

# Planning and Land Use System (PLUS)

## DPD Zoning Administration Division

### User Guide

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# PLUS Project Overview

## What is PLUS?

- Planning and Land Use System (PLUS) is the new electronic application submission platform that will allow applicants and the general public to:
  - Perform general research
  - Submit an application
  - Pay fees
  - View application status
  
- To access PLUS, go to <https://plus.fairfaxcounty.gov/CitizenAccess/Welcome.aspx>
  
- PLUS will eventually include application records from the following Fairfax County agencies:
  - Fire Marshal's Office
  - Environmental Health
  - Land Development Services (LDS)
  - Department of Planning and Development (DPD)
  - Department of Code Compliance
  
- On July 1, 2021, the following application records will go live in PLUS. Additional application records will go live in PLUS in future releases with the goal of eventually transitioning all application records for all of the agencies listed above from a paper-based to electronic-based application submission process. **After July 1, 2021, all application records listed below must be submitted through PLUS. Applications received on paper or via email will no longer be accepted.**
  - DPD – ZAD
    - Noise Waiver
    - Accessory Living Unit
    - Home-Based Business
    - Interpretations of Zoning Ordinance
    - Vested Rights Determination
    - Zoning Compliance Letter Request
  - DPD – ZED
    - Pre-Application for Zoning Cases
    - Rezoning
    - Rezoning Plan Applications and Amendments
    - Special Exception and Special Exception Amendment
    - Special Permit and Special Permit Amendment
    - Variance and Variance Amendment

- DPD - Planning
    - Agricultural and Forestal District
    - Wetlands Permit (Tidal)
    - Public Facility (2232 Review)
    - Public School Modification (2232 Review)
    - Telecommunications (2232 Review)
    - Telecommunications (AREP Review)
  - Environmental Health
    - CORE/Health Sanitation Inspection
    - Food Establishment Applications
    - Marina Application
    - Mobile Food Unit Application
    - Tattoo Application
    - Temporary Food Establishment Permit
    - Temporary Food Event
    - Registration
  - LDS - Building
    - Code Modification
    - Code Appeal
    - Home Improvement Contractor License Application
  - LDS - Site
    - Address Change
    - Street Name Change
- Additional project information is available at [www.fairfaxcounty.gov/plan2build/plus](http://www.fairfaxcounty.gov/plan2build/plus)

### **What Can I Do in PLUS?**

- What you can do in PLUS depends on whether you are a registered or unregistered user.
- An unregistered user is someone who has not created an account and who is not logged into PLUS. As an unregistered user, you can view general information about submitted and approved applications, which includes the location, general application details, and status.
- A registered user is someone who has created a PLUS account and who has logged into PLUS. A registered user can view and manage their account and application information, pay fees, and receive status notifications.

# Create and Manage an Account

## Create an Account

1. Click Register for an Account.

The screenshot shows the top navigation bar with links for Home, Building, Environmental Health, Planning, Site, and Zoning. Below the navigation bar is a search box and a blue bar with 'Advanced Search' and 'External Links'. The main content area contains a login form with 'Email:' and 'Password:' fields, a 'Login »' button, and a checkbox for 'Remember me on this computer'. A red '1' is placed over the 'New Users: Register for an Account' link. Below the login form is a welcome message for PLUS, Fairfax County's Planning and Land Use System, with a 'Register for an Account' link.

2. Read and accept registration terms and click Continue Registration.

The screenshot shows the 'Account Registration' section. It includes a navigation bar with links for Home, Building, Environmental Health, Planning, Site, and Zoning. Below the navigation bar is a blue bar with 'Advanced Search' and 'External Links'. The main content area contains the heading 'Account Registration' and a list of requirements for opening an account: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below the list is a checkbox for 'I have read and accepted the above terms.' and a blue button labeled 'Continue Registration »' with a red '2' next to it.

3. Enter login and contact information.
4. Click on blue question marks for additional information.

[Home](#) [Building](#) [Environmental Health](#) [Planning](#) [Site](#) [Zoning](#)

[Advanced Search](#) [External Links](#)

### Account Registration Step 2: Enter/Confirm Your Account Information

\* indicates a required field.

