

Step-by-step
instructions on
how to upload a
document into 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, 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 located on the right side of the page. The main content area includes a horizontal menu with tabs for 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 are checkboxes for "Remember me on this computer", links for "I've forgotten my password", and "New Users: Register for an Account". The page also includes sections for "Please Login" and "New Users" with a "Register Now" button.

PLUS ACA-Accela Citizen Access x +

← → ↻ 🏠 <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 Critical Structure (CRIT) record

Find the Critical Structure (CRIT) record

Accela Citizen Access

https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapHome.aspx?module=Building&TabName=Building&TabList=...

RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA SERVICES CONNECT SEARCH

Logged in as: Benjamin Sadeqian Collections (0) Cart (0) Reports (1) Account Management Help Logout

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 CRIT record you want to add documents to and click on Record Number link

Record Info.

The screenshot shows the Fairfax County website interface. At the top, there is a navigation bar with links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. Below this, a user is logged in as Benjamin Sadeqian. A red banner at the top of the main content area reads "PLUS DEVELOPMENT ENVIRONMENT to access PLUS go to here." Below the banner is a search bar and a navigation menu with tabs for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, Zoning, and Proffer/Development Condition. The "Building" tab is active. Underneath, there are links for "Create an Application", "Search Applications", and "Schedule an Inspection". The main content area displays "Record CRIT-2023-00009" with the status "Submitted" and "Critical Structures". A dropdown menu is open under "Record Info", showing options: Record Details, Processing Status, Related Records, Attachments, Inspections, and Valuation Calculator. The "Attachements" option is highlighted. Other options visible are "Payments" and "Parcel Information". At the bottom, the applicant information is shown: "Applicant: Individual Benjamin Sadeqian".

Open on Record Info drop menu and click on Attachments

Attachments

The screenshot shows the Fairfax County website interface. At the top, there is a navigation bar with links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. Below the navigation bar, there is a user login area showing 'Logged in as: Benjamin Sadeqian' and various account management options. A red banner at the top of the main content area reads 'PLUS DEVELOPMENT ENVIRONMENT to access PLUS go to here.' Below this, there is a search bar and a menu with options like Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, Zoning, and Proffer/Development Condition. The main content area displays 'Record CRIT-2023-00009' with the status 'Submitted' and options to 'Add to cart' or 'Add to collection'. Below this, there is an 'Attachments' section with a table header and a note that 'No records found.' A red arrow points to the 'Add' button at the bottom of the attachments section.

Record CRIT-2023-00009:

Critical Structures

Record Status: Submitted

Record Info Payments Parcel Information

Attachments

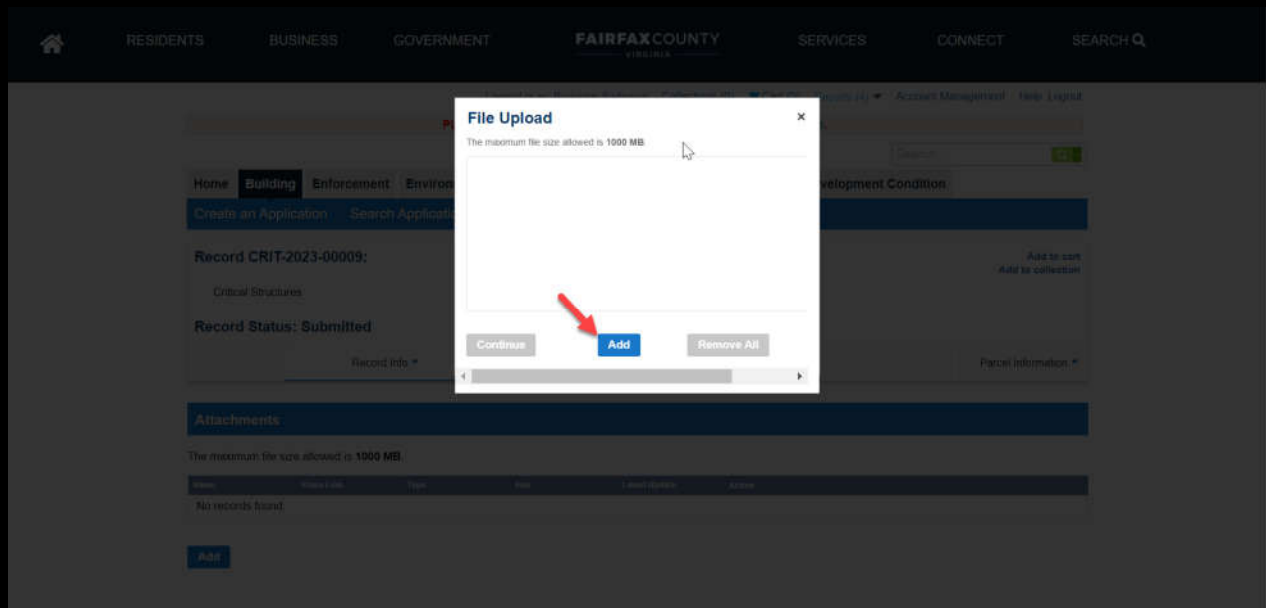
The maximum file size allowed is 1000 MB.

