PLUS, Fairfax County's Planning and Land Use System

To register for an account, please go to **https://plus.fairfaxcounty.gov/CitizenAccess/Welcome.aspx**

1. On the main page, click on the New Users: Register for an Account
2. Read and agree to the Terms listed on the next page
3. Then click Continue Registration
4. Please fill out the Login Information
5. Must add Contact Information
6. Select Organization unless only Individual/not business
7. Fill out the corresponding information and add contact addresses
8. Click Save
9. Click on Continue Registration

If everything was entered correctly, you will see a green box with "The account is successfully registered."

Once the above information is completed, please login to PLUS with your login information. You will be

brought to the Dashboard page once you have logged in.

Click on the **Fire** tab at the top.

- In the **Fire** tab section, you will be able to find records of previous applications and inspections, of which you can navigate to find your inspection reports, documents, and any fees associated with your account. You can also apply for new Fire Prevention Code Permits (FPCPs), Occupancy Inspections, and other specialty fire permits.

PLUS Support:

For more information on the PLUS project and additional resources, please visit the PLUS Support Center at **https://wcmdevaks01.fairfaxcounty.gov/plan2build/plus** .

If you have technical questions or need assistance using the PLUS system, please contact the Help Desk:

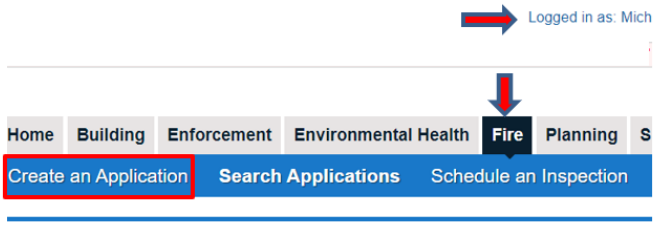
- Hours of Operation: Mon. - Fri., 8 a.m. - 4 p.m.
- Email: PLUSSupport@fairfaxcounty.gov
- Phone: 703-324-2222, TTY 711

Revised: 02/08/2022

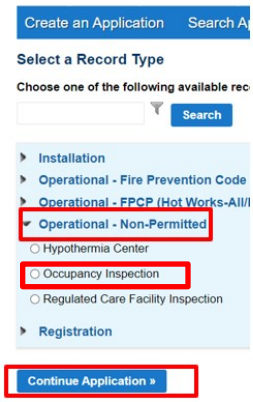
CREATING AN APPLICATION

OCCUPANCY INSPECTION –
PRE OCCUPANCY required before you get a NON RUP for some business group types – include parent building permit number in application unless it is only change of ownership w/out renovations
POST OCCUPANY required after you get a NON RUP – include NON RUP permit number in application

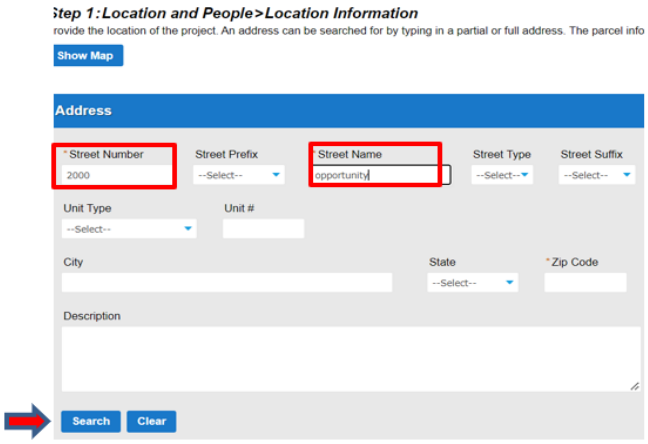
1. Make sure that it says **Logged in as: YOU** on the top. Select the **Fire** tab, select **CREATE AN APPLICATION**



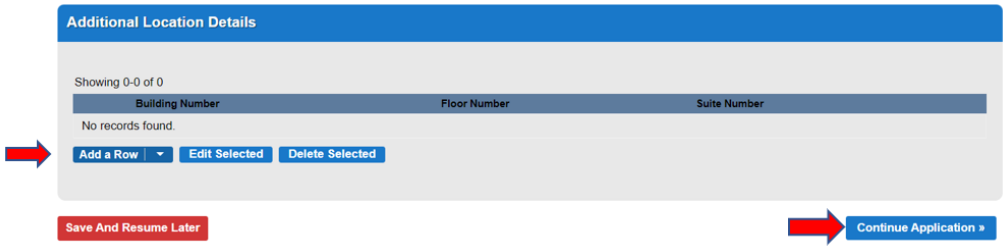
2. **Select a Record Type**, select **OPERATIONAL – NON-PERMITED,** then **OCCUPANCY INSPECTION**