#### Login Information

\*Email Address (Login):  ⓘ **4**

\*Re-enter Email Address:

\*Password:  ⓘ

Password Strength [Requirements](#)

\*Type Password Again:

\*Enter Security Question:  ⓘ

\*Answer:  ⓘ

#### Contact Information

Choose how to fill in your contact information.

[Add New](#)

## Manage Your Account

5. Log in by entering your email and password. Click Login.


Search...

**Home** Building Environmental Health Planning Site Zoning

Advanced Search External Links

Email:  **5** Password:  **5**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)



Welcome to PLUS, Fairfax County's Planning and Land Use System. PLUS allows customers to create and submit applications online, pay fees, track application status and receive electronic notifications.

To use these online services, please register for a free user account by clicking on the Register for an Account link above.

PLUS may be unavailable the third Sunday of each month between 6PM and midnight

6. Click the My Account tab.

Search...

**Home** Building Environmental Health Planning Site Zoning

Dashboard My Records **My Account** Advanced Search External Links

**Hello, dave dave** **6**

Saved in Cart (0) <input type="button" value="View Cart"/>	My Collection (0) <input type="button" value="View Collections"/>
There are no items in your shopping cart right now.	You do not have any collections right now.

**Work In Progress**

Record Name	Record ID	Module	Creation Date	Action
No records found				

7. Edit your login information by clicking Edit.
8. Edit your license information by clicking Add a License.
9. Edit your contact information by clicking Action and then clicking View.

Home
Building
Environmental Health
Planning
Site
Zoning

[Dashboard](#)
[My Records](#)
[My Account](#)
[Advanced Search](#)
[External Links](#)

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

Citizen Account

**Login Information** 7 [Edit](#)

User Name: dave@123.com  
 E-mail: dave@123.com  
 Password: \*\*\*\*\*  
 Security Question: Dave123

**License Information** 8 [Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	County License #	Status	Action
No records found.						

**Contact Information**

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Primary Phone	Status	Action
dave	dave		Individual	(888) 888-8888	Approved	<span style="color: red; font-size: 2em;">9</span> <div style="background-color: #336699; color: white; padding: 2px; display: inline-block;">                     Actions ▾                      View                 </div>

# Dashboard

1. Saved in Cart: This section lists all the registered user's applications with unpaid application fees. Click View Cart to complete the payment process.
2. My Collection: This section lists all the application record collections the registered user has created. Click View Collections to edit or delete existing collections. New collections can be created in the My Records tab.
3. Work In Progress: This section lists all the application records that have been started but have not been submitted. Click on the Resume Application link to continue work on the application and submit. If you would like to see all the records associated with this account, including the ones that have been submitted, click View All Records.

Home Building Environmental Health Planning Site Zoning

Dashboard My Records My Account Advanced Search External Links

Hello, dave dave

Saved in Cart (1) <b>1</b> <a href="#">View Cart</a>		My Collection (1) <b>2</b> <a href="#">View Collections</a>	
Accessory Living Unit 21TMP-001219 06/10/2021	\$200.00	<b>2</b> Records	<b>home-based business</b> Last Updated 06/10/2021
Cart Total	\$200.00		

Work In Progress **3** [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Accessory Living Unit	21TMP-001219	Zoning	6/10/2021	Resume Application



# My Records

1. Lists all application records associated with an account, regardless of status.
2. Click on a record number to view additional information, such as status.
3. To create a record collection, select multiple records by checking the box to the left of each record number and then click Add to Collection. Collections are customized groups of records that are viewable on the Dashboard.
4. To add unpaid fees to the cart, check the box to the left of the record and then click Add to Cart.
5. To copy the information from an existing record into a new record, check the box to the left of the record and then click Copy Record.
6. An application record that has not been submitted will have a TMP record number. Click Resume Application to continue working on it.

Search...

