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.

Step 2. Read and accept the terms and conditions given by clicking the box at the bottom, then **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.
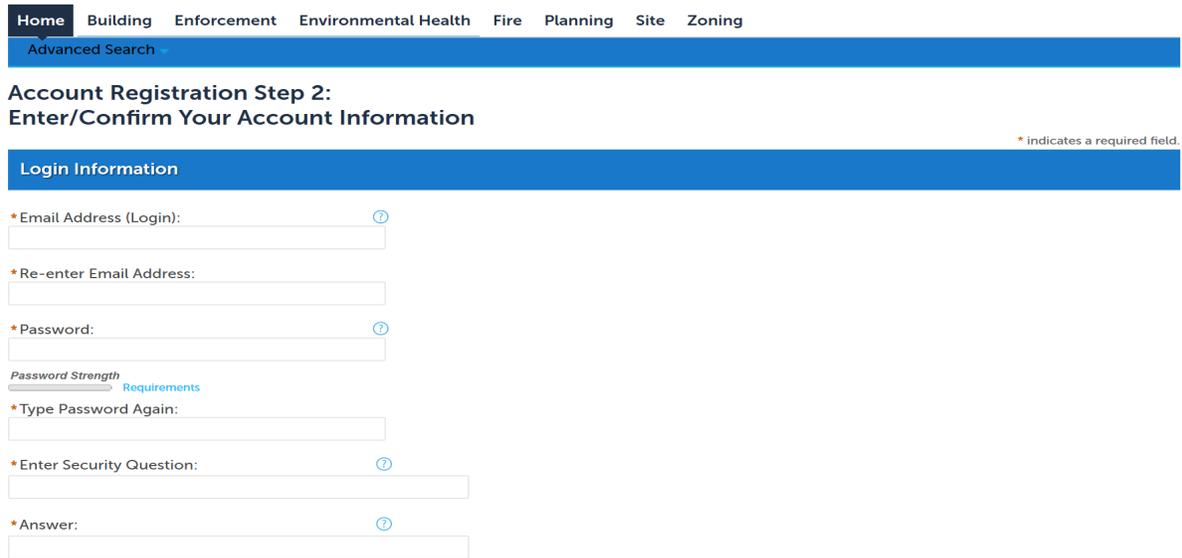
On the bottom half of the same page, enter your contact information by clicking **Add New.**
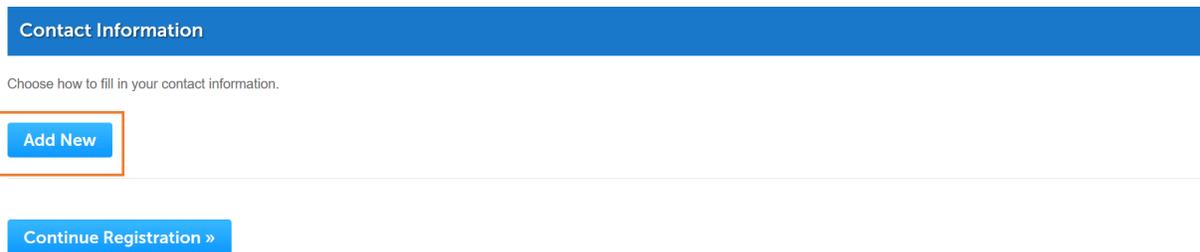
You will first be asked to choose the contact type. Select either **Individual** or **Organization** in the drop down menu and then click **Continue.**
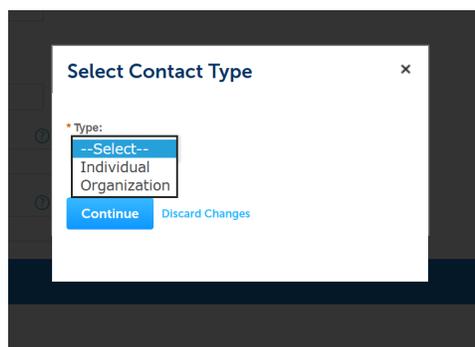
Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (*) must be entered to continue.

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:

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:
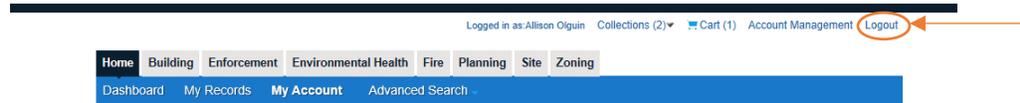
Managing Your Account:

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

Dashboard

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.

A list of all the records you have in PLUS.

