior Health Department approval or a variance request for a specialized process (see below) to provide with this application. Documentation will be required. Otherwise, select **No**.

Step 8. All Food Handling Procedures questions must be answered before you can continue. Answers to these questions will determine the Health Department’s risk categorization and inspection frequency for the food establishment. Once all fields are entered, click **Continue Application** to proceed.

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
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Step 2: Application Detail > Food Handling Procedures

* indicates a required field.

Food Handling Procedures

Time/Temperature Control for Safety food (TCS food). TCS foods are those foods which will support the rapid growth of foodborne illness-causing bacteria. In general, these foods have a high moisture and protein content and low acidity. TCS foods include meats, poultry, cooked vegetables, cooked grains, eggs, fish, dairy products, gravies, casseroles, combination salads, cut melons and sprouts. TCS food does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw and uncut vegetables or fruits.

- * Do you prepare, offer for sale, or serve TCS foods?: Yes No
- * Do you cook TCS foods from raw animal products?: Yes No
- * Do you prepare TCS foods in advance and hold (cold or hot) before service?: Yes No
- * Do you prepare ready-to-eat TCS foods and hold/refrigerate for more than 24 hours before sale or service?: Yes No
- * Do you cool any cooked or reheated TCS foods for later use?: Yes No
- * Are you using a specialized food processing method?: Yes No
- * Will the food establishment serve a highly susceptible population (i.e., persons who are immunocompromised, preschool age children, or older adults)?: Yes No
- * What is the average number of meals or patrons served each day? (select one):

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

This includes smoking and curing; reduced oxygen packaging (ROP), including cook-chill and sous vide ROP; using a food additive or ingredient as a preservative or to make the food non-TCS (i.e., sushi rice and homemade yogurt); offering live molluscan shellfish (oysters, clams, mussels, scallops) from an on-site storage/display tank for consumption; sprouting seeds or beans; and using your establishment to custom process animals for personal use. The Health Department will require a HACCP plan for all specialized processes.

Step 9. The planned days and hours of operation for the establishment should be entered on this page. Click **Add a Row** and add the number of rows to required to enter each day of the week that the establishment will be in operation. After the information is entered, click **Continue Application** to proceed. This information must be input to proceed with the application.

Food Establishment Application

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
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Step 2: Application Detail > Days and Hours of Operation

* indicates a required field.

Days and Hours of Operation

Showing 0-0 of 0

Day	Open (hours)	Close (hours)
No records found.		

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

Save and resume later

Continue Application >

The screenshot shows the 'Days and Hours of Operation' form with a dropdown menu open for the 'Day' field. The dropdown menu lists the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Open (hours)' field is set to 8:00 AM and the 'Close (hours)' field is set to 4:30 PM. A 'Cancel' button is visible at the bottom of the form.

Choose **Add a Row** if the establishment will only be in operation one day a week.

Or add multiple days of operation at the same time by choosing the necessary number of rows (one row for each day of the week).

The screenshot shows the 'Add a Row' dropdown menu with options to add 2, 3, 4, 5, 6, 7, 8, 9, or 10 rows. The 'Add a Row' button is highlighted in blue.

When finished entering days and hours of operation, click **Submit**.

The screenshot shows a form titled "Days and Hours of Operation" with a close button (X) in the top right corner. The form contains six rows, one for each day of the week. Each row has three input fields: "Day" (a dropdown menu), "Open (hours)" (a text box), and "Close (hours)" (a text box). The data entered in the form is as follows:

Day	Open (hours)	Close (hours)
Monday	8:00 AM	4:30 PM
Tuesday	8:00 AM	4:30 PM
Wednesday	8:00 AM	4:30 PM
Thursday	8:00 AM	4:30 PM
Friday	8:00 AM	4:30 PM
Saturday	8:00 AM	4:30 PM

Step 10. The next screen gives you the opportunity to review the days and hours of operation entered. You can select specific rows to edit or delete, or click **Continue Application** to proceed without making any changes.

The screenshot shows a review screen titled "Days and Hours of Operation". It displays a table with the following columns: "Day", "Open (hours)", and "Close (hours)". The table shows the same data as the previous form. At the bottom of the table, there are three buttons: "Add a Row" (with a dropdown arrow), "Edit Selected", and "Delete Selected". To the right of each row, there is an "Actions" dropdown menu.

<input type="checkbox"/>	Day	Open (hours)	Close (hours)	Actions
<input type="checkbox"/>	Monday	8:00 AM	4:30 PM	Actions ▾
<input type="checkbox"/>	Tuesday	8:00 AM	4:30 PM	Actions ▾
<input type="checkbox"/>	Wednesday	8:00 AM	4:30 PM	Actions ▾
<input type="checkbox"/>	Thursday	8:00 AM	4:30 PM	Actions ▾
<input type="checkbox"/>	Friday	8:00 AM	4:30 PM	Actions ▾
<input type="checkbox"/>	Saturday	8:00 AM	4:30 PM	Actions ▾

Save and resume later

Continue Application »

Step 11. This page contains a list of *required* documents unique to your establishment that must be submitted before the application can be submitted and processed, which may include a copy of the proposed menu, a BPOL certification, architectural plans, equipment specification sheets, a proposed facility layout, and a building permit. Click **Add** next to each of the listed documents to insert the document into the application. Once each document has been added, click **Continue Application** to proceed.

Food Establishment Application

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
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Step 3: Required Documents > Required Documents

* indicates a required field.

Required Documents

Please provide a full set of architectural plans if you have NOT already submitted the plans through Fairfax County Land Development Services (LDS). If plans have been submitted through LDS, then please only upload the establishment floor plan.

If your establishment is currently non-smoking and you are proposing indoor and/or indoor/outdoor smoking, then you must submit architectural plans and applications at Fairfax County Land Development Services prior to submitting an application through Fairfax County Health Department.

For City of Fairfax, City of Falls Church, and Town of Herndon, please upload a full set of the establishment architectural plans.

Please provide your organization's tax exemption documentation. This document can be used for when your establishment is Fee Exempt and/or Business, Professional and Occupational License (BPOL) Exempt.

The maximum file size allowed is 500 MB.

* Required Documents

1. EnvHealth - Architectural Plans	<input type="text"/>	Add
2. EnvHealth - Equipment Specification	<input type="text"/>	Add
3. EnvHealth - Layout	<input type="text"/>	Add
4. EnvHealth - Menu	<input type="text"/>	Add
5. EnvHealth - Temporary Certificate of BPOL	<input type="text"/>	Add

[Save and resume later](#)

[Continue Application »](#)

Step 12. The entire application will be displayed on this page for review. To edit information in a specific section, click **Edit** at the right on the blue bar. When you are finished reviewing for accuracy, click **Continue Application** to submit your application for review.

Food Establishment Application

1	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6 Record Submission
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Step 4: Review

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Food Establishment Application

Address [Edit](#)

10777 MAIN ST FAIRFAX, VA 22030

Parcel [Edit](#)

Parcel ID Number 57102125A

Applicant [Edit](#)

Food Establishment Application

Step 13. Your application has been submitted. You will also receive a **notification** to the contact email addresses provided in step 6. Your record number is in blue at the bottom of the screen. Your application will be processed internally, and you will be electronically notified each time an application status change occurs.

1. Select item to pay	2. Payment information	3. Receipt/Record Submission
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Step 3: Receipt/Record Submission

Confirmation

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

10777 MAIN ST FAIRFAX, VA 22030

[HFOODA-2020-00260](#) ← Record number

 A notice was added to this record on 04/20/2020.
Condition: BPOL - Could not Verify Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

How to Submit a Food Establishment Permit Application for a Change of Ownership:

The Fairfax County Permit to Operate a Food Establishment is not transferable from one owner to another. A **Change of Ownership** applies to a transfer of ownership of the property or business to another person or entity. This also applies to a change in the contracted food service management company. If a new permit is not obtained, the new owner will be operating a food establishment without a valid permit. All new owners of existing food establishments shall submit an application package 30 days prior to assuming ownership. For any other changes (establishment name, owner name, equipment, or minor alterations like painting, resurfacing) please look up your existing permit record in your account and make changes there (see the **Making Changes to an Existing Record** section below).

Step 1. Login to your user account. Your user **Dashboard** will be displayed.

Logged in as: Allison Olguin Collections (0) Cart (0) Account Management Logout

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard My Records My Account Advanced Search

Hello, Allison Olguin

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

Step 2. Click on **Environmental Health** at the top of the screen, then on **Create an Application** on the far left of the blue bar.

Online Application

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General Disclaimer
I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a

I have read and accepted the above terms.

[Continue Application »](#)

Step 3. Scroll through to read the terms and conditions, and then check the box to accept the terms. Now click **Continue Application.**

Step 4. Now you will select a record type. Choose **Food Establishment** and then **Food Establishment Application** from the dropdown menu. Next, click **Continue Application.**

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a

To apply for a new permit or for ownership change, please proceed below.