**Home** Building Environmental Health Planning Site Zoning

Dashboard **My Records** My Account Advanced Search External Links

**Zoning** **3** **4** **5**

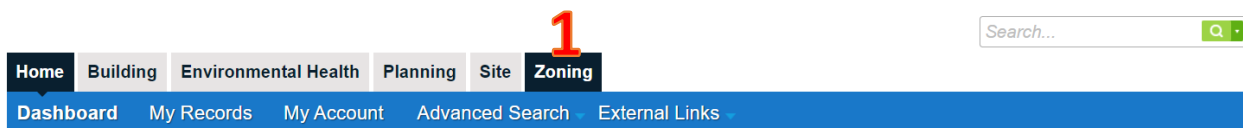
Showing 1-4 of 4 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Submitted	Record Number	Record Type	Status	Description	Project Name	Address	Action	Short Notes
<input type="checkbox"/>	06/10/2021	HBB-2021-00029	Home-Based Business	Submitted		business co	987 REDBERRY CT GREAT FALLS, VA 22066 United States		
<b>3</b> <input type="checkbox"/>	06/10/2021	HBB-2021-00028	Home-Based Business	Submitted		business co	9870 BURKE POND CT BURKE, VA 22015 United States		
<input type="checkbox"/>	06/10/2021	ALU-2021-00019	Accessory Living Unit	Submitted			987 REDBERRY CT GREAT FALLS, VA 22066 United States		
<input type="checkbox"/>	06/10/2021	21TMP-001219	Accessory Living Unit				987 REDBERRY CT GREAT FALLS, VA 22066 United States	<b>6</b> <a href="#">Resume Application</a>	

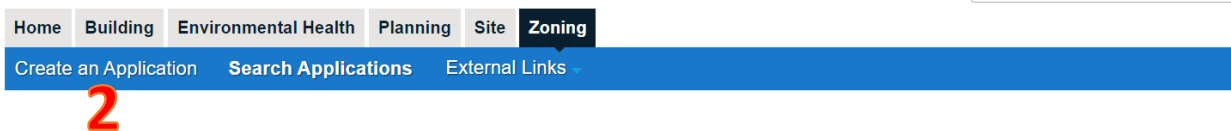
# Create an Application and Pay Fees

## Select the Application Record

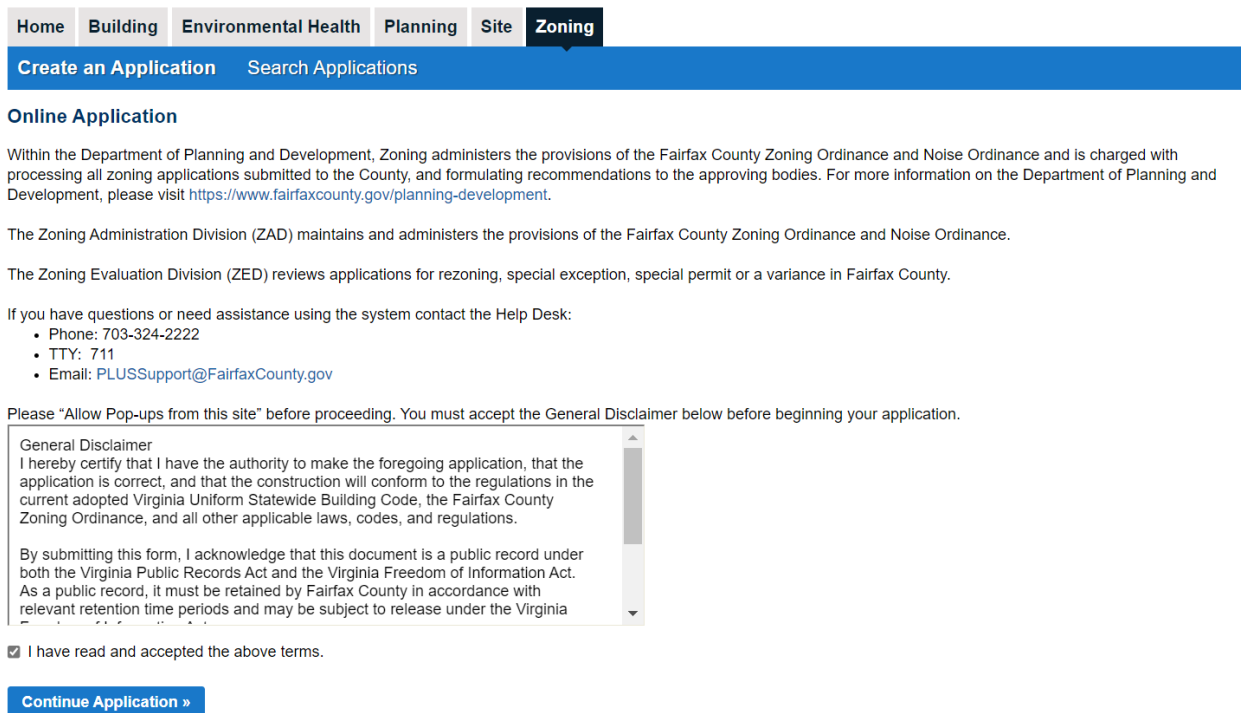
1. Click on the applicable tab to view the list of applications for that agency. In the example below, the registered user chose the Zoning tab.



