

Step by Step on how to
create a Critical
Structures Record “CRIT-”

Login to your account

The screenshot shows a web browser window with the URL <https://plus.fairfaxcounty.gov/CitizenAccess/Login.aspx>. The page features a dark blue navigation bar with the Fairfax County logo and menu items: RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. Below the navigation bar, there are links for "Register for an Account", "Help", and "Login". A red notice states: "LDS Building Permit and Site Plan Customers, if you are experiencing what appear to be PLUS system issues with your permit or site plan, please complete this form". A search bar is present with the text "Search...". A horizontal menu includes "Home", "Building", "Enforcement", "Environmental Health", "Fire", "Planning", "Site", and "Zoning". Below this menu, there are links for "Advanced Search" and "External Links". The login form contains an "Email:" field with the value "Benjamin.Sadeqian@fairfax", a "Password:" field with masked characters, and a "Login »" button. Below the form, there is a checkbox for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account". A "Please Login" section explains that many online services require login for security. A "New Users" section provides instructions on how to register for a free Citizen Access account. A "Register Now »" button is located at the bottom of the page.

PLUS ACA-Accela Citizen Access

https://plus.fairfaxcounty.gov/CitizenAccess/Login.aspx

0 Daily pages BD HR My Links Training Code Change Traini... Commonwealth of... covlc.virginia.gov Google Home - Home Maps Weather

RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA SERVICES CONNECT SEARCH

Register for an Account Help Login

LDS Building Permit and Site Plan Customers, if you are experiencing what appear to be PLUS system issues with your permit or site plan, please complete this form

Search...

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Advanced Search External Links

Email: Benjamin.Sadeqian@fairfax Password: Login »

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

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.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Make sure your contact has been associated with the Building record

Find the Building record

The screenshot shows the Accela Citizen Access website for Fairfax County, Virginia. The user is logged in as Benjamin Sadeqian. The page displays a navigation menu with options like RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. Below the navigation, there is a search bar and a list of records under the 'Building' tab. The records table includes columns for Submitted date, Record Number, Record Type, Address, Project Name, Status, and Action. The first record is highlighted, showing a 'Make Changes' link.

PLUS TRAINING ENVIRONMENT to access PLUS go to here.

Search...

Home Building Enforcement Environmental Health Fire Planning Site Zoning

Create an Application Search Applications Schedule an Inspection External Links

Records

Show on Map

Showing 1-10 of 92 | Download results | Add to collection | Add to cart | Copy Record

Submitted	Record Number	Record Type	Address	Project Name	Status	Action
10/28/2022	ALTC-2022-00005	Commercial Addition/Alteration	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States	Critical Structures	Issued	• Make Changes
10/27/2022	BLDC-2022-00105	Commercial New	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States	Critical Structures	In Review	• Make Changes
10/27/2022	CRIT-2022-00027	Critical Structures	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States		Submitted	
10/26/2022	CRIT-2022-00026	Critical Structures	12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035 United States		Submitted	

Find the Building record which has been subject to Special Inspection and click on Make Changes link

Make Changes

The screenshot shows a web browser window with the URL `https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapType.aspx?Module=Building&stepNumber=0&parentCapM...`. The page header includes navigation links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. A user is logged in as Benjamin Sadeqian. A red banner at the top reads "PLUS TRAINING ENVIRONMENT to access PLUS go to here." Below this is a search bar and a navigation menu with tabs for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. The "Building" tab is active, and a blue bar contains links for "Create an Application", "Search Applications", and "Schedule an Inspection". The main content area is titled "Select an Amendment Type" and instructs the user to "Choose one of the following available amendment types." Below this is a search input field with a "Search" button. Two radio button options are visible: "Building Update Contacts" and "Critical Structures". At the bottom of the form is a blue "Continue Application »" button.