Name	Share Link	Type	Size	Latest Update	Action
No records found.					

Add

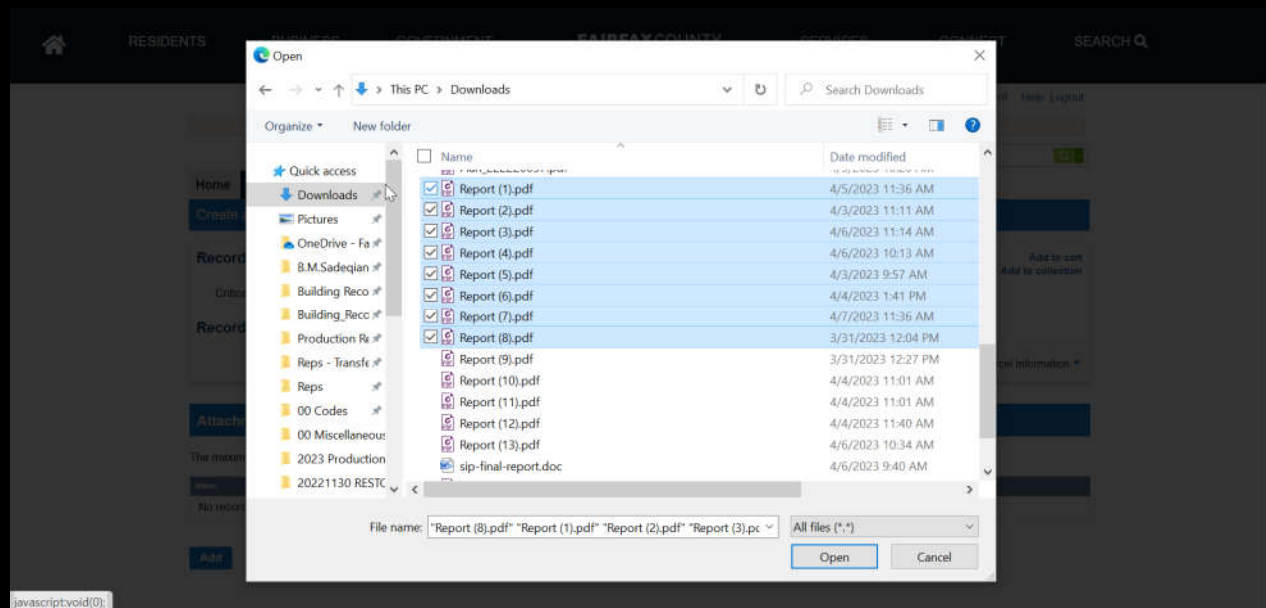
The list of previously submitted documents is visible; at the bottom, please click the Add button.

File Upload



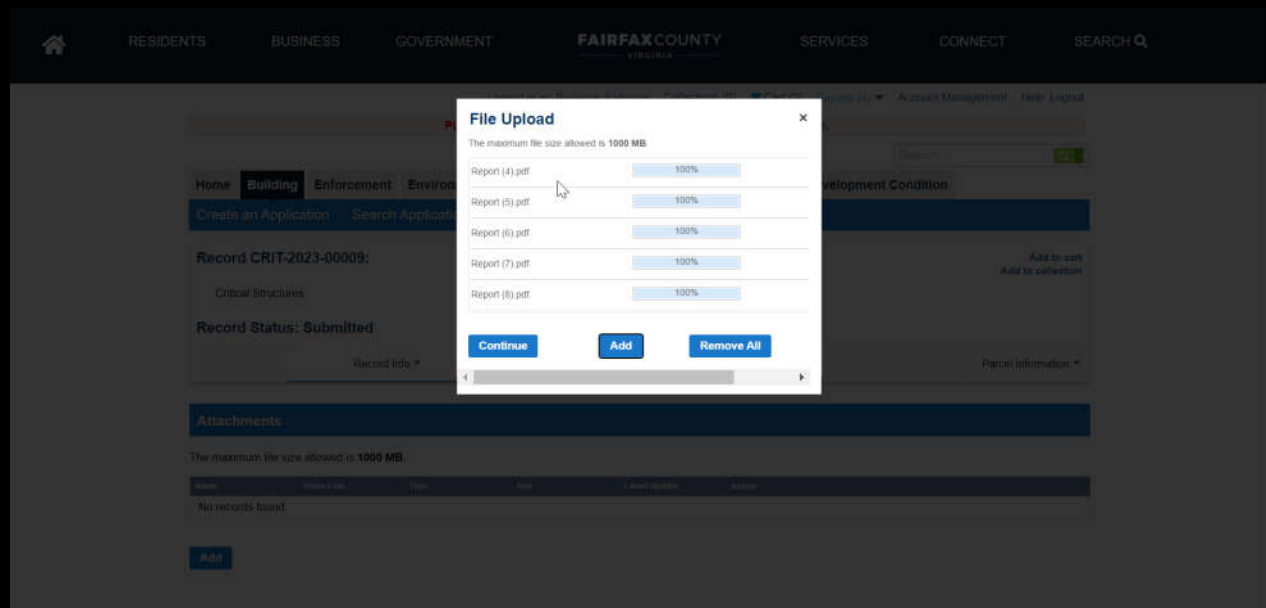
Click on Add button on the File Upload window

Add files



Click the Open button after choosing the documents to upload.