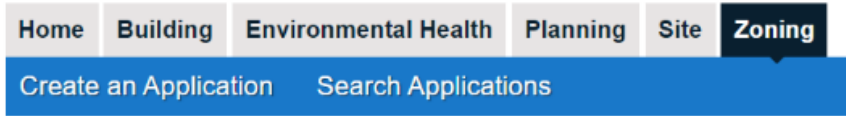
2. Click Create an Application.



3. Read and accept application terms. Click Continue Application.



4. Type the name of the application record in the search box or select the application from the drop-down menu. Click Continue Application.



### Select a Record Type

4 home

- ▼ Zoning Administration Division (ZAD)
  - Accessory Living Unit
  - 4  Home-Based Business
  - Interpretations of Zoning Ordinance
  - Noise Waiver
  - Vested Rights Determination
  - Zoning Compliance Letter Request
- ▶ Zoning Evaluation Division (ZED)

### General Information

5. Each application record type will have a unique set of questions and requirements, which may be presented in different ways. Below is a generic guide to different application sections users may be required to complete based on record type.

### Address

6. Address information should be entered by entering the street number. Click Search.

**Address**

If your residence is an apartment, please search for and select the apartment building address rather than the address of the individual apartment.

6 \*Street Number 876 Street Prefix --Select-- \*Street Name Street Type --Select-- Street Suffix --Select--

Unit Type --Select-- Unit #

City State --Select-- \*Zip Code

- Select the address from the list. If the address does not appear, it is not a valid Fairfax County address.

### Address Search Result List

#### Addresses

Showing 1-10 of 69

	Address	City	State	Zip Code
<input type="radio"/>	987 MILLWOOD RD GREAT FALLS, VA 22066 United States	GREAT FALLS	VA	22066
<input type="radio"/>	987 OLD HOLLY DR GREAT FALLS, VA 22066 United States	GREAT FALLS	VA	22066
<input type="radio"/>	987 REDBERRY CT GREAT FALLS, VA 22066 United States	GREAT FALLS	VA	22066
<input type="radio"/>	987 SPENCER RD MCLEAN, VA 22102 United States	MCLEAN	VA	22102
<input type="radio"/>	987 SPRING HILL RD MCLEAN, VA 22102 United States	MCLEAN	VA	22102
<b>7</b> <input checked="" type="radio"/>	9870 BURKE POND CT BURKE, VA 22015 United States	BURKE	VA	22015
<input type="radio"/>	9870 FAIRFAX BLVD FAIRFAX, VA 22030 United States	FAIRFAX	VA	22030
<input type="radio"/>	9870 HAGEL CIR LORTON, VA 22079 United States	LORTON	VA	22079
<input type="radio"/>	9870 HAMPTON RD FAIRFAX STATION, VA 22039 United States	FAIRFAX STATION	VA	22039
<input type="radio"/>	9870 HIGH WATER CT BURKE, VA 22015 United States	BURKE	VA	22015

- By selecting the address from the list above, the Address section will automatically populate the application record with all address information, along with the parcel and owner information.