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

Your account details can be edited by clicking either **My Account** or **Account Management**.
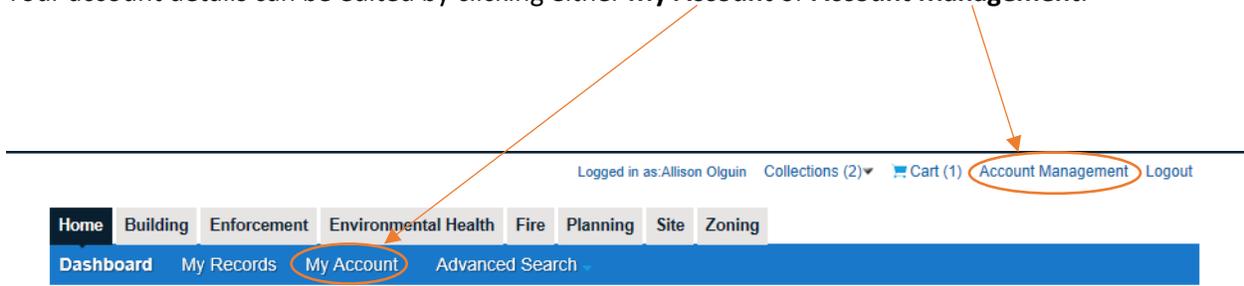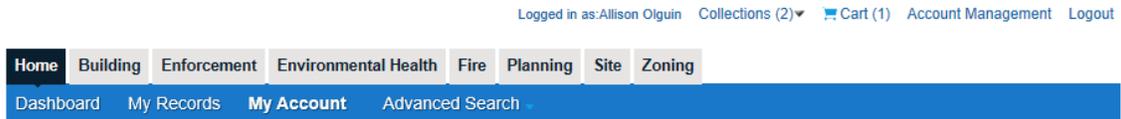
Click **Edit** to change password and/or security question.

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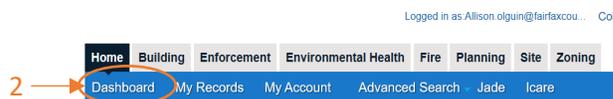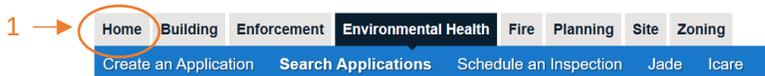
How to Submit an Application for a New Food Establishment Permit:

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.**

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**.

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.**

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

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

	Address Type	Recipient	Address
☑	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

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.

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

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 appicable. 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

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?:** ⑦ ○ 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):** [--Select-- ▼]

[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 HAACP 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

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 »

etail > Days and Hours of Operation

Days and Hours of Operation   ×

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

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).

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

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

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.

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

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   [Add]

2. EnvHealth – Equipment Specification   [Add]

3. EnvHealth – Layout   [Add]

4. EnvHealth – Menu   [Add]

5. EnvHealth – Temporary Certificate of BPOL   [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

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]

Individual

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

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.

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.**

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.**

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.

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

OR

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.

Step 8. Enter General Information. All fields are required. When finished, click **Continue Application.**

Application Type—Select **Change of Ownership**.

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.

Previous Establishment Name—The name of the establishment previous.

Effective Date of Ownership—The date the new owner took possession of the establishment.

Renovation or Equipment Changes—If renovations or equipment changes will be made, select **Yes** and then answer **Yes** or **No** whether the changes required a building permit. If a building permit was required, you will be required to enter the permit number. If no renovations or equipment changes are being made select **No.**

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): --Select-- ▼

Save and resume late

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 HAACP 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.			

Add a Row ▼   Edit Selected   Delete Selected

Save and resume later

Continue Application »

Days and Hours of Operation

Day:

--Select--
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Open (hours):
8:00 AM

Close (hours):
4:30 PM

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

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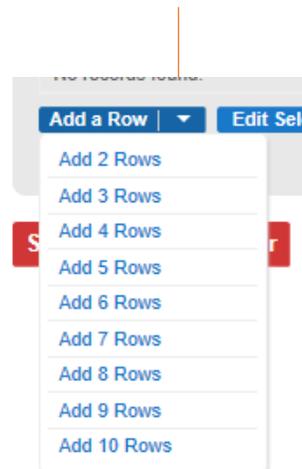
Step 11. The next screen gives you the opportunity to review the days and hours of operation entered. You can select specific rows to edit or delete, or click **Continue Application** to proceed without making any changes.

