Fairfax County
Planning and Land Use System (PLUS)
System Operating Procedure (SOP)

Process: **Elevator Application**		Department: Building Division – **Elevator Program (Customer)**
Author: Nestor Diaz		Date Created: September 2, 2022
Last Edited by:		Date Last Edited:

Purpose: To properly guide customers through the application process for an Elevator Installation Permit.

Overview: This document standardizes the process of applying for installing/modification permits for customers.

Process:

1. Applicant submits an application by filling out required fields in the Elevator form in ACA:

   a. Clicks Create an Application under the Building tab
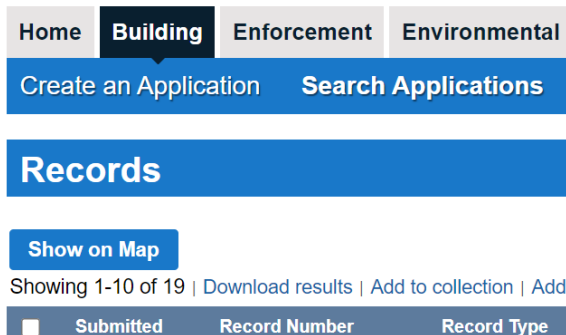
   i. Selects a record type by entering text in the box and clicking Search or selecting Elevator Installation under the Elevator filter.
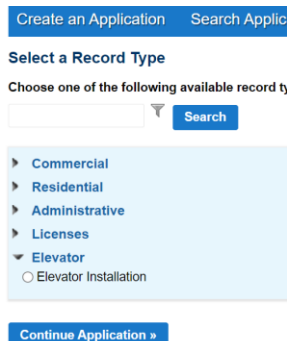
Fairfax County
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  b. Location & People
     i. Location Information
        1) Search by address which will populate Parcel and Owner

Step 1: Location and People > Location Information

Show Map

Address

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

Unit Type:	Unit No.:	Floor Number:	Building Number:
--Select-- ▼			

City:

State: --Select-- ▼ Zip:

Search **Clear**

    ii. Property Owner
       1) User then confirms if they are property owner and verifies all information is accurate.

Property Owner Information

*Are you the Property Owner?:   ○ Yes ○ No

*Is the displayed owner information accurate?: ○ Yes ○ No

Save And Resume Later   **Continue Application »**

    iii. Applicant
       1) User is required to enter the Applicant contact type. They can click Select from Account to copy in the details from their ACA account or click Add New to manually enter in new contact information.

Step 1: Location and People > Contact Information

*indicates a required field.

Applicant

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

Select from Account **Add New**

iv. Billing Contact

    1) User is required to enter the Billing Contact type. They can click Select from Account to copy in the details from their ACA account or click Add New to manually enter in new contact information.

Billing Contact

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

Select from Account **Add New**

Save And Resume Later **Continue Application »**

c. Elevator Information

    i. Information Detail. User can enter a Project Name and Project Description.

Elevator Installation

1 Location and People	2. Application Detail	3. License Information	4. Review	5. Pay Fees	6

Step 2: Application Detail > Application Information

<div align="right">* indicates a required field.</div>

Project Information

Project Name

*Project Description

ii. Project Details - User must answer all questions with a red asterisk.

Project Details

*Is this application for an emergency generator or fire recall system?:	○ Yes ○ No
*Are you installing an elevator?:	○ Yes ○ No
*Are you installing an escalator?:	○ Yes ○ No
*Are you installing a dumbwaiter?:	○ Yes ○ No
*Are you installing a lift?:	○ Yes ○ No
*Are you applying for a Commercial or Residential Permit?:	--Select-- ▼
*What type of Structure will be most impacted by the work?:	--Select-- ▼
*Parent Permit:	○ Yes ○ No
*Building Name:	

iii. Structure Details – User must answer all questions with a red asterisk.

Structure Details

* Is the building new or existing?: --Select--

* How many elevators are you applying for?: 1

* What is the Contract Value?:

* What is the Value of Materials?:

Save And Resume Later **Continue Application »**

d. Elevator Details
   i. User Selects **Add a Row** to continue entering information.

| 1 Location and People | 2. Application Detail | 3. License Information | 4. Review | 5. Pay Fees | 6 |

Step 2: Application Detail > Elevator Information

* indicates a required field.

Elevator Details

Showing 0-0 of 0

Equipment Number	Type of Equipment	Fire Service Access Elevator	Emergency Power	Bank Location	Number of Floors Served	Number of Landings	Capacity	Description	Temporary Construction

No records found.

Add a Row ▾ **Edit Selected** **Delete Selected**

Save And Resume Later **Continue Application »**

ii. Applicant proceeds to fill out information – User must answer all questions with a red asterisk then submit.

ELEVATOR INFORMATION

* Equipment Number:

* Type of Equipment: --Select--

* Fire Service Access Elevator: ○ Yes ○ No

* Emergency Power: --Select--

* Bank Location:

* Number of Floors Served:

Number of Landings:

* Capacity: lbs.

Description:

* Temporary Construction: ○ Yes ○ No

Submit **Cancel**

* indicates a required field.

e. License Information
   i. Select **Look Up** function and follow the prompts.

1 Location and People	2 Application Detail	3. License Information	4. Review	5. Pay Fees	6

Step 3: License Information > License Information

* indicates a required field.

Licensed Professional

To find an existing Licensed Professional, click the Look Up button.

Look Up

   ii. Proceed to enter in a **<u>valid</u>** State License Number; the rest of the information should auto populate.