#### Address

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text" value="9870"/>	<input type="text" value="--Select--"/>	<input type="text" value="BURKE POND"/>	<input type="text" value="CT"/>	<input type="text" value="--Select--"/>
Unit Type		Unit #		
<input type="text" value="--Select--"/>		<input type="text" value=""/>		
City		State	*Zip Code	
<input type="text" value="BURKE"/>		<input type="text" value="VA"/>	<input type="text" value="22015-"/>	
<input type="button" value="Search"/>		<input type="button" value="Clear"/>		

#### Parcel

\*Parcel ID Number

#### Owner

Owner Name

Mailing Address 1

Mailing Address 2

Mailing Address 3

City	State	Zip Code
<input type="text" value="BURKE"/>	<input type="text" value="VA"/>	<input type="text" value="22015-"/>
<input type="button" value="Clear"/>		

## Applicant

9. To enter the applicant's contact information, click Select from Account.

Home | Building | Environmental Health | Planning | Site | Zoning

[Create an Application](#)   [Search Applications](#)

**Home-Based Business**

1. Location & People   2. Application Detail   3. Review   4. Pay Fees   5. Record Issuance

**Step 1: Location & People > Applicant Information**  
Applicant address must match the Location Information Address. If there is any unit or suite number please enter that information in the Address Line 2. \*Indicates a required field.

**Applicant**

The contact mailing address should match the Address entered on previous location information page.  
If there is any suite number information please add to address line 2.

**9**   [Select from Account](#)   [Add New](#)

[Save And Resume Later](#)   [Continue Application >](#)

10. Select an account to populate contact information.

11. Please note that all future notifications will be sent to the contact email address.

### Select Contact from Account ×

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	dave dave
<input type="radio"/> Associated Owner		TENNEY CRAIG A

[Continue](#)   [Discard Changes](#)

## Application Detail

12. Complete all required application questions, as indicated by red asterisk. Example questions are below but each application record will have a unique set of questions and requirements.

HomeBuildingEnvironmental HealthPlanningSiteZoning

[Create an Application](#)   [Search Applications](#)

**Home-Based Business**

1. Location & People

2. Application Detail

3. Review

4. Pay Fees

5. Record Issuance

**Step 2: Application Detail > HBB** \* indicates a required field.

**Home Based Business Information**

\* Dwelling Type:

\* Business Name:

\* Choose the type of business:

\* Briefly Describe the business and how it will operate, including equipment used:

\* Will the business include the use of a commercial vehicle?:  Yes  No

\* Does the business involve the manufacture of food or beverages?:  Yes  No

\* What is the size in square feet of the area that will be used for the business, including storage areas?:

\* Describe where in the dwelling the business will operate:

\* Are there any other home-based businesses currently operating on the premises?:  Yes  No

\* I confirm that the business will not use, store, or generate flammable or combustible liquids, explosives, or hazardous materials in an amount that requires a permit under Chapter 62 of the County Code (Fairfax County Fire Prevention Code).:

Save And Resume Later

Continue Application »

## Documents

13. Refer to help text for additional information about each document type.
14. Click Add to upload documents.

Search...

Home Building Environmental Health Planning Site **Zoning**

Create an Application Search Applications

Home-Based Business

1. Location & People 2. Application Detail 3. Review 4. Pay Fees 5. Record Issuance

**Step 2: Application Detail > Documents**

Once a document is uploaded and saved, it cannot be removed. In the event you need to delete an uploaded document, please add/upload the correct document and type in the Description field which document name should be removed.

\* indicates a required field.

### Attachment

**13** Floor Plan: Must depict the area where the business will operate. Label each room and provide square footage. This document is always required.  
Interior photos: Must show all rooms and areas where the business will operate. Label and date each photo. This document is always required.  
Exterior photos: Must show all exterior sides of the dwelling where the business will operate. Please label and date each photo. This document is always required.  
Supporting Document: Any additional documentation. This document is always optional.  
Comment Response Letter: Upload your response to staff comment using this document type.

The maximum file size allowed is 1000 MB.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Floor Plan, Interior Photos, Exterior Photos

Name	Type	Size	Latest Update	Action
No records found.				