Days and Hours of Operation

Showing 1-6 of 6

	Day	Open (hours)	Close (hours)	
☐	Monday			Actions ▾
☐	Tuesday			Actions ▾
☐	Wednesday			Actions ▾
☐	Thursday			Actions ▾
☐	Friday			Actions ▾
☐	Saturday			Actions ▾

Add a Row ▾   Edit Selected   Delete Selected

Save and resume later   Continue Application »

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   [   ] Add
2. EnvHealth - Equipment Specification   [   ] Add
3. EnvHealth - Layout   [   ] Add
4. EnvHealth - Menu   [   ] Add
5. EnvHealth - Temporary Certificate of BPOL   [   ] Add

Save And Resume Later   Continue Application »

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

Individual

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 .

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.**

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**.

Home	Building	Enforcement	Environmental Health	Fire	Planning	Site	Zoning

Create an Application   Search Applications   Schedule an Inspection   Jade   Icare

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 (70

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 ex *Changes* button on the Record Detail page.

[   ] ▼   **Search**

▶ **Environmental Health Enforcement**
▶ **Food Establishment**
1 ──→ ▼ **Mobile Food Unit**
   2 ◉ **Mobile Food Unit Application**
▶ **Registration**

3 **Continue Application »**

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.

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

Create an Application   Search Applications   Schedule an Inspection   Jade   Icare

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

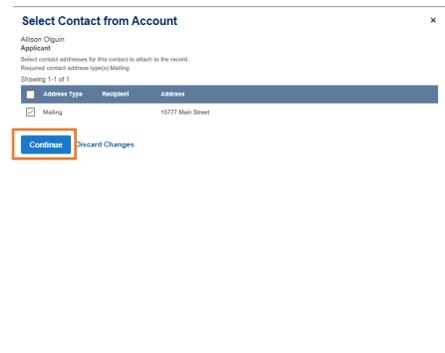To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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

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

☐ Address Type	Recipient	Address
☑ Mailing		10777 Main Street

Continue Discard Changes

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.

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.**

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.

| 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 > Application Information
Complete the application information below.

*indicates a required field.

Establishment Information

*Name (Establishment or Project)   ❷

Example: "Rainbow Restaurant"

Enter the name of the establishment or business

If you do not have a propane tank click **No.** If you have a propane tank on the unit click **Yes.** If your tank totals 10 or more gallons you must contact the Office of the Fire Marshal.

General Information

*Application Type: ❷

--Select--
Change of Ownership
New Mobile Unit

*Propane Tank: ❷

*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: ❷   --Select--   ▼

*Variance: ❷   ○ Yes ○ No

Select **Change of Ownership** if the MFU is currently permitted in Fairfax County under a different owner. Otherwise, click **New Mobile Unit**

Mobile Food Unit Information

*Unit Type:

--Select--
Pushcart
Trailer
Truck

Continue Application »   **Save And Resume Later**

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.**

Mobile Food Unit Information

*Unit Type: [Trailer   ▼]

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):
[--Select--
  <100
  101 to 400
  >400]

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 bens; 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 »]

Days and Hours of Operation

×

Days and Hours of Operation

Day:
--Select--
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Open (hours):
8:00 AM

Close (hours):
4:30 PM

Cancel

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

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.

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.**

Required documents include:

-Facility/Commissary Agreement form found <u>here</u>.

-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.

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.

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**.

Step 1. Click here.

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.

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.

Logged in as:Allison.olguin@fairfaxcou... 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**
☐	05/01/2020	HAMEND-2020-00287	Food Establishment Change of	Zoomies - Amendment	Submitted	

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

Logged in as:Allison.olguin@fairfaxcou... 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

Click here to see an itemized list of assessed fees

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 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 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.