For any other changes (Establishment name, owner name, equipment) or for minor alterations, click the **Changes** button on the Record Detail page.

[Search](#)

- ▶ Environmental Health Enforcement
- ▼ Food Establishment
 - Food Establishment Application
- ▶ Mobile Food Unit
- ▶ Registration

[Continue Application »](#)

Create an Application Search Applications Schedule an Inspection

Food Establishment Application

1 Location and People 2 Application Detail 3 Required Documents 4 Review 5 Pay Fees 6

Step 1: Location and People > Location Information
 Provide the location of your establishment. You can search for your address by typing in a partial or full address. The parcel information should be auto-filled as you select a valid address.

*Indicates a required field.

Address

*Street Number Street Prefix *Street Name Street Type Street Suffix
 --Select-- --Select-- --Select-- --Select--

Unit Type: Unit No.:
 --Select--

City: State: *Zip:
 --Select--

Search Clear

Parcel

*Parcel Number: If the parcel number does not auto fill, you have not entered a valid Fairfax County address above.

Search Clear

Save and resume later Continue Application >

Step 5. Now you will begin to fill out the application. First, provide the location of your establishment. Enter the address and click **Search**. The parcel information should auto fill if you have entered a valid address. Click **Continue Application**.

Step 6. Next, you must enter a minimum of four facility contacts. For each of the contact types (applicant, billing contact, establishment owner, and facility contact) you can either select a contact that is already on the account or add a new contact. You can choose to save and resume the application later or click **Continue Application** to move forward. (An additional contact can be added on the next page but is not required.) Email **notifications** from the system are always sent to both the applicant and establishment owner contacts.

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Create an Application Search Applications Schedule an Inspection

Food Establishment Application

1 Location and People 2 Application Detail 3 Required Documents 4 Review 5 Pay Fees 6

Step 1: Location and People > Contact Information

*Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Billing Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Establishment Owner

Establishment Owner name must match the name on the Business, Professional and Occupational License (BPOL) and/or the 501 Non-Profit Status document.

Select from Account Add New

Facility Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Save and resume later Continue Application >

Select Contact from Account

Allison Olguin
Applicant

Select contact addresses for this contact to attach to the record.
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		10777 Main Street

[Continue](#) [Discard Changes](#)

Select Contact from Account: Select the mailing address if the contact has more than one listed. Click **Continue** to proceed with the application.

OR

Contact Information

* Individual/Organization: --Select--

* First: * Last: Suffix:

Title: * Primary Phone:

* Organization Name: Secondary Phone:

Trade (DBA) Name: Fax:

* Email:

* Country: United States

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
--------------	---------	--------

Add New: Enter appropriate information into all asterisked (*) fields. Click **Add Additional Contact Address**.

Now add appropriate information to all fields with an asterisk (*). Click **Save and Add Another** to add additional contact addresses or click **Save and Close** to continue with eh application.

Step 7. Establishment information will be entered on this page, including the name of the establishment, business license information, and general information. All fields with an asterisk (*) must be filled. Click **Continue Application** to proceed with the application.

Equipment Changes—If **Yes** was selected for **Renovation or Equipment Changes** was selected, these field appears. If changes to the existing equipment have been or will be changed, select **Yes** and enter a description of the proposed changes. If no changes are being made to the existing equipment, select **No**.

Layout Changes—Select **Yes** if the existing layout will be changed and enter a written description of the proposed changes. If no changes are being made select **No**.

Seat Number Changes—If a change is being made to the existing number of seats in the establishment select **Yes** and enter the existing number of seats and the new number of seats in the establishment. If no changes are being made to the exist number of seats in the establishment, select **No**.

Establishment Owner Fee Exempt—501(c)3, etc. You will be asked to certify this exemption with a letter from the IRS.

Establishment Owned and Operated by Fairfax County-Select **Yes** only if this establishment is a County owed and operated facility. Otherwise, select **No**

Months of Operation—Select **Seasonal** only if the establishment will be in operation for some (not all) months of the year. Otherwise, select **Year Round**.

Variance—Select **Yes** if you have prior approval or a variance request to provide with this application and indicate which one. Documentation will be required. Otherwise, select **No**.

Step 9. All Food Handling Procedures questions must be answered before you can continue. Once all fields are entered, click **Continue Application** to proceed.

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
-----------------------	----------------------	----------------------	----------	------------	---

Step 2: Application Detail > Food Handling Procedures

* indicates a required field.

Food Handling Procedures

Time/Temperature Control for Safety food (TCS food). TCS foods are those foods which will support the rapid growth of foodborne illness-causing bacteria. In general, these foods have a high moisture and protein content and low acidity. TCS foods include meats, poultry, cooked vegetables, cooked grains, eggs, fish, dairy products, gravies, casseroles, combination salads, cut melons and sprouts. TCS food does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw and uncut vegetables or fruits.

- * Do you prepare, offer for sale, or serve TCS foods?: Yes No
- * Do you cook TCS foods from raw animal products?: Yes No
- * Do you prepare TCS foods in advance and hold (cold or hot) before service?: Yes No
- * Do you prepare ready-to-eat TCS foods and hold/refrigerate for more than 24 hours before sale or service?: Yes No
- * Do you cool any cooked or reheated TCS foods for later use?: Yes No
- * Are you using a specialized food processing method?: Yes No
- * Will the food establishment serve a highly susceptible population (i.e., persons who are immunocompromised, preschool age children, or older adults)?: Yes No
- * What is the average number of meals or patrons served each day? (select one):

Save and resume later

This includes smoking and curing; reduced oxygen packaging (ROP), including cook-chill and sous vide ROP; using a food additive or ingredient as a preservative or to make the food non-TCS (i.e., sushi rice and homemade yogurt); offering live molluscan shellfish (oysters, clams, mussels, scallops) from an on-site storage/display tank for consumption; sprouting seeds or beans; and using your establishment to custom process animals for personal use. The Health Department will require a HACCP plan for all specialized processes.

Step 10. The planned days and hours of operation for the establishment should be entered on this page. Click **Add a Row** and add the number of rows to required to enter each day the establishment will be in operation. After the information is entered, click **Continue Application** to proceed.

Food Establishment Application

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
-----------------------	----------------------	----------------------	----------	------------	---

Step 2: Application Detail > Days and Hours of Operation

* indicates a required field.

Days and Hours of Operation

Showing 0-0 of 0

Day	Open (hours)	Close (hours)
No records found.		

Save and resume later

Continue Application »

etail > Days and Hours of Operation

Days and Hours of Operation x

Day: --Select--

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Cancel

Choose **Add a Row** if the establishment will only be in operation one day a week.

Or to add multiple days of operation at the same time by choosing the necessary number of rows (one row for each day of the week).

Add a Row ▾ Edit Sele

Add 2 Rows

Add 3 Rows

Add 4 Rows

Add 5 Rows

Add 6 Rows

Add 7 Rows

Add 8 Rows

Add 9 Rows

Add 10 Rows

Days and Hours of Operation x

Day:	Monday	Open (hours):	8:00 AM	Close (hours):	4:30 PM
Day:	Tuesday	Open (hours):	8:00 AM	Close (hours):	4:30 PM
Day:	Wednesday	Open (hours):	8:00 AM	Close (hours):	4:30 PM
Day:	Thursday	Open (hours):	8:00 AM	Close (hours):	4:30 PM
Day:	Friday	Open (hours):	8:00 AM	Close (hours):	4:30 PM
Day:	Saturday	Open (hours):	8:00 AM	Close (hours):	4:30 PM

When finished entering days and hours of operation, click **Submit**.

Step 11. The next screen gives you the opportunity to review the days and hours of operation entered. You can select specific rows to edit or delete, or click **Continue Application** to proceed without making any changes.

Days and Hours of Operation

Showing 1-6 of 6

<input type="checkbox"/>	Day	Open (hours)	Close (hours)	
<input type="checkbox"/>	Monday			Actions ▾
<input type="checkbox"/>	Tuesday			Actions ▾
<input type="checkbox"/>	Wednesday			Actions ▾
<input type="checkbox"/>	Thursday			Actions ▾
<input type="checkbox"/>	Friday			Actions ▾
<input type="checkbox"/>	Saturday			Actions ▾

▾

Step 12. This page contains a list of *required* documents unique to your establishment that must be submitted before the application can be submitted and processed. Click **Add** next to each of the listed documents to insert the document into the application. Once each document has been added, click **Continue Application** to proceed.

Food Establishment Application

1. Location and People	2. Application Detail	3. Required Documents	4. Review	5. Pay Fees	6
------------------------	-----------------------	-----------------------	-----------	-------------	---

Step 3: Required Documents > Required Documents

* indicates a required field.