Add files



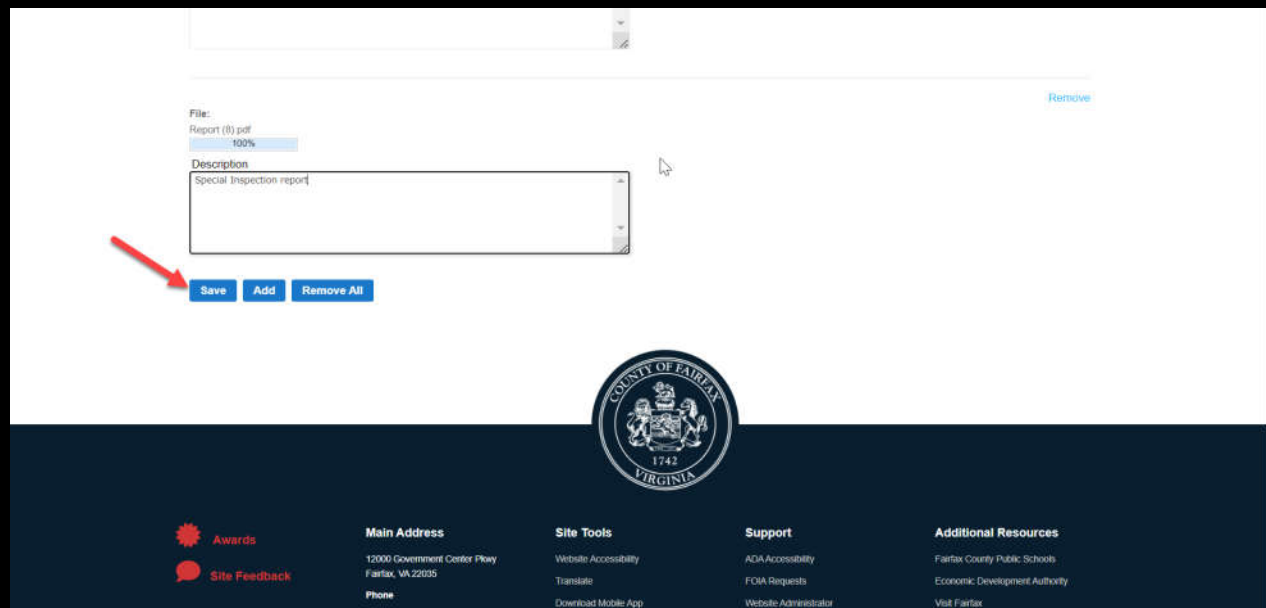
The Continue button will turn on once all the papers have been uploaded. Just click it.

Add files

The screenshot displays a web interface for managing attachments. At the top, a blue header bar contains the word "Attachments". Below this, a message states "The maximum file size allowed is 1000 MB." A table with columns for Name, Share Link, Type, Size, Label Update, and Action is shown, but it contains the text "No records found." Below the table, there are two examples of file uploads. Each example shows a file name (e.g., "Report (1).pdf"), a progress bar at 100%, and a description field containing the text "Special inspection report". A "Remove" link is visible to the right of each file entry.

You can now describe the documents. Then scroll down.

Save the documents



To save, click the Save button.

Confirmation

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, Zoning, and Proffer/Development Condition. Below the navigation bar are three main actions: Create an Application, Search Applications, and Schedule an Inspection. A green confirmation message states: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." Below this, the record details for "Record CRIT-2023-00009" are shown, including the category "Critical Structures" and the status "Record Status: Submitted". There are also links for "Add to cart" and "Add to collection". A section titled "Attachments" indicates a maximum file size of 1000 MB and contains a table of uploaded files.

Name	Share Link	Type	Size	Latest Update	Action
Report (7).pdf	Copy Link		305.02 KB	Pending	
Report (8).pdf	Copy Link		41.45 MB	Pending	
Report (1).pdf	Copy Link		16.63 MB	04/12/2023	Actions ▾
Report (2).pdf	Copy Link		32.01 MB	04/12/2023	Actions ▾
Report (3).pdf	Copy Link		13.08 MB	04/12/2023	Actions ▾
Report (4).pdf	Copy Link		18.54 MB	04/12/2023	Actions ▾
Report (5).pdf		1.83 MB		04/12/2023	Actions ▾
Report (6).pdf		16.66 MB		04/12/2023	Actions ▾

You will receive an upload confirmation. Please wait until the pending information's value has been loaded.