**14**

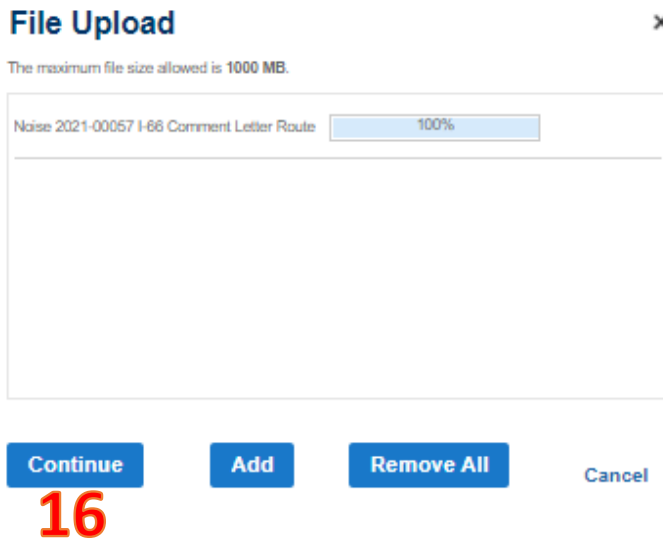
15. Click Add again.

### File Upload

The maximum file size allowed is 1000 MB.

**15**

16. Select a document to upload and click Continue.



**File Upload** ✕

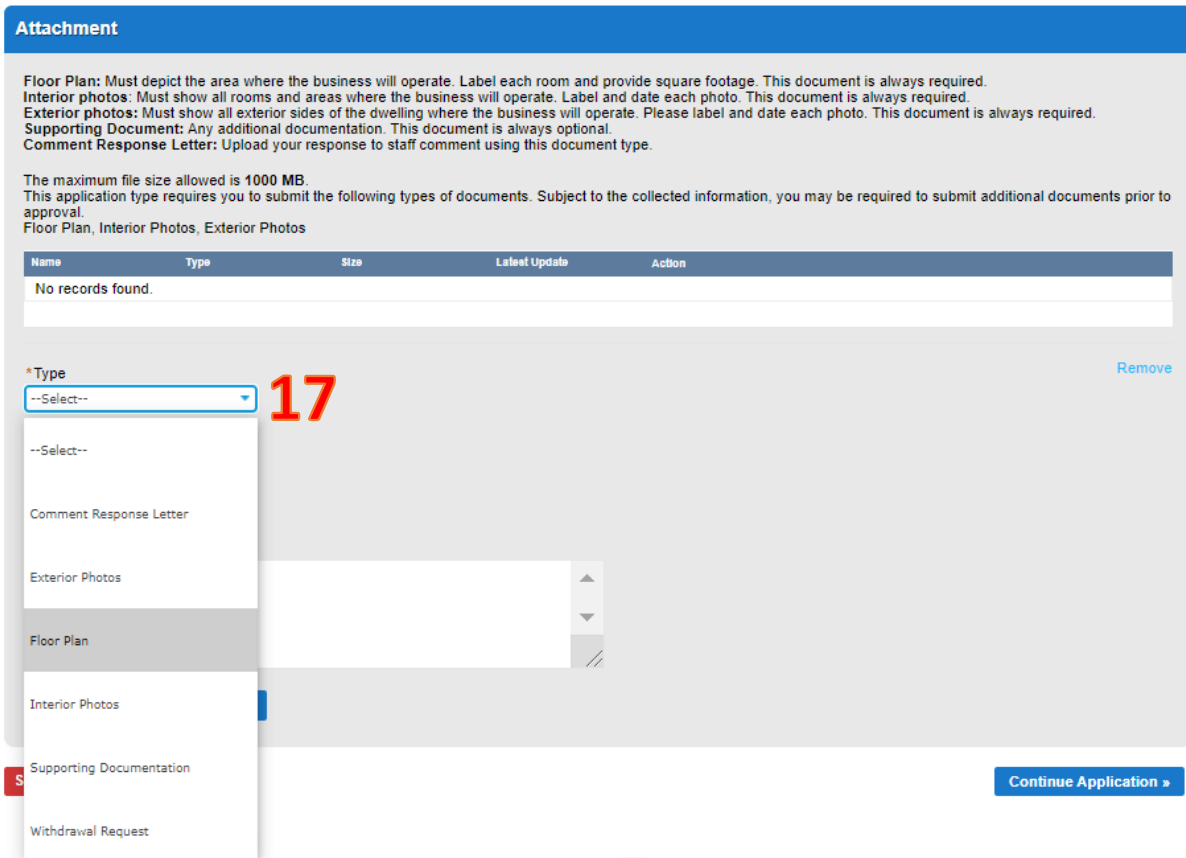
The maximum file size allowed is 1000 MB.