Licensed Professional Information   ✕

Enter the License Type and the State License Number. The remaining fields will be populated if the license information is validated. Click Save and Close if the displayed data is correct. If the displayed data is not correct, click Clear and try another license.

*License Type   *State License Number

Contractor ▾   [   ]

Business Name / First Name / Last Name

[   ]

Address

[   ]

City   Zip Code

[   ]   [   ]

Country/Region

United States ▾

Phone   Email

[   ]   [   ]

Save and Close   **Clear**   Discard Changes

   iii. BPOL License Details – User must answer question with a red asterisk and enter a valid BPOL License

Business, Professional and Occupational License Details

This section will validate your business license against information held by the County of Fairfax. If you are licensed by a jurisdiction outside of the County of Fairfax, it is likely your license details will not be found. In that instance, please enter your account number and continue with your application.

Account Number is a 9 digit number without spaces, letters or dashes. For example: 000142810

*Do you have a Fairfax County Business License?:   ○ Yes ○ No

Do you have a Temporary BPOL License?:   ○ Yes ○ No

Please provide the Issue Date for the Temporary BPOL License: [MM/DD/YYYY   📅]

Save And Resume Later   **Continue Application »**

f. Review

    i. This screen allows the user to review their application and click the Edit button for each section if they need to make changes prior to submitting.

Elevator Installation

1	2 Application Detail	3 License Information	4. Review	5. Pay Fees	6. Record Issuance

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

Elevator Installation

Address Edit

12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035

Parcel Edit

Parcel ID Number 0561150007
Parcel # 0561 15 0007

Owner Edit

g. Receipt and Record Submittal – Customer receives a record number and can proceed to click **Upload Plans and Documents**

Step 3 : Receipt/Record Submittal

Confirmation

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

12055 GOVERNMENT CENTER PKWY FAIRFAX, VA 22035

ELEVI-2022-00070 [Upload Plans and Documents] Copy Record

Side Note Customers will receive an email with their record number and quick links to access AA.

    i. The following page appears with minimum submission requirements (plans, cut sheets, and building layout)

General

Review Plan Cycle # 1

Description: ❓

Enter a description of the plans or documents you are uploading...

Requirements

🚫 **Building Layout**
This document is required.

🚫 **Manufacturer Cut Sheets**
This document is required.

🚫 **Plans**
This document is required.

[Continue]

ii.   Applicant will then click the **Browse** button to access PDF's and begin upload

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the *Upload and Validate* button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here
or
Browse

Requirements

🚫 **Building Layout**

This document is required.

🚫 **Manufacturer Cut Sheets**

This document is required.

🚫 **Plans**

This document is required.

iii.   After selecting plans click **upload and validate**

plan 2022.pdf

Plans ⌄

Description...

✕

Upload and Validate

iv.   Once plans and documents have been validated, select **Process Files**

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature		
Occupancy Letter.pdf		Building Layout	✓ VALIDATED	Nestor Diaz	8/19/2022		✏️	🗑️
OCCUPANCY PERMIT.pdf		Manufacturer Cut Sheets	✓ VALIDATED	Nestor Diaz	8/19/2022		✏️	🗑️
Occupancy plan 2022.pdf		Plans	✓ VALIDATED	Nestor Diaz	8/19/2022		✏️	🗑️

Process Files

v. File Processing – This usually takes a few minutes before completion. When complete, select Continue

File processing

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

Note: Your review package is not complete and will not be routed for review until you complete the remaining steps.

Close

h. Sheet Versioning – Plans are automatically named if they are formatted correctly, if not you can manually add names.

Sheets

Showing a total of 2 sheets   Show only error sheets

Title Block	Thumbnail	Sheet number and title
A101		A101 GROUND FLOOR PLAN Occupancy plan 2022.pdf *(Page: 1)*
A102		A102 MAIN FLOOR PLAN Occupancy plan 2022.pdf *(Page: 2)*

Save and resume later   Continue

      i.   Review - This screen allows the user to review their application and click the Edit button for each section if they need to make changes prior to submitting. Click Finish when complete.

1. Information	2. File Processing	3. Sheet Versioning	4. **Review**

Step 4:Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General	**Edit**

Review Plan Cycle # 1

Requirements	**Edit**

This is the requirements checklist for this package.

      j.   Customer will receive record number along with a copy of their submittal via email.

Home	**Building**	Enforcement	Environmental Health	Fire	Planning	Site	Zoning	Proffer/Development Condition

Create an Application   Search Applications   Schedule an Inspection

✓ Success.
Your review package has been received.

Digital Plan Room
Record: ELEVI-2022-00070
Address: 12055 GOVERNMENT CENTER PKWY, FAIRFAX VA 22035
Status: SUBMITTED

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved

Once application is submitted, record is entered in AA.

NOTE:

Once application goes through the prescreening process, they will receive a separate email for fees due. They will then follow the prompts and checkout fees to proceed with the permitting process.

Customers who will pay by credit card will be paying an additional 2.4% in credit card fees. They can link their bank account and routing number to pay by e-check to avoid credit card fees.

FUTURE OPPORTUNITIES FOR IMPROVEMENT
- Allowing third party contractors to apply for specific addresses without having to be manually added as on owner contact.

ORGANIZATIONAL CHANGE MANAGEMENT CONSIDERATIONS
- Third party contractors will have to reach out to Fairfax County before applying with a letter from the owner allowing them to be a contact

Approval	**Product Owner**	_____	Date: _____
	Project Stakeholder	_____	Date: _____