Required Documents

Please provide a full set of architectural plans if you have NOT already submitted the plans through Fairfax County Land Development Services (LDS). If plans have been submitted through LDS, then please only upload the establishment floor plan.

If your establishment is currently non-smoking and you are proposing indoor and/or indoor/outdoor smoking, then you must submit architectural plans and applications at Fairfax County Land Development Services prior to submitting an application through Fairfax County Health Department.

For City of Fairfax, City of Falls Church, and Town of Herndon, please upload a full set of the establishment architectural plans.

Please provide your organization's tax exemption documentation. This document can be used for when your establishment is Fee Exempt and/or Business, Professional and Occupational License (BPOL) Exempt.

If you have not applied for your BPOL, please upload a document stating your expected timeline for obtaining one in place of the BPOL. If you have any questions, please call (703) 246-2201.

The maximum file size allowed is **1000 MB**.

*** Required Documents**

1. EnvHealth - Architectural Plans	<input type="text"/>	<input type="button" value="Add"/>
2. EnvHealth - Equipment Specification	<input type="text"/>	<input type="button" value="Add"/>
3. EnvHealth - Layout	<input type="text"/>	<input type="button" value="Add"/>
4. EnvHealth - Menu	<input type="text"/>	<input type="button" value="Add"/>
5. EnvHealth - Temporary Certificate of BPOL	<input type="text"/>	<input type="button" value="Add"/>

Step 13. The entire application will be displayed on this page for review. To edit information in a specific section, click **Edit** at the right on the blue bar. If the information is correct, click **Continue Application** to submit your application for review.

Food Establishment Application

1	2. Application Detail	3. Required Documents	4. Review	5. Pay Fees	6. Record Submission
---	-----------------------	-----------------------	-----------	-------------	----------------------

Step 4: Review

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

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type
Food Establishment Application

Address [Edit](#)
10777 MAIN ST FAIRFAX, VA 22030

Parcel [Edit](#)
Parcel ID Number 57102125A

Applicant [Edit](#)

Application ID: 123456789

Step 14. Your application has been submitted. You will also receive a **notification** to the contact email addresses provided in step 6. Your record number is in blue at the bottom of the screen.

1. Select item to pay	2. Payment information	3. Receipt/Record Submission
-----------------------	------------------------	------------------------------

Step 3: Receipt/Record Submission

Confirmation

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

10777 MAIN ST FAIRFAX, VA 22030

HFOODA-2020-00260 ← Record number

 A notice was added to this record on 04/20/2020.
Condition: BPOL - Could not Verify Severity: Notice
Total Conditions: 1 (Notice: 1)

[View additional details](#)

SUBMITTING A MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION (NEW ESTABLISHMENT)

New mobile food establishments or establishments undergoing a change of ownership must get a Permit to Operate a Food Establishment from Fairfax County Health Department. This section describes how to apply for a mobile food establishment permit. The process to get a permit starts with the submittal of this application.

How to Submit an Application for a Mobile Food Establishment Permit:

This application is for a new mobile food permit or for mobile food unit ownership change only. For any other changes (establishment name, owner name, equipment, or minor alterations like painting, resurfacing) please look up your existing permit record in your account and make changes there (see the **Making Changes to An Existing Record** section below).

Step 1. Login to your user account. Your user **Dashboard** will be displayed .

Logged in as Allison.olguin@fairfaxcou... Collections (3) Cart (0) Account Management Logout

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard My Records My Account Advanced Search Jade Icare

Hello, Allison.olguin@fairfaxcounty.gov

Saved in Cart (0) View Cart My Collection (3) View Collections

There are no items in your shopping cart right now.

5 Records My Food Truck Records Last Updated 05/18/2020

2 Records Inspections Completed Last Updated 04/19/2020

7 Records Submitted Apps Last Updated 04/19/2020

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

Step 2. Click on **Environmental Health** at the top of the screen, then on **Create an Application** on the far left of the blue bar. Check the terms box then click **Continue Application**.

1 Logged in as Allison.olguin@fairfaxcou... Collec

Home Building Enforcement Environmental Health Fire Planning Site Zoning

2 Create an Application Search Applications Schedule an Inspection Jade Icare

Online Application

Welcome to Fairfax County Environmental Health Online System. Using this system you can submit and update information application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before begin

General Disclaimer

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

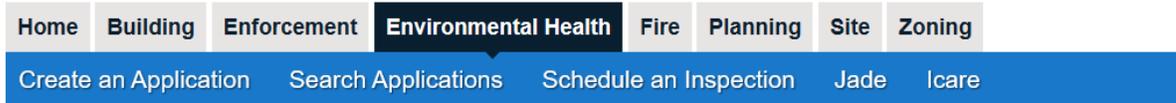
By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a

3 I have read and accepted the above terms.

4 Continue Application >>

Step 4. Now you will select a record type. Choose **Mobile Food Unit** and then **Mobile Food Unit Application** from the dropdown menu. Next, click **Continue Application**.

Logged in as: Allison.olguin@fairfaxcou... Collections (3)



Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at [\(703\) 246-7000](#).

To apply for a new permit or for ownership change, please proceed below.

For any other changes (Establishment name, owner name, equipment) or for minor alterations (painting, resurfacing), please look up your existing record and click the [Changes](#) button on the Record Detail page.

- ▶ Environmental Health Enforcement
- ▶ Food Establishment
- ▶ Mobile Food Unit
- Mobile Food Unit Application
- ▶ Registration

1

2

3

Step 5. Now you will begin to fill out the application information. First, you must enter a minimum of four facility contacts. For each of the contact types (applicant, billing contact, establishment owner, and facility contact) you can either select a contact that is already on the account or add a new contact. Email **notifications** from the system are always sent to both the applicant and establishment owner contacts.

Mobile Food Unit Application

1. Location and People	2. Application Detail	3. Required Documents	4. Review	5. Pay Fees	6
------------------------	-----------------------	-----------------------	-----------	-------------	---

Step 1: Location and People > Contact Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Billing Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

Establishment Owner

Establishment Owner name must match the name on the Business, Professional and Occupational License (BPOL) and/or the 501 Non-Profit Status document.

[Select from Account](#) [Add New](#)

Facility Contact

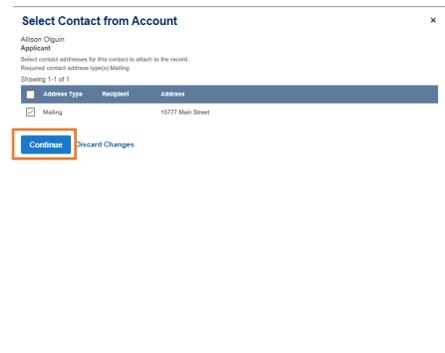
To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

[Continue Application »](#) [Save And Resume Later](#)

Select Contact from Account: Select the correct mailing address if the contact has more than one listed. Click **Continue** to proceed.

OR



Contact Information

* Individual/Organization: --Select--

* First: * Last: Suffix:

Title: * Primary Phone:

* Organization Name: Secondary Phone:

Trade (DBA) Name: Fax:

* Email:

* Country: United States

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s) Mailing

Showing 0-0 of 0

Address Type	Address	Action
--------------	---------	--------

Add New: Enter appropriate information into all asterisked (*) fields. Click **Add Additional Contact Address**.

Contact Information

Contact Address Information

* Address Type: Mailing

* Address Line 1:

Address Line 2:

Address Line 3:

* City: * State: --Select-- * ZIP Code:

Save and Close **Save and Add Another** **Clear** [Discard Changes](#)

Now add appropriate information to all fields with an asterisk (*). Click **Save and Add Another** to add additional contact addresses or click **Save and Close** to continue with the application.

After a minimum of the four required facility contacts have been entered, click **Continue Application**. The next page will give you an opportunity to add any additional contacts you would like to have associated with the record (CFM, manager, etc). Additional contacts are optional and do not have to be entered to continue. When ready to proceed click on **Continue Application**.

Home Building Enforcement **Environmental Health** Fire Planning Site Zoning Lookup Assessment GIS Application

Create an Application Search Applications Schedule an Inspection

Mobile Food Unit Application

1. Location and People 2. Application Detail 3. Required Documents 4. Review 5. Pay Fees 6

Step 1: Location and People > Additional Contacts * indicates a required field.

Additional Contacts

Provide contact information including e-mail address. To use the contact information from your account, click [Select from Account](#). To enter new contact(s), click [Add New](#).

[Select from Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#) [Save And Resume Later](#)

Step 6. Establishment information will be entered on this page, including the name of the establishment, application type, whether the unit has a propane tank or not, business license information, general information, and whether the unit is a pushcart, trailer, or truck. All fields with an asterisk (*) must be filled. Click **Continue Application** to proceed with the application.