Select the Critical Structures and click on Continue Application button

Step1: Location

The screenshot shows a web browser window with the URL <https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapEdit.aspx?Module=Building&stepNumber=2&pageNumber...>. The page is titled "Accela Citizen Access" and is for "FAIRFAX COUNTY VIRGINIA". The user is logged in as Benjamin Sadeqian. A navigation bar includes links for RESIDENTS, BUSINESS, GOVERNMENT, SERVICES, CONNECT, and SEARCH. A secondary navigation bar includes Home, Building (selected), Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. Below this are links for "Create an Application", "Search Applications", and "Schedule an Inspection". A progress bar shows four steps: 1. Location and People (active), 2. Critical Structures Details, 3. Review, and 4. Record Issuance. The main content area is titled "Step 1: Location and People > Location Information" and includes a "Show Map" button. A note states "* indicates a required field." The "Address" section contains the following fields: Street Number (12055), Street Prefix (--Select--), Street Name (GOVERNMENT CENTER), Street Type (PKWY), and Street Suffix (--Select--). Below these are fields for Unit Type, Unit No., Floor Number, and Building Number.

There are not much in this page. We suggest to review the information provided and click continue button at the bottom of the pge.

Step1: People

Select Contact from Account

Benjamin Sadeqian
*Type: General Contractor

Select contact address(es) for this contact to attach to the record.
Showing 1-10 of 58

<input type="checkbox"/>	Address Type	Recipient	Address
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324
<input type="checkbox"/>	Mailing		12055 Government Center Pkwy - Suite 324

< Prev 1 2 3 4 5 6 Next >

Continue Discard Changes

Input the information of the necessary persons

Step1: People

Contact Information

*Individual/Organization:
Individual

*First *Last Suffix
Benjamin Sadeqian

Title

Trade (DBA) Name

*Primary Phone: Secondary Phone: Fax
(703) 631-5101

*Email:
Benjamin.Sadeqian@fairfaxcounty.gov

*Country/Region
United States

*License Number:

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Primary Phone	Email	Action
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Fill out the fields with a red asterisk

Step1: People

Accela Citizen Access

https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapEdit.aspx?stepNumber=2&pageNumber=2¤tStep=0...

0 Daily pages | BD | HR | My Links | Training | Code Change Traini... | Commonwealth of... | covlc.virginia.gov | Google | Home - Home | Maps | Weather

Logged in as: Benjamin.Sadeqian... | Collections (0) | Cart (0) | Reports (4) | Account Management | Help | Logout

Contact Information

*Email: Benjamin.Sadeqian@fairfaxcounty.gov

*Country/Region: United States

*License Number: 11111111

*Company: County of Fairfax

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

Continue Discard Changes

Required Contact Type

- Applicant
- General Contractor
- Special Inspection Engineer
- Structural Engineer of Record

Select from Account

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Primary Phone	Email	Action
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After filling the information of each person click on Continue

Step1: People

Accela Citizen Access

https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapEdit.aspx?stepNumber=2&pageNumber=2¤tStep=0...

0 Daily pages | BD | HR | My Links | Training | Code Change Traini... | Commonwealth of... | covlc.virginia.gov | Google | Home - Home | Maps | Weather

Step 1: Location and People > Contact Information

* indicates a required field.

Contact List

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Required Contact Type	Minimum
✓ Applicant	1
✓ General Contractor	1
✓ Special Inspection Engineer of Record 1	1
✓ Structural Engineer of Record	1

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

✓ Contact added successfully.

Showing 1-5 of 5

Full Name	Business Name	Contact Type	Primary Phone	Email	Action
Benjamin Sadeqian		Applicant	(703) 631-5101	Benjamin.Sadeqian@fairfaxcounty.gov	Edit Delete
Benjamin Sadeqian		Property Owner	(703) 631-5101	Benjamin.Sadeqian@fairfaxcounty.gov	Edit Delete
Benjamin Sadeqian		General Contractor	(703) 631-5101	Benjamin.Sadeqian@fairfaxcounty.gov	Edit Delete
Benjamin Sadeqian		Special Inspection Engineer of Record	(703) 631-5101	Benjamin.Sadeqian@fairfaxcounty.gov	Edit Delete
Benjamin Sadeqian		Structural Engineer of Record	(703) 631-5101	Benjamin.Sadeqian@fairfaxcounty.gov	Edit Delete

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

After all the information completed click on continue Application

Step 2: Critical Structures Details

Accele Citizen Access

https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapEdit.aspx?stepNumber=3&pageNumber=1¤tStep=1...

0 Daily pages BD HR My Links Training Code Change Traini... Commonwealth of... covlc.virginia.gov Google Home - Home Maps Weather

Critical Structures

1 Location and People 2. Critical Structures Details 3. Review 4. Record Issuance

Step 2: Critical Structures Details > Steel Construction * indicates a required field.

