PURPOSE

To provide a detailed step-by-step guide to the customer for the application process for the Sprinkler System or Standpipe System application in the Planning and Land Use System. This application is used when installing, modifying, or demolishing a sprinkler system or standpipe system. Components include Pumps, Pressure Regulating Hose Valves, Pressure Regulating Devices, and Backflow Preventers.

<mark>Sprinkler System or Standpipe System Customer Application Process</mark>

**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 Sprinkler System or Standpipe System and click **Continue Application**
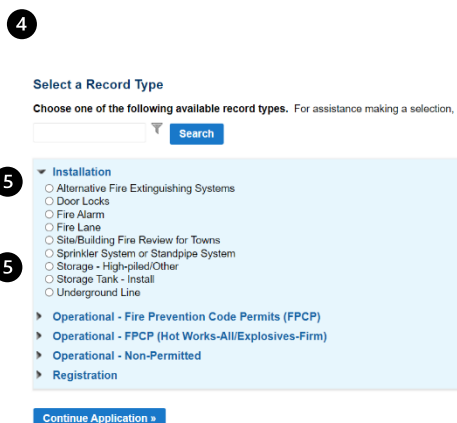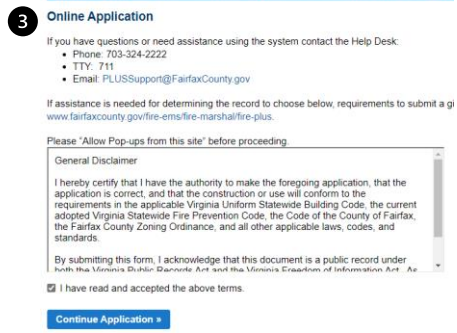


6. Fill out Step 1: Location and People>Location Information
   a. Enter the **Project Address (Enter Street Number and first 3 letter of street name and select search) OR**
   b. Enter **Location Details**
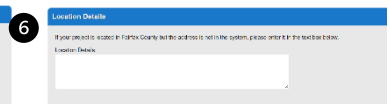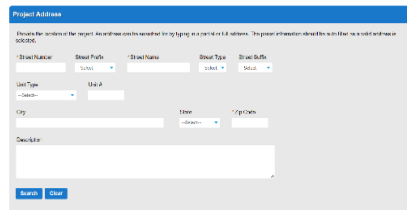
c. Answer if there are **multiple addresses.**



d. **Tenant Location Details** can be provided.
e. Click **Continue Application.**



7. Fill out Step 1: Location and People>Contact Information; click Continue Application --— **You must have a customer account, always use "Select from Account", do not select "New":**
   a. Enter at least one **Applicant**
   b. Enter at least one **Billing Contact**
   c. Enter at least one **Property Owner - Click "Select from Account and choose "Owner"**
   d. **Tenant** is optional
   e. Click **Continue Application.**



8. Fill out Step 1: Location and People>Contractor Information
   a. "Are you acting as your own contractor?" No by default.
      i. If you answer Y, field in 8b will disappear. Skip to step 10.
      ii. If you answer N, populate 8b.
   b. "Will the Contractor be selected later?" Required.
      i. If you answer Y, Licensed Professional in 9b will not be required.
      ii. If you answer N, continue to step 9 and populate all sections.
   c. Click **Continue Application.**



9. Fill out Step 2: License Information>License Information
   a. Enter **License Professional Validation Information**



   b. Enter **Licensed Professional** using Look Up button.



      i. Enter the "State License Number." Click **Save and Close**.

**Licensed Professional Information**      ×

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

*License Type      *State License Number

Contractor ▼

Business Name / First Name / Last Name

Address

City      Zip Code

Country/Region

United States ▼

Phone      Email

**Save and Close**    **Clear**    Discard Changes

c. Enter **Business, Professional and Occupational License (BPOL) Details.**
   i. "Do you have a Fairfax County Business License?" Required
      1. If you answer Y, 9cii and 9ciii will disappear. Skip to 9civ.
      2. If you answer N, proceed to 9cii.
   ii. "Do you have a Temporary BPOL License?" Required.
      1. If you answer Y, proceed to 9ciii.
      2. If you answer N, skip to step 10.
   iii. "Please provide the Issue Date for the Temporary BPOL License." Required.

**Business, Professional and Occupational License (BPOL) Details**

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

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

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

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

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

   iv. "Account Number." Required.
   v. "BPOL License Status." Auto-generated (slowly).

**Business, Professional and Occupational License (BPOL) Details**

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

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

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

Account Number: *      

BPOL License Status:      --Select-- ▼

d. Click **Continue Application.**

Fill out Step 2: License Information>BPOL Exemption

    e.   Enter **Business, Professional and Occupational License Exemption**.
        i.   Five fields appear required but only four must be populated.  "Contractor" or "Agent" checkbox is required.
    f.   Click **Continue Application.**

**(10)** | **Business, Professional and Occupational License 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: * | ☐ |
| Name: * | [          ] |
| Contractor: * | ☐ |
| Agent: * | ☐ |
| Certification Date: * | [MM/DD/YYYY] 📅 |

10. Fill out Step 2: Application Detail>Application Information

**Project Scope**

This will describe the project, to include the name, dates, and any other pertinent information. It may be updated by county staff to include all necessary details.