Mobile Food Unit Information

*Unit Type:

Mobile Food Truck Make: *

Mobile Food Truck Model: *

Tag Number: *

VIN Number: *

A trailer or truck require entering the truck/trailer make, model, tag number and VIN number before continuing.

Step 7. All Food Handling Procedures questions must be answered before you can continue. Once all fields are entered, click **Continue Application** to proceed.

Logged in as: Allison.olguin@fairfaxcou... Collections (3) Cart (1) Account Management Logout

Home Building Enforcement **Environmental Health** Fire Planning Site Zoning Lookup Assessment GIS Application

Create an Application Search Applications Schedule an Inspection

Mobile Food Unit Application

1. Location and People 2. Application Detail 3. Required Documents 4. Review 5. Pay Fees 6

Step 2: Application Detail > Food Handling Procedures * indicates a required field.

Food Handling Procedures

Time/Temperature Control for Safety food (TCS food). TCS foods are those foods which will support the rapid growth of foodborne illness-causing bacteria. In general, these foods have a high moisture and protein content and low acidity. TCS foods include meats, poultry, cooked vegetables, cooked grains, eggs, fish, dairy products, gravies, casseroles, combination salads, cut melons and sprouts. TCS food does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw and uncut vegetables or fruits.

* Do you prepare, offer for sale, or serve TCS foods?: Yes No

* Do you cook TCS foods from raw animal products?: Yes No

* Do you prepare TCS foods in advance and hold (cold or hot) before service?: Yes No

* Do you prepare ready-to-eat TCS foods and hold/refrigerate for more than 24 hours before sale or service?: Yes No

* Do you cool any cooked or reheated TCS foods for later use?: Yes No

* Are you using a specialized food processing method?: Yes No

* Will the food establishment serve a highly susceptible population (i.e., persons who are immunocompromised, preschool age children, or older adults)?: Yes No

* What is the average number of meals or patrons served each day? (select one):

Specialized food processing methods include: smoking and curing, reduced oxygen packaging (ROP) including cook-chill and sous vide ROP, using a food additive or ingredient as a preservative or to make the food non-TCS (i.e. sushi rice and homemade yogurt); offering live molluscan shellfish (oysters, clams, mussels, scallops) from an on-site storage/display tank for consumption; sprouting seeds or beans; and using your establishment to custom process animals for personal use.

Continue Application » **Save And Resume Later**

Step 8. The planned days and hours of operation for the establishment should be entered on this page. Click **Add a Row** and add the number of rows to required to enter each day the establishment will be in operation. After the information is entered, click **Continue Application** to proceed.

Food Establishment Application

1 Location and People	2 Application Detail	3 Required Documents	4 Review	5 Pay Fees	6
-----------------------	----------------------	----------------------	----------	------------	---

Step 2: Application Detail > Days and Hours of Operation

* indicates a required field.

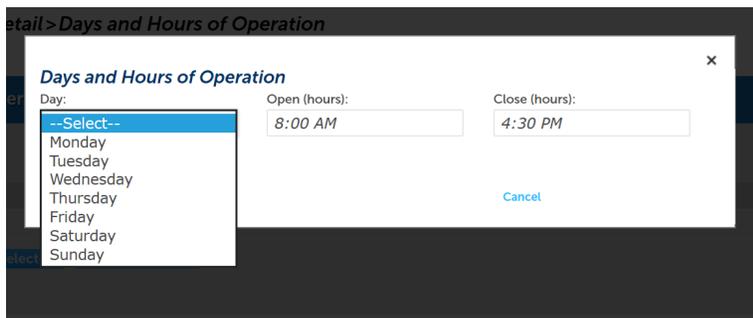
Days and Hours of Operation

Showing 0-0 of 0

Day	Open (hours)	Close (hours)
No records found.		

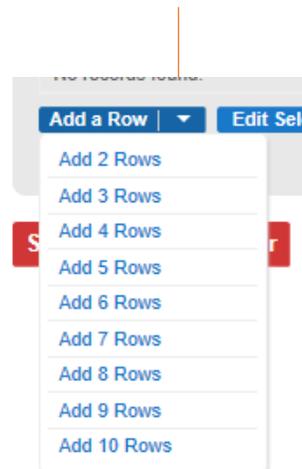
[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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



Choose **Add a Row** if the establishment will only be in operation one day a week.

Or to add multiple days of operation at the same time by choosing the necessary number of rows (one row for each day of the week).



Step 9. The next screen gives you the opportunity to review the days and hours of operation entered. You can select specific rows to edit or delete, or click **Continue Application** to proceed without making any changes.

Days and Hours of Operation

Showing 1-6 of 6

<input type="checkbox"/>	Day	Open (hours)	Close (hours)	
<input type="checkbox"/>	Monday			Actions ▾
<input type="checkbox"/>	Tuesday			Actions ▾
<input type="checkbox"/>	Wednesday			Actions ▾
<input type="checkbox"/>	Thursday			Actions ▾
<input type="checkbox"/>	Friday			Actions ▾
<input type="checkbox"/>	Saturday			Actions ▾

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

Save and resume later

Continue Application »

Step 10. Upload each of the required documents listed by clicking on **Add** to the right of the field. When all required forms have been successfully uploaded click **Continue Application**.

[Logout](#) | [My Account](#) | [My Applications](#) | [My Profile](#) | [My Documents](#) | [My Settings](#) | [My Notifications](#) | [My Alerts](#) | [My Reports](#) | [My Dashboard](#)

Home
Building
Enforcement
Environmental Health
Fire
Planning
Site
Zoning
Lookup Assessment
GIS Application

Create an Application
Search Applications
Schedule an Inspection

Mobile Food Unit Application

1. Location and People
2. Application Detail
3. Required Documents
4. Review
5. Pay Fees
6

Step 3: Required Documents > Required Documents

* indicates a required field.

Required Documents

The maximum file size allowed is 1000 MB.

* Required Documents

1. EnvHealth - Approved Facility/Commissary Agreement Form	Add
2. EnvHealth - Equipment Specification	Add
3. EnvHealth - Layout	Add
4. EnvHealth - Menu	Add

Continue Application »

Save And Resume Later

Required documents include:

- Facility/Commissary Agreement form found [here](#).
- Equipment Specification: proposed equipment types and model numbers.
- Layout: a top schematic view or drawing of equipment layout, construction materials, finishes, and side view of electrical and plumbing installations.
- Menu: a proposed menu listing of all the food and beverage items to be offered from the mobile food unit.

Step 11. The entire application will be displayed on this page for review. To edit information in a specific section, click **Edit** at the right on the blue bar. If the information is correct, click **Continue Application** to submit your application for review.

Home Environmental Health Site

Create an Application Search Applications Schedule an Inspection

Mobile Food Unit Application

1 2. Application Detail 3. Required Documents 4. Review 5. Pay Fees 6. Record Submission

Step 4: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Mobile Food Unit Application

Step 12 Your application has been submitted. You will also receive a **notification** to the applicant and establishment owner contact email addresses provided in step 6. Your record number is in blue at the bottom of the screen.

Logged in as Allison olguin@fairfaxcou... Collections (3) Cart (1) Account Management Logout

Home Building Enforcement Environmental Health Fire Planning Site Zoning Lookup Assessment GIS Application

Create an Application Search Applications Schedule an Inspection

1. Select item to pay 2. Payment information 3. Receipt/Record Submission

Step 3: Receipt/Record Submission

Confirmation

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

HMFUA-2020-00191

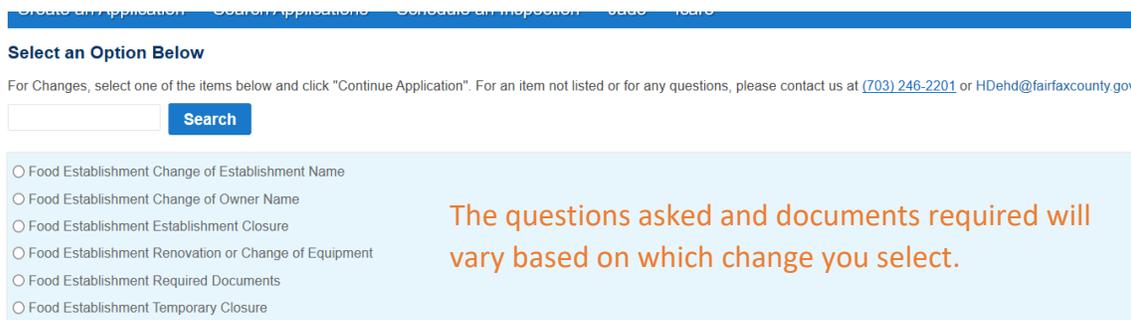
Making Changes to an Existing Record:

You can make changes (equipment or layout, establishment name, owner name, upload new documents, or **notification** of establishment closure) to an existing record in the system depending on what the current **Status** of the record is. If the record is eligible for changes, you will see the **Make Changes** option to the right of the record in your Records list under **Action**.



