

## Fire – Customer – Fire Registration

The **Fire Registration application** is required by the Office of the Fire Marshal when a member of the public needs to link their existing account information to a record. The steps below review the application process from beginning to end.

### Sections of this document:

**Required Information**

**Locate Application**

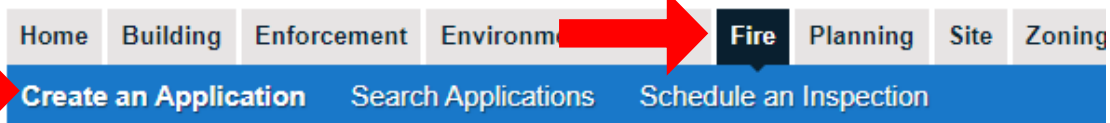
**Create Application**

### Required Information

- A registered Account
- Record number and PIN Code from mailer

### Locate Application

1. Login to [PLUS](#) (if 'Create an Application' does not appear on the bar as indicated below, please Login)
2. Click **Fire** module tab
3. Click **Create an Application**
4. **Check the box** to indicate you have read and accepted the terms



### 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](mailto:PLUSsupport@FairfaxCounty.gov)

If assistance is needed for determining the record to choose below, requirements to submit a given record, or to [www.fairfaxcounty.gov/fire-ems/fire-marshall/fire-plus](http://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

I have read and accepted the above terms.

[Continue Application »](#)



## Fire – Customer – Fire Registration

5. Expand the **Registration dropdown menu** on the Select a Record Type screen
6. Select the option for **Fire Registration** 

Home Building Enforcement Environmental Health **Fire** Planning Site Zoning Proffer

Create an Application Search Applications Schedule an Inspection

### Select a Record Type

Choose one of the following available record types. For assistance making a selection, please visit [www.fairfaxcounty.gov/](http://www.fairfaxcounty.gov/)

- ▶ Installation
- ▶ Operational - Fire Prevention Code Permits (FPCP)
- ▶ Operational - FPCP (Hot Works-All/Explosives-Firm)
- ▶ Operational - Non-Permitted
- ▼ **Registration**
  - Fire Registration**

### Create Application

1. Complete Step 1: Registration
2. Add a row or multiple rows to the PIN section using the dropdown arrow

Fire Registration

<b>1. Registration</b>	2. Review
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#### Step 1: Registration > Registration Information

Click the Add a Row button and enter your record number and the corresponding PIN # received. If you have more than one information, add additional rows and enter the record number and corresponding PIN # for each.

**PIN**

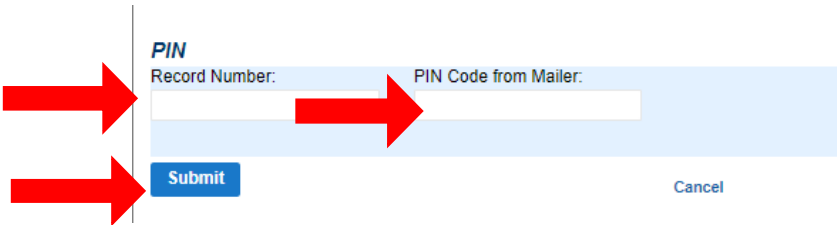
Showing 0-0 of 0

Record Number	PIN Code from Mailer
No records found.	