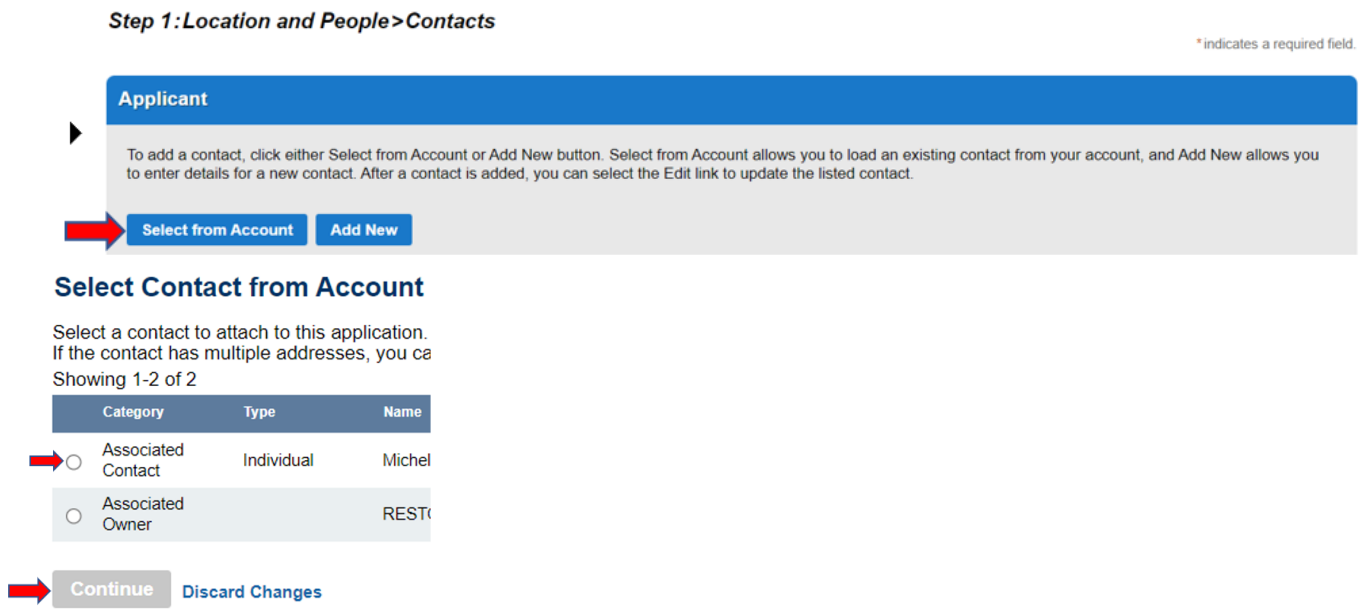
3. When entering the business address, please know that the system is intuitive and will recognize your address by only entering the **STREET NUMBER** and <u>first 4 letters</u> of the **STREET NAME** and then select **SEARCH**. This search should automatically fill the parcel and the building owners for this page.



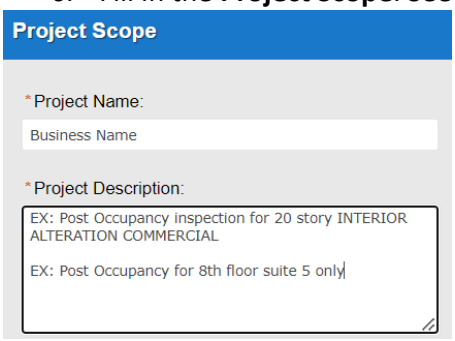
4. If there is a Suite/Unit #, **add a row** on the last section **Additional Location Details.** Skip this if there is no Suite #



5. You must complete all 3 contacts; **Applicant, Billing and Onsite**. When entering the contacts **select from Account** will allow you to automatically fill in your information from your associated account.