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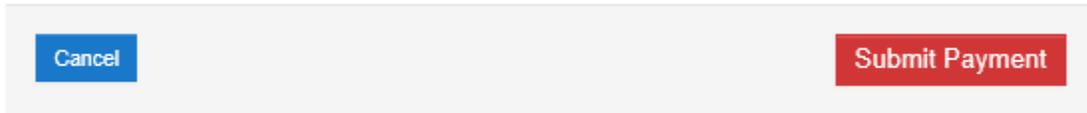
Step 13. After successful processing, a Confirmation screen will appear with a link to view the record receipt. A copy of the receipt will also be emailed to the applicant, establishment owner, and billing contacts.
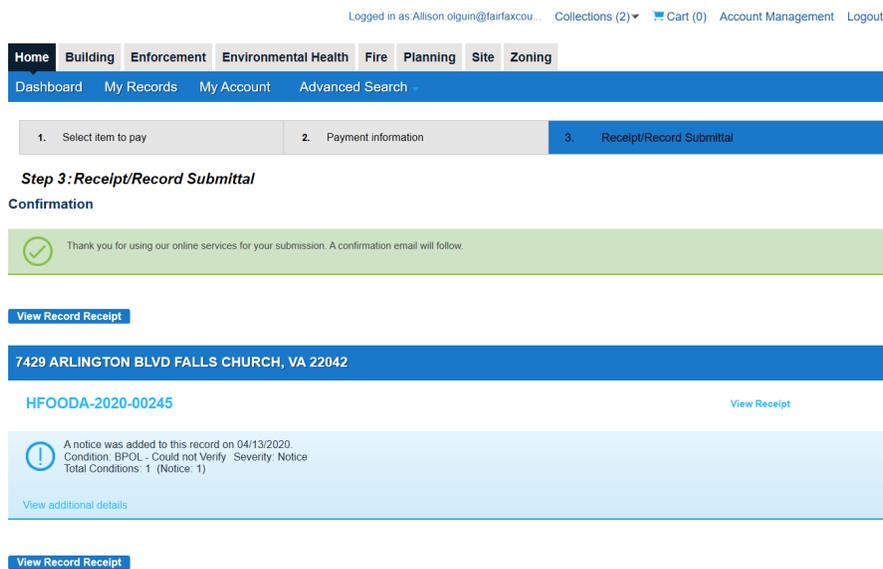
Submitting Requested Corrections or Additional Information:

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**.

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

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

2

1

Showing 21-30 of 30 | Add to collection | Add to cart

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

To View Record Collections

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

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

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

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

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

Rename or delete an entire Collection here.

Rename Collection	Delete Collection

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

Environmental Health

Move to... | Copy to... | Remove
Showing 1-5 of 5 | Add to cart

	Date	Record Number	Record Type	Application Name	Status	Action
☐	03/20/2020	HAMEND-2020-00152	Mobile Food Unit Change of Establishment Name	Pizza Palace - Amendment	Closed	
☐	03/11/2020	HAMEND-2020-00136	Mobile Food Unit Required Documents	Pizza Palace	Submitted	**Make Changes**
☐	03/11/2020	HMFUA-2020-00117	Mobile Food Unit Application	Kelly Kabob on the Move	Waiting for Information	**Make Changes**
☐	03/09/2020	HMFUA-2020-00109	Mobile Food Unit Application	Kate's Crepes	Application Accepted	**Make Changes**
☐	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.

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

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

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)
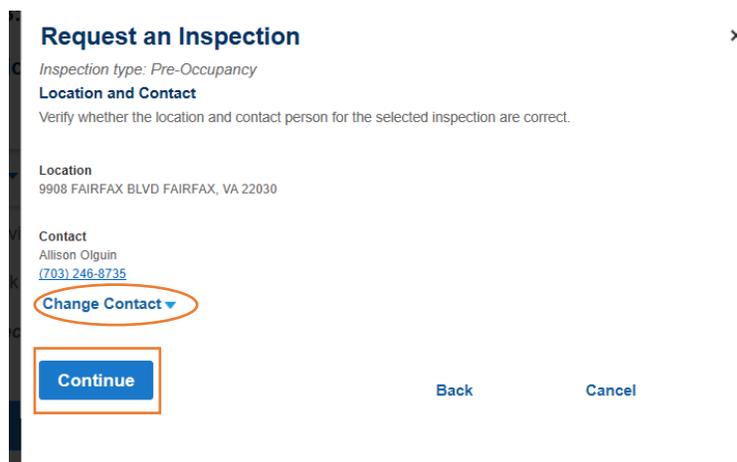
☑ Show optional inspections

○ **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
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

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.

Food Establishment Application

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)   Actions ▾ ◀——— You can view details or cancel inspections here.
Inspector: *unassigned*
                                                    View Details
                                                    Cancel
Completed

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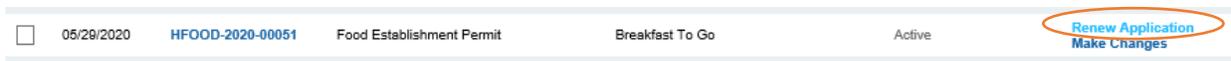
Permit Renewals:

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**.

| | 05/29/2020 | HFOOD-2020-00051 | Food Establishment Permit | Breakfast To Go | Active | Renew Application Make Changes |

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.

OR

OR

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.**

Search by Address

Search by Licensed
Professional Information

Search by Record
Information

Search by Contact

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.

Search by Contact   Search by Contact

Contact Type: Title: First: Middle: Last:
--Select--

Name of Business:

Home Phone: Work Phone: Mobile Phone:

Fax:

e-Mail:

Suffix

▶ Search Additional Criteria

Search   **Clear**

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