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

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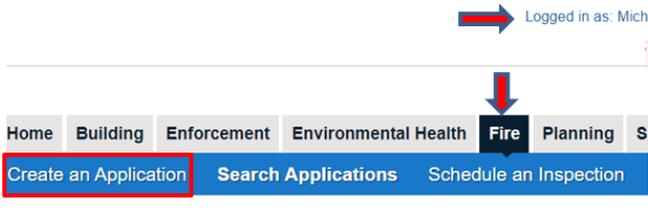
2. **Select a Record Type**, select **OPERATIONAL – NON-PERMITED,** then **OCCUPANCY INSPECTION**

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 first 4 letters of the **STREET NAME** and then select **SEARCH**. This search should automatically fill the parcel and the building owners for this page.
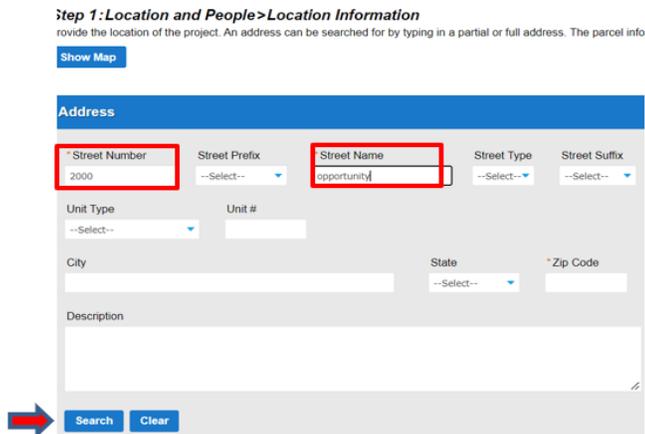
4. If there is a Suite/Unit #, **add a row** on the last section **Additional Location Details.** Skip this if there is no Suite #
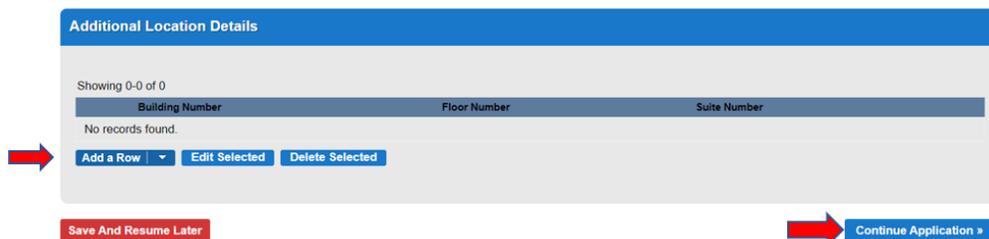
5. You must complete all 3 contacts; **Applicant, Billing and Onsite**. When entering the contacts **select from Account** will allow you to automatically fill in your information from your associated account.

Step 1: Location and People > Contacts

*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**

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you ca
Showing 1-2 of 2

	Category	Type	Name
○	Associated Contact	Individual	Michel
○	Associated Owner		REST(

Continue   **Discard Changes**

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

Project Scope

*Project Name:

Business Name

*Project Description:

EX: Post Occupancy inspection for 20 story INTERIOR ALTERATION COMMERCIAL

EX: Post Occupancy for 8th floor suite 5 only

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.

General Information

Which inspection are you seeking to support the scope of work listed above?:   Post-occupancy

What development process will this inspection support? : *   Full Commercial Incl. Ten

What is the business name for the occupant?: *   Business Name

Is the business a new or existing occupant? : *   New Occupant

Are there any permits associated with the occupant space that were issued by Fairfax County's Land Development Services agency, Building Division?: *   ⦿ Yes ○ No

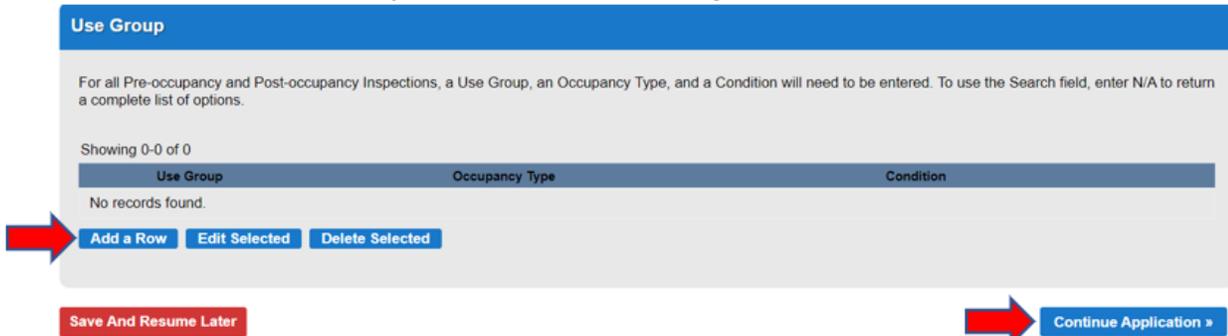**Save And Resume Later**

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

Building Permit Record Number

If there is an existing Building Permit, please enter the Building Permit

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	Building Permit Record Number
☐	202222123

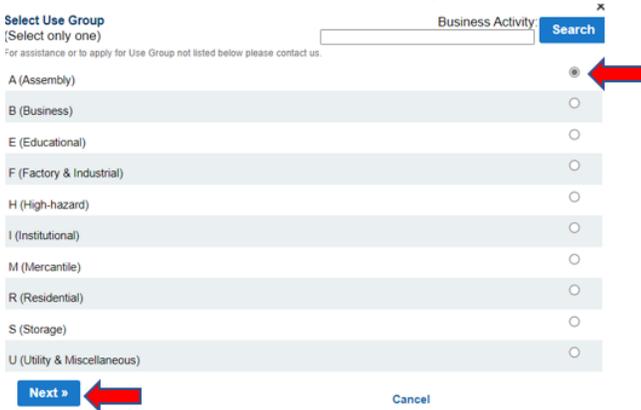Add a Row ▾ | Edit Selected | Delete Selected

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**

Use Group

For all Pre-occupancy and Post-occupancy Inspections, a Use Group, an Occupancy Type, and a Condition will need to be entered. To use the Search field, enter N/A to return a complete list of options.

Showing 0-0 of 0

Use Group	Occupancy Type	Condition
No records found.		

Add a Row | Edit Selected | Delete Selected

Save And Resume Later   Continue Application »

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

Select Use Group
(Select only one)   Business Activity: Search
For assistance or to apply for Use Group not listed below please contact us.

A (Assembly)	◉
B (Business)	○
E (Educational)	○
F (Factory & Industrial)	○
H (High-hazard)	○
I (Institutional)	○
M (Mercantile)	○
R (Residential)	○
S (Storage)	○
U (Utility & Miscellaneous)	○

Next »   Cancel

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

Step 3: 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.