



PURPOSE

To provide a detailed step-by-step guide to the customer for the application process for the Smoke Control application in the Planning and Land Use system. This application is used when building design includes smoke control systems and is used as a mechanism to submit the required documents for approval. Smoke control systems approval is governed by the Special Inspections Program per the Virginia Construction Code. When the Rational Analysis Report, Third Party's Inspection Report, and Final Inspection Report have been approved, requirements for the Critical Structures record (which addresses all special inspection items) are met and subsequently the parent Building record.

Smoke Control Customer Application Process

Intake in Accela Citizen Access (ACA)

1. Login to **PLUS**
2. Click Fire module tab
3. Click **Create an Application**.
4. Check the box to indicate you have read and accepted the terms, then click **Continue Application**
5. Expand the dropdown menu **Installation**, then select the option for Smoke Control and click **Continue Application**

6. Fill out Step 1: Location and People>Location Information

- a. Enter the **Project Address (Enter Street Number and first 3 letter of Street Name and select search)**

3 **Create an Application** Search Applications Schedule an Inspection

Online Application

If you have questions or need assistance using the system contact the Help Desk:

- Phone: 703-324-2222
- TTY: 711
- Email: PLUSsupport@FairfaxCounty.gov

If assistance is needed for determining the record to choose below, requirements to submit a g
www.fairfaxcounty.gov/fire-ems/fire-marshall/fire-plus.

Please 'Allow Pop-ups from this site' before proceeding

General Disclaimer

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction or use will conform to the requirements in the applicable Virginia Uniform Statewide Building Code, the current adopted Virginia Statewide Fire Prevention Code, the Code of the County of Fairfax, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and standards.

By submitting this form, I acknowledge that this document is a public record under health, the Virginia Public Access Act, and the Virginia Escrow and Information Act.

I have read and accepted the above terms.

Continue Application >

5 **Continue Application >**

Administrative

Installation

- Alternative Fire Extinguishing Systems
- Door Locks
- Fire Alarm
- Fire Lane
- Site/Building Fire Review for Towns
- Smoke Control
- Sprinkler System or Standpipe System
- Storage Tank - Install
- Underground Line

Operational - Fire Prevention Code Permits (FPCC)

Operational - FPCC (Hot Works-All/Explosives-Firm)

Operational - Non-Permitted

Registration

Continue Application >

6 **Project Address**

Provide the address for the project. An address can be searched by typing in a partial address. The project location should be visible on a map and street view.

Street Name	Street Type	Street Name	Street Type	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

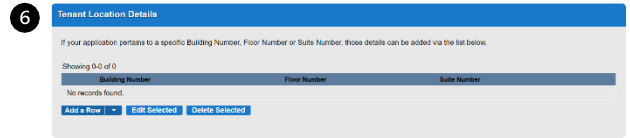
City State Zip Code

Disclaimer

Save **Clear**



- b. **Tenant Location Details** can be provided.
- c. Click **Continue Application**.



- 7. Fill out Step 1: Location and People>Contacts; click Continue Application – **You must have a customer account, always use “Select from Account”, do not select Add New:**
 - a. Enter at least one **Applicant**
 - b. Enter at least one **Billing Contact**
 - c. Click **Continue Application**.

7 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](#)

- 8. Fill out Step 2: Application Detail>Application Information
 - a. Enter the **Project Scope**.

- b. Enter the **Fire Marshal Review Details**.



- c. Click **Continue Application**
- d. **Parent and Related Records Entry** page is required for all applications to enter the related Critical Structures record. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

PARENT AND RELATED RECORDS

Provide the Building parent record and any related Building and/or Fire records to your project.

*Record/Permit Type:	Record ID:
--Select--	

- 9. On Step 4: Review, review the application details, then click **Continue Application**.
- 10. A confirmation screen will verify that your application was submitted, and a record number will be displayed.
- 11. A Submitted notification will be sent to all contacts on the record.

*If you have any questions, please contact the Revenue and Records Branch either by phone, 703-246-4803 or by email Fire.revenuepermits@fairfaxcounty.gov.