	Date	Record Number	Record Type	Application Name	Status	Action
<input type="checkbox"/>	05/01/2020	HMFU-2020-00026	Mobile Food Unit Permit	Carryout	Active	Make Changes
<input type="checkbox"/>	04/23/2020	HAMEND-2020-00274	Food Establishment Change of Owner Name	Daily Grind - Amendment	Submitted	
<input type="checkbox"/>	04/23/2020	HAMEND-2020-00273	Food Establishment Change of Establishment Name	Candy Candy Candy - Amendment	In Process	
<input type="checkbox"/>	04/23/2020	HAMEND-2020-00275	Food Establishment Required Documents	Daily Grind - Amendment	Submitted	Make Changes
<input type="checkbox"/>	04/20/2020	HFOODA-2020-00260	Food Establishment Application	Steak and Eggs	Waiting for Payment	Pay Fees Due
<input type="checkbox"/>	04/13/2020	HFOODA-2020-00242	Food Establishment Application	Free Falafels	Inspections Completed	Pay Fees Due Make Changes
<input type="checkbox"/>	04/13/2020	HFOODA-2020-00243	Food Establishment Application	Zoomies	Submitted	Make Changes

Step 1. Click here.



Select an Option Below

For Changes, select one of the items below and click "Continue Application". For an item not listed or for any questions, please contact us at (703) 246-2201 or HDehd@fairfaxcounty.gov

- Food Establishment Change of Establishment Name
- Food Establishment Change of Owner Name
- Food Establishment Establishment Closure
- Food Establishment Renovation or Change of Equipment
- Food Establishment Required Documents
- Food Establishment Temporary Closure

The questions asked and documents required will vary based on which change you select.

Note: Change of Owner Name is not the same thing as a Change of Ownership (which requires a new application).

Step 2. Click on the change you want to make, and then click **Continue Application**.

You will see a confirmation on the screen and an email **notification** will be sent to both the applicant and establishment owner contact emails in the original application. Both will include the new record number associated with the proposed changes.

Step 3: Receipt/Record Submission

Confirmation



2740 CHAIN BRIDGE RD VIENNA, VA 22181

HAMEND-2020-00288

The proposed changes become a new record (known as an amendment) that will show up in your list of records.

Paying Fees:

PLUS has a shopping cart feature that allows an applicant to pay for multiple applications from all agencies/modules that are part of the PLUS project at the same time. This feature makes it easy for an applicant to pay all their fees together instead of going through separate transactions. A payment cannot be made until the fee has been invoiced and a **Pay Fee Due** option is visible on the record (an email **notification** will be sent to the establishment owner and applicant when the fee has been invoiced).

Please note that anyone can pay for a record including the contacts on the record. Customers can make a payment without having to login on ACA or be listed on the application as a contact. If the customer does not login, they can only pay for one record at a time. However, if they sign on to ACA, they will be able to add fees for multiple records to the Shopping **Cart** and complete just one payment transaction for all of them.

Step 1. To make a payment as a registered user, you must login to your ACA account using your User Name and password.

Step 2. Click on **Environmental Health** Module.

Step 3. Find the record you want to pay fees due for (See Searching Records). Viewing your **Record List** will allow you to add multiple records to your **Cart** to make a payment on multiple records in one transaction.

Step 5-Click Add to cart

Dashboard My Records My Account Advanced Search

Environmental Health

Showing 1-20 of 23 | Add to collection | Add to cart

Date	Record Number	Record Type	Application Name	Status	Action
05/01/2020	HMFU-2020-00026	Mobile Food Unit Permit	Carryout	Active	Make Changes
04/23/2020	HAMEND-2020-00274	Food Establishment Change of Owner Name	Daily Grind - Amendment	Submitted	
04/23/2020	HAMEND-2020-00273	Food Establishment Change of Establishment Name	Candy Candy Candy - Amendment	In Process	
04/23/2020	HAMEND-2020-00275	Food Establishment Required Documents	Daily Grind - Amendment	Submitted	Make Changes
04/20/2020	HFOODA-2020-00260	Food Establishment Application	Steak and Eggs	Waiting for Payment	Pay Fees Due
04/13/2020	HFOODA-2020-00242	Food Establishment Application	Free Falafels	Inspections Completed	Pay Fees Due Make Changes
04/13/2020	HFOODA-2020-00243	Food Establishment Application	Zoomies	Submitted	Make Changes

Step 4-Check the box for each record you want to make a payment on.

Note: You can click directly on the **Pay Fees Due** link associated with a record to make a payment on a single record and skip the **Cart** step. Go to **Step 7**.

Logged in as Allison.olguin@fairfaxccou... Collections (2) Cart (2) Account Management Logout

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard My Records My Account Advanced Search

Environmental Health

Showing 1-20 of 25 | Add to collection | Add to cart

Date	Record Number	Record Type	Application Name	Status	Action
05/01/2020	HMFU-2020-00026	Mobile Food Unit Permit	Carryout	Active	Make Changes
04/23/2020	HAMEND-2020-00274	Food Establishment Change of Owner Name	Daily Grind - Amendment	Submitted	

Step 6. Click on **Cart** to checkout.

Logged in as Allison.olguin@fairfaxccou... Collections (2) Cart (2) Account Management Logout

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard My Records My Account Advanced Search

Cart

1. Select item to pay 2. Payment information 3. Receipt/Record Submittal

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

10777 MAIN ST FAIRFAX, VA 22030
1 Application(s) | \$120.00
Food Establishment Application
HFOODA-2020-00260 Total due: \$120.00

7429 ARLINGTON BLVD FALLS CHURCH, VA 22042
1 Application(s) | \$80.00
Food Establishment Application
HFOODA-2020-00245 Total due: \$80.00

Total amount to be paid: \$200.00
Note: This does not include additional fees which may be assessed later.

Checkout » Edit Cart » Continue Shopping »

Click here to see an itemized list of assessed fees

Click here to remove any of the records from your **Cart**

Click here to add any invoiced fees to your **Cart**

Step 7. Click **Checkout** to continue with payment.

Step 8. You have the option to pay by E-Check or Credit/Debit Card. The E-Check payment option does not have a convenience fee, while the Credit/Debit Card payment has a convenience fee of 2.5%. Click the method you want to pay with and click **Submit Payment**. You will be directed to the Virginia Interactive payment adapter (a third-party payment processor).

Step 2: Payment Information

E-Check

- E-Check is a method to pay your permit fees electronically from your bank account. There will be no convenience fees associated with an E-Check payment.
- Simply provide your bank routing number (the nine digit number located on the lower left corner of your check) and your account number, and your permit fee will be automatically debited from your bank account.

Credit / Debit Card

- You may pay your permit fees with your Visa card or MasterCard.
- The county charges permit fees through a third party processor called Govolution. You will be charged the permit fee plus a **convenience fee of 2.5%** when you pay with a credit card. * indicates a required field.

Payment Information

Amount due (does not include convenience fees): \$80.00

- Pay with Credit Card
- Pay with Bank Account

Submit Payment »

Step 9. You will be taken to the **Transaction Detail** page where you will see the record number, fee description, amount due, transaction summary which includes the convenience/service fee, total amount due, and payment type.

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
FFX-PLUS-HD	HMFUA-2020-00091 - (Health Mobile Food Unit New)	\$40.00	1	\$40.00
FFX-PLUS-HD	HMFUA-2020-00091 - (Health Mobile Food Unit Plan Review)	\$40.00	1	\$40.00
Total				\$80.00

Transaction Summary

2 Items	\$80.00
Service fee *	\$1.88
Total	\$81.88

Payment

Payment Type

Credit Card

Customer Information

Payment Type *

Electronic Check

Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").

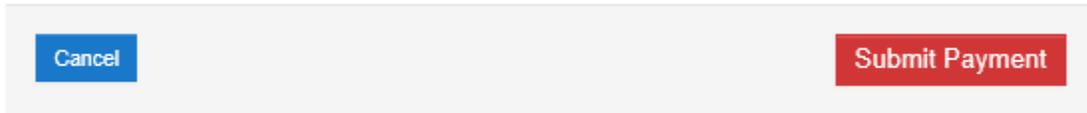
An electronic check payment will have an extra question under **Payment Type**. Select the box if the payment is funded by a foreign source before clicking on **Next**.