* Project Name:
[                    ]

* Project Description:
[                    ]

a. Enter the **Project Scope.**

    b.   Enter the **Project Details**.
        i.   If a field was previously answered in the application process and it appears here again, it will be auto-populated with the previous answer and cannot be overwritten.

**Project Details**

| | |
|---|---|
| * Do you intend to have separation permits?: | ○ Yes ○ No |
| * Are/Will you be requesting phased occupancy?: | ○ Yes ○ No |
| * Is there a Building Parent or Related Permit?: | ○ Yes ○ No |
| * Is there a Code Modification requested or approved for this permit?: | ○ Yes ○ No |
| * Estimated Cost: | 45600 |

c. Enter the **Fire Marshal Review Details**.

    i. Expressions will expand some fields based on the answers.

Display for Installation Type = New System, Modification to Existing System, and One-for-one device replacement.

Display for Installation Type = Demo of existing system

d. Click **Continue Application**

e. **Parent and Related Records Entry** page is required if visible because any of the following questions were answered as Y earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

    i. Is there a Building Parent or Related Permit?"

    ii. "Is there a Code Modification requested or approved for this permit?"

    iii. "Have Plans and Technical Data Sheets already been submitted on another Sprinkler System record for this same project?"



f. **Standpipes Design** page is required if visible because "Standpipes" was checked earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.



g. **Pumps** page is required if visible because "Pumps" was checked earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

**PUMP**

| Pump Manufacturer: | Pump Model: | Pump Brief Description: |
|---|---|---|
| | | |

| Pump Churn Pressure: | Pump Rated Pressure: | Pump Rated Flow: |
|---|---|---|
| | | |

| Pump Quantity: | Pump Driver Type: | |
|---|---|---|
| | --Select-- ▼ | |

h. **Sprinkler Heads** page is required if visible because "Sprinkler Heads was checked earlier in the application. Click **Add a Row** to populate, then **Submit**. Click **Continue Application** after population.

**SPRINKLER HEADS**

| SIN: | Quantity: | Response Type: |
|---|---|---|
| | | --Select-- ▼ |

| Description if other Response Type: | Dry Sprinkler: | K-Factor: |
|---|---|---|
| | ○ Yes ○ No | |

11. On Step 4: Review, review the application details, then click **Continue Application.**

12. A confirmation screen will verify that your application was submitted, and a record number will be displayed.
    Sprinkler System and Standpipe System records may have a "mask" applied to the record to identify the review type more easily by the name alone.

**Confirmation**

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

**FSPRK-SHL-2022-00121**          **Upload Plans and Documents**          Copy Record

| | |
|---|---|
| Sprinkler: Shell Buildings (NFPA 13R Systems) | FSPRK-**13R** – (ASI Work Performed = 13R && ASI System Type = Residential) |
| Sprinkler: Shell Buildings (NFPA 13D Systems) | FSPRK-**13D** – (ASI Work Performed = 13D && ASI System Type = Residential) |
| Sprinkler: Limited Area | FSPRK-**LMTD** - (ASI System Type = Limited Area) |
| Sprinkler: Pump Only | FSPRK-**PUMP** - (ASI Work Performed = 20 - only) |
| Sprinkler: Standpipe Only | FSPRK-**STDP** -(ASI Work Performed = 14 - only |
| Sprinkler: Other | FSPRK (no mask) = anything else |

Review Type and mask rules for Sprinkler System and Standpipe System records.

13. A "Received" notification will be sent to all contacts on the record.

Dear

Your Sprinkler System or Standpipe System, Project Name, has been received.

Please visit the Citizen Portal to upload plans and supporting documents. The application will not be reviewed until plans and supporting documents have been submitted.

Please visit the PLUS Support for step-by-step instruction on completing your submission.

If you have any questions, please call the Revenue & Records Branch at 703-246-4803 between the hours of 7:30 a.m. and 3:30 p.m. Monday - Friday with the exception of all County observed holidays.  If you prefer, you can email us at fire.revenuepermits@fairfaxcounty.gov.

Thank you,

Revenue & Records Branch
703-246-4803
7:30 am - 3:30 pm
fire.revenuepermits@fairfaxcounty.gov
Office of the Fire Marshal

14. Click **Upload Plans and Documents** to open the Digital Plan Room.

15. Fill out Step 1: Information/Information

   a. Enter **General**.  Optional.  Required documents will be displayed.  (These vary based on intake selections.)

   b. Click **Continue**.



16. Fill out Step 2: File Processing/Add & Process Files.

   a. Upload required documents and select a document type.  Click **Upload and Validate**.



   b. After files are Status = Validated, click **Process Files**.



   c. When the files are Status = Processed, click **Continue**.

17. Fill out Step 3: Sheet Versioning/Version Plan Sheets.
    a.  Enter sheet number, if applicable.
    b.  Click **Continue**.



18. On Step 4: Review/Review, review the package details, then click **Finish**.



19. A confirmation screen will verify that your review package has been received.  Additionally, a "Plans and Documents received" 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.