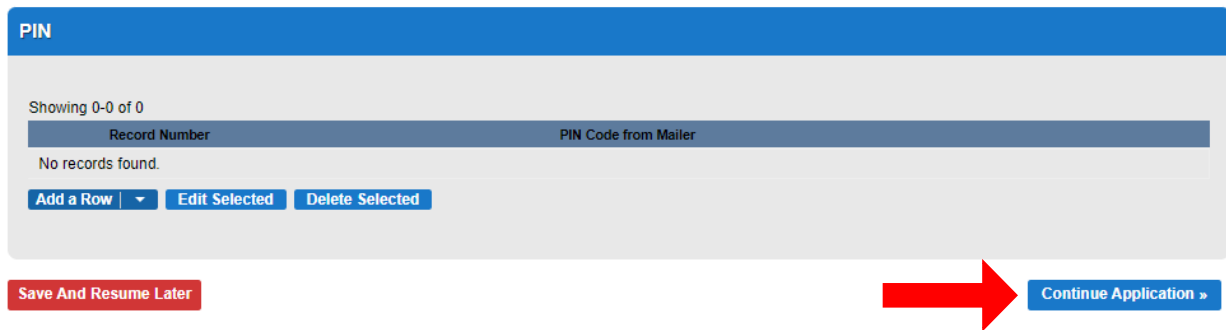
## Fire – Customer – Fire Registration

3. Enter the Record Number and PIN Code from Mailer
4. Click Submit to add to list



**PIN**  
Record Number:  PIN Code from Mailer:   
**Submit** Cancel


5. Continue Application 

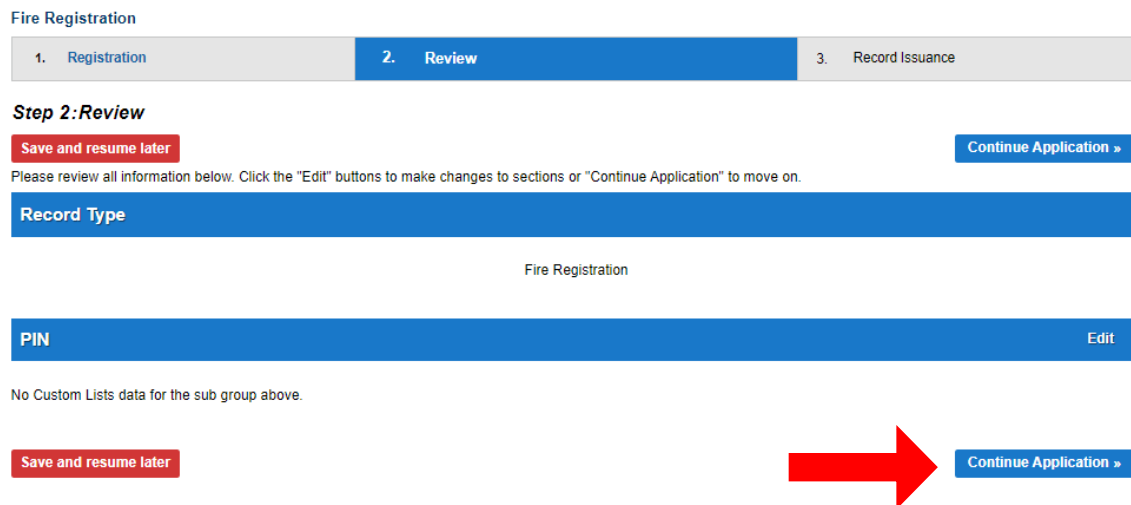


**PIN**  
Showing 0-0 of 0  

Record Number	PIN Code from Mailer
No records found.	

  
**Add a Row** **Edit Selected** **Delete Selected**  
**Save And Resume Later** **Continue Application »**

6. Complete Step 2: Review
7. Click Continue Application 



Fire Registration  
1. Registration **2. Review** 3. Record Issuance  
**Step 2: 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**  
Fire Registration  
**PIN** Edit  
No Custom Lists data for the sub group above.  
**Save and resume later** **Continue Application »**



## Fire – Customer – Fire Registration

8. A confirmation screen will verify that your application was submitted and a record number is provided (This record will be a child to the parent record under which application was made)
9. The parent record is updated to reflect the associated account information

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

Create an Application Search Applications Schedule an Inspection

1. Select item to pay

2. Payment information

3. Receipt/Record Submittal

### Step 3: Receipt/Record Submittal

#### Confirmation



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

FREG-2022-00001

Copy  
Record