Next >

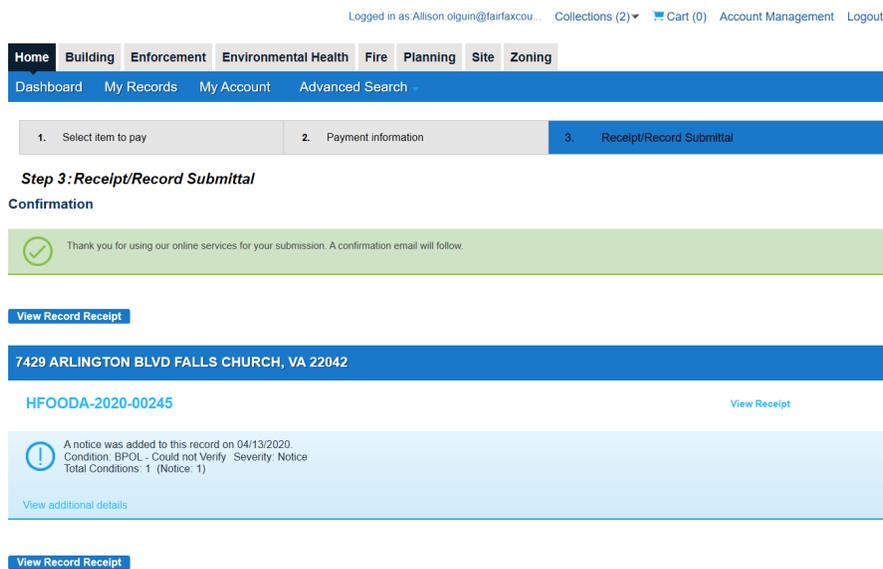
Step 10. Complete the **Customer Information** including Full Name, Company Name (if applicable), Address, Phone Number and Email. Click **Next**.

Step 11. The **Payment Info** section appears where you will add the Credit/Debit Card information and/or the Bank Information for E-Checks. Click **Next**.

Step 12. Review the data added and if everything is correct click **Submit Payment** (or **Cancel** to cancel transaction). If corrections are needed, click on the **Edit** button on the specific sections where the error is and make the necessary corrections.



Step 13. After successful processing, a Confirmation screen will appear with a link to view the record receipt. A copy of the receipt will also be emailed to the applicant, establishment owner, and billing contacts.



Submitting Requested Corrections or Additional Information:

After submission of your application, it is possible that you may receive an email(s) requesting additional information and/or documents during the internal processing of your application. The email will include details of the updates required, but you may always call 703-246-2444 for more information. If additional information and/or documents is requested, the record will show a status of **Waiting for Information** and the **Make Changes** Action option in your record list.

Step 1. Login to your Citizen Portal account. Open your list of records by clicking on **My Records** or on **View All Records**.

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard **My Records** My Account Advanced Search Jade Icare

Hello, Allison.olguin@fairfaxcounty.gov

Saved in Cart (0) [View Cart](#) My Collection (2) [View Collections](#)

There are no items in your shopping cart right now.

2 Inspections Completed
Records
Last Updated 04/19/2020

7 Submitted Apps
Records
Last Updated 04/19/2020

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

Step 2. Click on **Make Changes** in the **Action** column next to the appropriate record.

Showing 21-29 of 29 | [Add to Collection](#) | [Add to Cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Status	Action
<input type="checkbox"/>	03/20/2020	HAMEND-2020-00152	Mobile Food Unit Change of Establishment Name	Pizza Palace - Amendment	Closed	
<input type="checkbox"/>	03/11/2020	HAMEND-2020-00136	Mobile Food Unit Required Documents	Pizza Palace	Submitted	Make Changes
<input type="checkbox"/>	03/11/2020	HFOODA-2020-00166	Food Establishment Application	Kelly Kabob	Voided	
<input type="checkbox"/>	03/11/2020	HMFUA-2020-00117	Mobile Food Unit Application	Kelly Kabob on the Move	Waiting for Information	Make Changes

Step 3. Select **Mobile Food Unit Required Documents** to upload the information requested in the **notification** email. Next click **Continue Application**.

Select an Option Below

For Changes, select one of the items below and click "Continue Application". For an item not listed or for any questions, please contact us at [\(703\) 246-2201](tel:7032462201) or HDehd@fairfaxcounty.gov

[Search](#)

Mobile Food Unit Change of Equipment or Layout
 Mobile Food Unit Change of Establishment Name
 Mobile Food Unit Change of Owner Name
 Mobile Food Unit Required Documents

[Continue Application »](#)

Step 4. After you have proceeded through the prompt screens and successfully submitted the additional information and/or documents, you will receive an on-screen confirmation and an

email **notification** of the submission. A new amendment record with its own record number has been created and will now show in your record list.

Managing Record Collections:

You can organize your records by creating collections. A collection will group records of your choice together, but all records will still show up individually in the list view of All Records.

To create a collection

Step 1. In your list view of **My Records** select the records you want to include in a collection, then click **Add to collection**.



Showing 21-30 of 30 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Status	Action
<input type="checkbox"/>	03/30/2020	HFOODA-2020-00205	Food Establishment Application	Andy's	Issued	
<input checked="" type="checkbox"/>	03/20/2020	HAMEND-2020-00152	Mobile Food Unit Change of Establishment Name	Pizza Palace - Amendment	Closed	
<input checked="" type="checkbox"/>	03/11/2020	HAMEND-2020-00136	Mobile Food Unit Required Documents	Pizza Palace	Submitted	Make Changes
<input type="checkbox"/>	03/11/2020	HFOODA-2020-00166	Food Establishment Application	Kelly Kabob	Voided	
<input checked="" type="checkbox"/>	03/11/2020	HMFUA-2020-00117	Mobile Food Unit Application	Kelly Kabob on the Move	Waiting for Information	Make Changes
<input type="checkbox"/>	03/09/2020	HAMEND-2020-00118	Food Establishment Renovation or Change of Equipment	Shoofly Pies	Submitted	
<input checked="" type="checkbox"/>	03/09/2020	HMFUA-2020-00109	Mobile Food Unit Application	Kate's Crepes	Application Accepted	Make Changes
<input type="checkbox"/>	03/09/2020	HFOODA-2020-00160	Food Establishment Application	Home Depot Hot Dogs	Submitted	Make Changes
<input checked="" type="checkbox"/>	03/09/2020	HMFUA-2020-00111	Mobile Food Unit Application	Pizza Palace	In Process	
<input type="checkbox"/>	03/06/2020	HFOODA-2020-00155	Food Establishment Application	Shoofly Pies	Inspections Completed	Make Changes

< Prev 1 2 Next >

Step 2. Select **Create a New Collection** and give it a name. You can also include an optional description.

Step 3. Click **Add**.

Dialog box titled "Add to Existing Collection" with the following elements:

- Links: "Add to collection" | "Add to cart"
- Radio button selected: "Add to Existing Collection"
- Dropdown menu: "--Select--"
- Radio button: "Create a New Collection"
- Text input: "*Name:"
- Text input: "Description:"
- Buttons: "Add" (circled in orange) and "Cancel"

To View Record Collections

All of your created collections are accessible from the **Collections** drop down menu at the top of Citizen Platform or from your **Dashboard**.

Dashboard navigation: Home | Building | Enforcement | Environmental Health | Fire | Planning | Site | Zoning

Dashboard: My Records | My Account | Advanced Search | Jade | Icare

Hello, Allison.olguin@fairfaxcounty.gov

Saved in Cart (0) View Cart	My Collection (3) View Collections
There are no items in your shopping cart right now.	5 Records My Food Truck Records Last Updated 05/18/2020
	2 Records Inspections Completed Last Updated 04/19/2020
	7 Records Submitted Apps Last Updated 04/19/2020

Work in progress [View All Records](#)

A list of all of your record collections will populate:

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Dashboard My Records My Account Advanced Search Jade Icare

Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-3 of 3

Date Modified	Name	Description	Number of Records	
04/19/2020	Inspections Completed		2	Delete
05/18/2020	My Food Truck Records		5	Delete
04/19/2020	Submitted Apps		7	Delete

This column shows the number of individual records in each collection.

Clicking on a record collection name will open a list of all the records in the collection.

Clicking **Delete** will delete the collection, not the individual records.

Dashboard My Records My Account Advanced Search Jade Icare

My Food Truck Records

Total Records: 5 (5 Environmental Health)
 Inspections Summary: 1 (0 Scheduled, 0 Rescheduled, 1 Approved, 0 Denied, 0 Pending, 0 Cancelled)
 Fees Summary: \$400.00 Paid, \$0.00 Due

You can click the **Record Number** to open the record details.

Rename or delete an entire Collection here.