Steel Construction

Does the project include steel construction?: * Yes No

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



Information of this step shall be provided by the Structural Engineer of record.
Select Yes for any applicable main items

Step 2: Critical Structures Details

The screenshot displays the Accela Citizen Access web application interface. The browser address bar shows the URL: <https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapEdit.aspx?stepNumber=3&pageNumber=2¤tStep=1...>. The navigation menu includes: RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. The user is logged in as Benjamin Sadeqian. A notification banner reads: "PLUS TRAINING ENVIRONMENT to access PLUS go to here." Below this is a search bar. The main navigation tabs are: Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. A blue bar contains the links: Create an Application, Search Applications, and Schedule an Inspection. The "Critical Structures" section shows a progress bar with four steps: 1. Location and People, 2. Critical Structures Details (active), 3. Review, and 4. Record Issuance. The current step is titled "Step 2: Critical Structures Details > Steel Construction Details". A note indicates that an asterisk (*) denotes a required field. The form section, titled "Provide Steel Construction Details", contains four items, each with a blue checkmark icon and radio buttons for "Yes" and "No":

- * Structural Steel: Yes No
- * Cold-formed Steel Deck: Yes No
- * Open-web Steel Joists and Girders: Yes No
- * Cold-formed Steel Trusses > 60 ft.: Yes No

By selecting Yes for each main items, on the next page the applicable details to be selected.

Step 2: Critical Structures Details

The screenshot shows a web browser window with the URL <https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapEdit.aspx?stepNumber=3&pageNumber=2¤tStep=1...>. The user is logged in as Benjamin Sadeqian. A red banner at the top reads "PLUS TRAINING ENVIRONMENT to access PLUS go to here." Below this is a search bar and a navigation menu with tabs for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. The "Building" tab is active, and a blue bar contains links for "Create an Application", "Search Applications", and "Schedule an Inspection". A progress bar shows four steps: "1. Location and People", "2. Critical Structures Details" (highlighted), "3. Review", and "4. Record Issuance". The main heading is "Step 2: Critical Structures Details > Steel Construction Details". A legend indicates that an asterisk (*) denotes a required field. The form section is titled "Provide Steel Construction Details" and contains the following fields:

- *Structural Steel: Yes No
- Structural Steel Scope of Service:
- Structural Steel Agent:
- Structural Steel Continuous Inspections:

In case of selecting a sub item an extension will be added to the form and some information to be provided.

Step3: Review

The screenshot shows a web browser window with the URL <https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapConfirm.aspx?stepNumber=4&pageNumber=1¤tStep...>. The page is titled "Accela Citizen Access" and is for "FAIRFAX COUNTY VIRGINIA". The user is logged in as Benjamin Sadeqian. The navigation menu includes RESIDENTS, BUSINESS, GOVERNMENT, SERVICES, CONNECT, and SEARCH. The main content area shows a progress bar for "Critical Structures" with four steps: 1. Location and People, 2. Critical Structures Details, 3. Review (current step), and 4. Record Issuance. Below the progress bar, there is a "Step 3: Review" section with a "Save and resume later" button and a "Continue Application »" button. The text below the buttons reads: "Please review all information below. Click the 'Edit' buttons to make changes to sections or 'Continue Application' to move on." The "Record Type" section is currently empty, showing only the text "Critical Structures".

After reviewing the application Click on Continue Application

Confirmation

The screenshot shows a web browser window with the URL <https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapCompletions.aspx?stepNumber=4&Module=Building>. The page header includes navigation links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. A user is logged in as Benjamin Sadeqian. A red banner at the top reads "PLUS TRAINING ENVIRONMENT to access PLUS go to here." Below this is a search bar and a navigation menu with tabs for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. The Building tab is active, and a blue bar contains links for "Create an Application", "Search Applications", and "Schedule an Inspection". A progress bar shows three steps: "1. Select item to pay", "2. Payment information", and "3. Receipt/Record Submittal", with the third step highlighted. The main content area is titled "Step 3: Receipt/Record Submittal" and "Confirmation". A green message box with a checkmark icon says "Thank you for using our online services for your submission. A confirmation email will follow." At the bottom, a blue bar displays the address "12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035". The Windows taskbar at the bottom shows the time as 8:34 AM and the temperature as 27°F.

At the end you'll receive a confirmation message with the record number starting with "CRIT-"