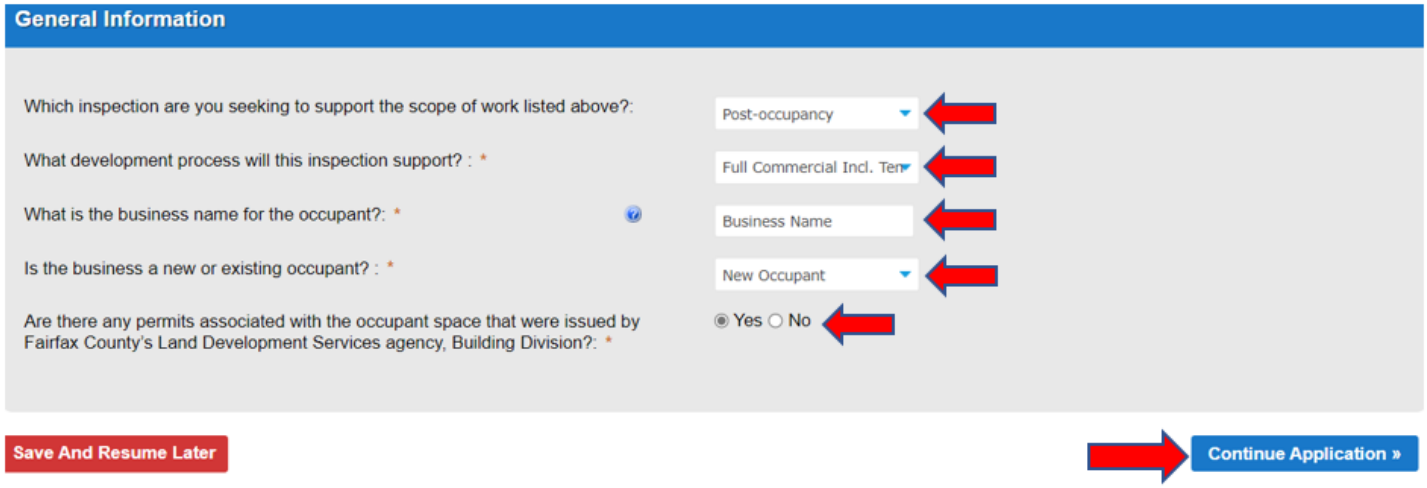


6. Fill in the **Project Scope**. See example **Description** below



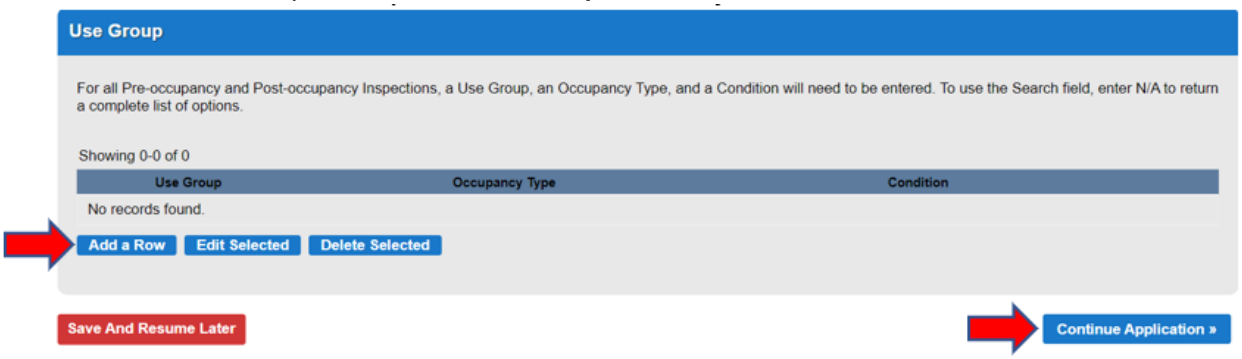
PRE OCCUPANCY required for only some business group types (A,E,H, I, R) **before** you get a NON RUP – include parent building permit number in application unless it is only change of ownership w/out renovations then no permits
POST OCCUPANY required by every business after you get a NON Residential Use Permit – include NON RUP permit number in application when asked for any permits associated with the occupant space below

7. First select which occupancy inspection you are applying for. Then tell us about your reason for the inspection i.e.. new construction, tenant/floor remodel, change of ownership. List the Business Name. Most of the time this will be a new occupant, unless you have just done a major remodel that required a new occupancy permit but no ownership change. Unless this is only a CHANGE OF OWNERSHIP or NAME CHANGE ONLY the last answer will always be **YES** and a permit number will be required after you continue application.

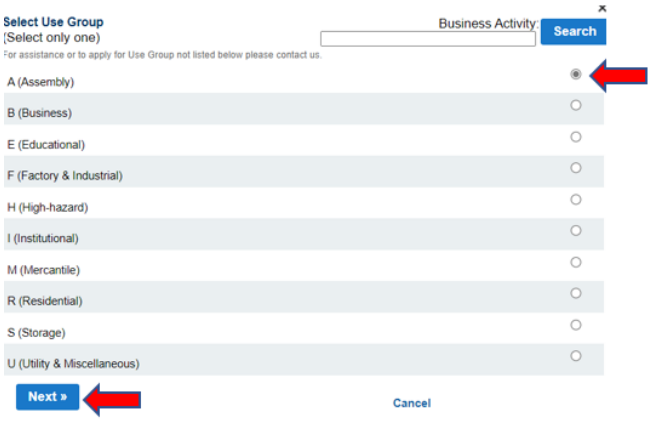


8. Make sure that a Building Permit number is listed unless you are only applying for a Change of Ownership or Name Change ONLY. List your Parent Building Permit for Pre Occupancy and your Non Rup for Post Occupancy **Add a Row** if your building permit is not listed

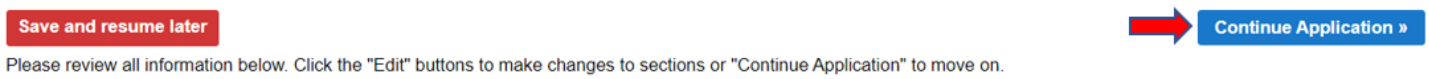
9. Fairfax County Fire Marshal inspections are done between 8am-3pm. If your hours of operations are less than these hours of operation, please include your hours in the **Days and Hours of Operation** section
10. **Add a Row** to enter your business **Use Group**



11. Select the small circle to the right of the correct Use Group as seen below



12. The last step is to Review the application and select **Continue Application**



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