[Rename Collection](#) [Delete Collection](#)

Environmental Health

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-5 of 5 | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Status	Action
<input type="checkbox"/>	03/20/2020	HAMEND-2020-00152	Mobile Food Unit Change of Establishment Name	Pizza Palace - Amendment	Closed	
<input type="checkbox"/>	03/11/2020	HAMEND-2020-00136	Mobile Food Unit Required Documents	Pizza Palace	Submitted	Make Changes
<input type="checkbox"/>	03/11/2020	HMFUA-2020-00117	Mobile Food Unit Application	Kelly Kabob on the Move	Waiting for Information	Make Changes
<input type="checkbox"/>	03/09/2020	HMFUA-2020-00109	Mobile Food Unit Application	Kate's Crepes	Application Accepted	Make Changes
<input type="checkbox"/>	03/09/2020	HMFUA-2020-00111	Mobile Food Unit Application	Pizza Palace	In Process	

Select to perform any available **Actions** on individual records in the collection here.

Select the box for individual records and then click **Move to** or **Copy to** move or add the record to a different Collection. Click **Remove** to delete the record from this Collection (it will only be removed from this collection, not from your **My Records** list).

Inspection Scheduling Requests:

As part of the application and permit for both Food Establishments and Mobile Food Units the customer can request several types of inspections. These inspections can be requested through your Citizen Portal, by calling 703-246-2444, or by emailing HDehd@fairfaxcounty.gov.

The three inspection types that can be requested as part of the application include:

1. **Pre-Occupancy Inspection:** This inspection is conducted by the CPP Plan Reviewer and is required prior to issuance of the permit for new establishment or change of ownership. The Pre-Occupancy Inspection has the result option of Partial Passed, Passed and Unable to Inspect. If the inspection is resulted with Partial Passed or Unable to Inspect, another Pre-Occupancy Inspection will be auto generated. A result of Passed is required for permit issuance.
2. **Preliminary Inspection:** This inspection is optional and can be requested by the customer to ensure that the establishment is ready for the Pre-Occupancy inspection and establishment opening. This inspection has a \$100 fee that must be paid prior to the CPP Plan Reviewer performing the inspection. Preliminary Inspection has the result option of Completed and Unable to Inspect.
3. **Renovation Inspection:** This inspection is requested by the customer so they can meet with the CPP Plan Reviewer to discuss renovation plans for the establishment. This renovation work may not require a building permit and would only involve the Health Department. This inspection generally occurs on the permit record but could apply to the application record as well. During the renovation, the establishment may or may not close the establishment. Renovation Inspection has the result option of Completed and Unable to Inspect.

The inspection types that can be requested as part of the permit include:

1. **Training Inspection:** This is an inspection conducted by an EHS to educate establishment employees. Training inspections have the result of Completed and Unable to Inspect. This inspection may be used in one of three ways, including:
 - a. Training on a specific topic(s) such as proper handwashing, etc.
 - b. A checklist of assessed items to determine if Active Managerial Control (AMC) exists.
 - c. A STAMP Onsite Assessment for STAMP enrolled establishments. (STAMP is Safety Through Actively Managing Practices—a voluntary enrollment program aimed at assessing and promoting proactive food safety practices and recognizing food service establishments for their food safety management systems.)
 - d. An Onsite Assessment where an EHS helps an establishment determine if you are ready to meet the STAMP requirements.
2. **Renovation Inspection:** This inspection is requested by the customer so they can meet with the CPP Plan Reviewer to discuss renovation plans for the establishment. This renovation work may not require a building permit and would only involve the Health Department. This inspection generally occurs on the permit record but could apply to the application record as well. During the renovation, the establishment may or may not

close the establishment. Renovation Inspection has the result option of Completed and Unable to Inspect.

After requesting any of the above inspections, the Applicant and Establishment Owner will receive an Inspection Confirmation **notification** email notifying them that their inspection request has been received, and another email with date, time, and inspector details once the inspection has been scheduled.

To request any of the above inspections via the Citizen Portal, follow the steps below:

Step 1. Login to your ACA account.

Step 2. Click on **Environmental Health** in the **Agency Module Menu Bar**.

Step 3. Click on **Search Applications** to access a list of all the records you have in the system and then click on the record number for the record you want to schedule an inspection for.

The screenshot shows the top navigation bar with the following items: Home, Building, Enforcement, Environmental Health (highlighted with a red box and arrow labeled '1'), Fire, Planning, Site, Zoning. Below this is a blue bar with buttons: Create an Application, Search Applications (highlighted with a red box and arrow labeled '2'), Schedule an Inspection, Jade, Icare. Below that is a blue bar labeled 'Records'. Underneath is a 'Show on Map' button and the text 'Showing 1-20 of 30 | Add to collection | Add to cart'. The main content is a table with the following data:

<input type="checkbox"/>	Date	Record Number	Record Type	Application Name	Status	Action
<input type="checkbox"/>	05/18/2020	HAMEND-2020-00328	Food Establishment Required Documents	Zoomies - Amendment	Submitted	Make Changes
<input type="checkbox"/>	05/14/2020	HFOODA-2020-00272	Food Establishment Application	Mine	Closed	
<input type="checkbox"/>	05/14/2020	HFOOD-2020-00080	Food Establishment Permit	Mine	Active	Make Changes
<input type="checkbox"/>	05/14/2020	HFOODA-2020-00273	Food Establishment Application	Yours	Closed	
<input type="checkbox"/>	05/14/2020	HFOOD-2020-00082	Food Establishment Permit	Yours	Active	Make Changes

Step 4. Click on the **Record Info** drop down menu, then select **Inspections**.

Record HFOOD-2020-00080: Add to cart
Add to collection

Food Establishment Permit

Record Status: Active
Expiration Date: 12/31/2020

Record Info ▾ Payments ▾ Parcel Information ▾

Select from the **Record Info** menu to view processing status, view or request inspections, view documents, and more.

To add missing documents please click the **Make Changes** button below.

To request an inspection, select **Inspections** from the **Record Info** menu. Click on **Schedule or Request an Inspection** link to request an inspection date. Please note the requested date is not guaranteed.

Inspections

Upcoming (2)
[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.
TBD at TBD Pending Renovation (4359)
Inspector: *unassigned* Actions ▾
05/15/2020 at TBD Scheduled Routine (4329)
Inspector: *unassigned* Actions ▾

Completed (1)
Completed - 1
Completed Training (4330) View Details
Result by: Allison Olguin on 05/14/2020 at 12:00 AM

Record HFOOD-2020-00080:

Food Establishment Perm

Record Status: Active
Expiration Date: 12/31/2020

Record Info ▾ Payments ▾

Record Details
Processing Status
Related Records
Attachments
Inspections

10777 MAIN ST FAIRFAX, VA 22030

Step 5. A summary of completed and pending/scheduled inspections will be displayed. Click on **Schedule or Request an Inspection**.

Record HFOOD-2020-00080: Add to cart
Add to collection

Food Establishment Permit

Record Status: Active
Expiration Date: 12/31/2020

Record Info ▾ Payments ▾ Parcel Information ▾

Select from the **Record Info** menu to view processing status, view or request inspections, view documents, and more.

To add missing documents please click the **Make Changes** button below.

To request an inspection, select **Inspections** from the **Record Info** menu. Click on **Schedule or Request an Inspection** link to request an inspection date. Please note the requested date is not guaranteed.

Inspections

Upcoming (2)
[Schedule or Request an Inspection](#)
Click the link above to schedule or request one.
TBD at TBD Pending Renovation (4359) Actions ▾
Inspector: *unassigned*
05/15/2020 at TBD Scheduled Routine (4329) Actions ▾
Inspector: *unassigned*

Completed (1)
Completed - 1
Completed Training (4330) View Details
Result by: Allison Olguin on 05/14/2020 at 12:00 AM

Step 6. A list of available inspection types for that record will pop-up. Select the one you would like to schedule and then click **Continue**.



Request an Inspection ×

Available Inspection Types (3)

Show optional inspections

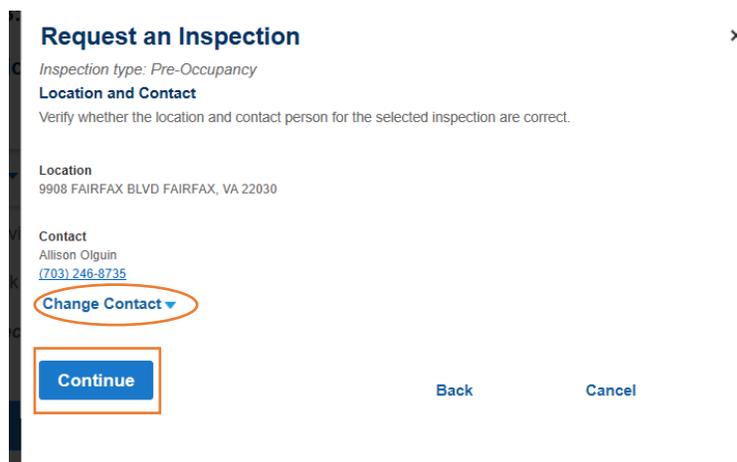
Preliminary (optional)

Pre-Occupancy (required)

Renovation (optional)

Continue [Cancel](#)

Step 7. Next, you will need to verify that the contact information is correct. If not, click **Change Contact** and update accordingly. When the contact information is correct, click **Continue**.



Request an Inspection ×

Inspection type: Pre-Occupancy

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
9908 FAIRFAX BLVD FAIRFAX, VA 22030

Contact
Allison Olguin
[\(703\) 246-8735](tel:7032468735)

Change Contact ▾

Continue [Back](#) [Cancel](#)

Step 8. Click **Preferred Date/Timeframe** to indicate convenient days and time for you, as well as any relevant notes you would like to add. Click **Finish** when done.

Request an Inspection ✕

Confirm Your Selection
Please confirm the details below and click the Finish button to submit a pending inspection. You will receive a notification once your inspection has been scheduled.

Inspection Type: Pre-Occupancy
Date and Time: TBD
Location: 9908 FAIRFAX BLVD FAIRFAX, VA 22030
Contact: Allison Olguin [\(703\) 246-8735](tel:7032468735)

Preferred Date/Timeframe and Notes

Cancellation and Reschedule Policy:
Reschedule must be made before 08:00 AM 2 day(s) prior to the inspection date/time.
Cancellations must be made before 08:00 AM 2 day(s) prior to the inspection date/time.

Finish

Back

Cancel

You will receive an email **notification** informing you that your request was received, and another email **notification** containing day, time, and inspector details once it has been scheduled.

Record Status: Submitted

Record Info ▾
Payments ▾
Parcel Information ▾

Select from the **Record Info** menu to view processing status, view or request inspections, view documents, and more.

To add missing documents please click the **Make Changes** button below.

To request an inspection, select **Inspections** from the **Record Info** menu. Click on **Schedule or Request an Inspection** link to request an inspection date. Please note the requested date is not guaranteed.

Inspections

Upcoming (1) Your pending inspection requests and scheduled inspections show here.

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

TBD at TBD Pending Preliminary (4360)
Inspector: *unassigned*

Actions ▾
View Details
Cancel

← You can view details or cancel inspections here.

Completed

There are no completed inspections on this record. You can view details (including results) of completed inspections here.

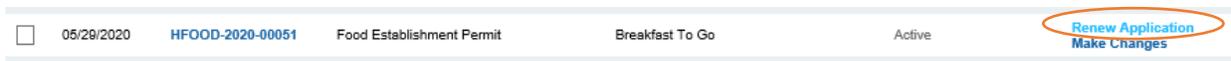
Permit Renewals:

Permit renewal **notification** emails will be sent to establishment owner and applicant contacts in early November and again in December as a reminder to renew your permit for the following year. Establishments that have not renewed their permits by the end of a calendar year will have a \$10 late fee upon renewal. Following the first renewal **notification**, contacts can log in to their Citizen Portal account to submit the renewal application.

Step 1. Login to your Citizen Portal account.

Step 2. Click on the **Environmental Health** module.

Step 3. Find the permit record that needs renewal in your record list and click **Renew Application**.



Step 4. Complete the required fields as outlined:

- a. **Contact Information:** Update, remove or add any new contacts. Contacts include Applicant, Billing Contact, Establishment Owner, Facility Contact. If any changes have been made to the contacts a condition will be added to the record so staff is notified and can review the change. Please note the Establishment Owner contact can only update mailing address and phone number but cannot change the Establishment Owner name. If there is a change in Establishment Owner name, you will be required to submit the Establishment Owner Name amendment. **However, if there has been an ownership change, then you must submit a new Change of Ownership application.** If no changes are needed to the contact information, then proceed with the remainder of the application. Click **Continue Application**.
- b. Add any **Additional Contacts**. The list of options for Additional Contacts include Business Owner, Certified Food Handler, Certified Food Manager, Commissary, Property Management Company, and Property Owner. Click **Continue Application**.
- c. Months of Operation: Update the Months of Operation, if needed. Options are Seasonal or Year-Round. Click **Continue Application**.
- d. Days and Hours of Operation: Update the Days and Hours of Operation, if needed. Click **Continue Application**.
- e. Review page: Review the data you had added and/or updated and if everything is correct, click **Continue Application**.
- f. Pay Fees: All renewal applications must pay the \$40 renewal fee prior to submitting the application.
- g. Receipt/Record Submission Page: On this page you will see your record number and the associated address.

After submission, the Applicant and Establishment Owner contacts will receive an email **notification** that includes the record name and number and notifies you of successful submission of your renewal application, as well as any emails requesting more information if necessary. Once the application has been successfully processed, an email **notification** of permit issuance will be sent. You can choose to receive your permit via mail or pick up in person.

Mobile Food Unit Permit Renewal applicant and establishment owner contacts will receive an email notification informing them that they are required to request a Routine inspection prior to renewal permit issuance. The renewal permit cannot be issued until this inspection has been scheduled and conducted with a result of Passed by an EHS. All Mobile Food Unit Inspections take place at the Health Department.

Unregistered Users:

As an unregistered user, you can anonymously search and view public record information without registering for an account. There are several different ways to search for environmental health records, as outlined below.

Register for an Account Login

Home Building Enforcement Environmental Health Fire Planning Site Zoning Lookup Assessment GIS Application

Advanced Search

Email:

Remember me on this computer

Please Login
Many online services offered by the Age

New Users
If you are a new user you may register for access to invoices and receipts, checkin

Register Now »

Click here

Then here

Advanced Search

Search for a Licensee

Search Records/Applications

Remember me on this computer

Please Login
Many online services offered by the Age

New Users
If you are a new user you may register for access to invoices and receipts, checkin

Register Now »

Select Environmental Health

- Building
- Enforcement
- Environmental Health
- Fire
- Planning
- Site
- Zoning

OR

Register for an Account Login

Home Building Enforcement Environmental Health Fire Planning Site Zoning Lookup Assessment GIS Application

Advanced Search

Click here

OR

Register for an Account Login

Home Building Enforcement Environmental Health Fire Planning Site Zoning Lookup Assessment GIS Application

Advanced Search

Email: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

 Welcome to PLUS, Fairfax County's online portal for Building, Planning, Zoning, Site, Fire, Enforcement, and Environmental Health transactions. PLUS allows customers to create and submit applications online, pay fees, track application status, and print a final record all from the convenience of your home or office, 24 hours a day.
To use ALL the services we provide, you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user.

General Information

Search for a Licensee

Building

Search Applications Schedule an Inspection

Enforcement

Submit a Complaint Search Applications

Environmental Health

Search Applications Schedule an Inspection

Click here →

Any of the above three methods will bring you to the same search page, where you can search environmental health records by different parameters using the drop down menu at the right of the search bar. Select a parameter from the menu, enter a minimum of one search field, and then click **Search**.

Register for an Account Login

Home Building Enforcement Environmental Health Fire Planning Site Zoning Lookup Assessment GIS Application

Search Applications Schedule an Inspection

Search for Records

Enter information below to search for records.

- Site/Establishment Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search General Search

Record Number Record Type

Application Name

Start Date End Date

License Type State License Number County License #

First Last Name of Business

Street Number Direction Street Name Street Type

Unit Type Unit #

City State Zip Code

Parcel ID Number

Search Additional Criteria

[Search](#) [Clear](#)

General Search

General Search

Search by Address

Search by Licensed Professional Information

Search by Record Information

Search by Contact

Search for Records

Enter information below to search for records.
• Site/Establishment Address
• Contractor License Information
• Parcel Number
• Record Information
• Contact Information

Select the search type from the drop-down list.

Search by Address Search by Address

Street Number Street Name Street Type Direction
Unit Type Unit #
City State Zip Code
Country:

Search Clear

Search by Address

Search for Records

Enter information below to search for records.
• Site/Establishment Address
• Contractor License Information
• Parcel Number
• Record Information
• Contact Information

Select the search type from the drop-down list.

Search by Licensed Professional Information Search by Licensed Professional Information

License Type *State License Number
First Last Name of Business
County License #

Search Clear

Search by Licensed Professional Information

Search for Records

Enter information below to search for records.
• Site/Establishment Address
• Contractor License Information
• Parcel Number
• Record Information
• Contact Information

Select the search type from the drop-down list.

Search by Record Information Search by Record Information

*Record Number Record Type
Application Name
Start Date End Date

Search Additional Criteria

Search Clear

Search by Record Information

Search by Contact

Search for Records

Enter information below to search for records:

- Site/Establishment Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

Search by Contact Search by Contact

Contact Type: Title: First: Middle: Last:

Name of Business:

Home Phone: Work Phone: Mobile Phone:

Fax:

e-Mail:

Suffix:

[Search Additional Criteria](#)

A list of all Environmental Health records matching your search criteria will be displayed. Click on the blue record # hyperlink to open a record.