Noise 2021-00057 I-66 Comment Letter Route 100%

**Continue** **Add** **Remove All** Cancel

16

17. Select the document type from the Type drop-down menu.



**Attachment**

**Floor Plan:** Must depict the area where the business will operate. Label each room and provide square footage. This document is always required.  
**Interior photos:** Must show all rooms and areas where the business will operate. Label and date each photo. This document is always required.  
**Exterior photos:** Must show all exterior sides of the dwelling where the business will operate. Please label and date each photo. This document is always required.  
**Supporting Document:** Any additional documentation. This document is always optional.  
**Comment Response Letter:** Upload your response to staff comment using this document type.

The maximum file size allowed is 1000 MB.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Floor Plan, Interior Photos, Exterior Photos

Name	Type	Size	Latest Update	Action
No records found.				

**Type** Remove

--Select-- 17

- Select--
- Comment Response Letter
- Exterior Photos
- Floor Plan**
- Interior Photos
- Supporting Documentation
- Withdrawal Request

**Continue Application »**



18. An optional description may be added.
19. Click Save.
20. To add a second document, click Add again.

### Attachment

**Floor Plan:** Must depict the area where the business will operate. Label each room and provide square footage. This document is always required.  
**Interior photos:** Must show all rooms and areas where the business will operate. Label and date each photo. This document is always required.  
**Exterior photos:** Must show all exterior sides of the dwelling where the business will operate. Please label and date each photo. This document is always required.  
**Supporting Document:** Any additional documentation. This document is always optional.  
**Comment Response Letter:** Upload your response to staff comment using this document type.

The maximum file size allowed is **1000 MB**.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Floor Plan, Interior Photos, Exterior Photos

Name	Type	Size	Latest Update	Action
No records found.				

\*Type Remove

Floor Plan

File:  
Noise 2021-00057 I-66 Comment Letter  
Route 50 Bridge Demo Draft - Roger  
Comments.docx  
100%

Description

18

**19** Save Add Remove All

**20**

Save And Resume Later Continue Application »

## Review

21. Review the application details for accuracy.
22. To return to any previous screen to make changes, click Edit.

**Home-Based Business**

1. Location & People	2. Application Detail	3. Review	4. Pay Fees	5. Record Issuance
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**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.

**Record Type**

Home-Based Business

**Qualifying Questions** 22 Edit

I am a resident of the property: Yes

**Use Limitations** Edit

I have read and agree to abide by the Zoning Ordinance standards applicable to home-based businesses: Yes

**Apartment Information** Edit

Is your residence an apartment? : No

**Address** Edit

967 SPRING HILL RD MCLEAN, VA 22102

**Parcel** Edit

Parcel ID Number 0204250006

**Owner** Edit

SANGID MAHER A  
967 SPRING HILL RD  
MCLEAN VA 22102

**Applicant** Edit

Individual  
dave dave  
United States  
Primary Phone: (888) 888-8888  
Email: dave@123.com

**Home Based Business Information** Edit

Dwelling Type: Townhouse

Business Name: business co

Choose the type of business: Sewing or tailoring

Briefly Describe the business and how it will operate, including equipment used : sewing

Will the business include the use of a commercial vehicle?: No

Does the business involve the manufacture of food or beverages?: No

What is the size in square feet of the area that will be used for the business, including storage areas?: 20

Describe where in the dwelling the business will operate: basement

Are there any other home-based businesses currently operating on the premises?: No

I confirm that the business will not use, store, or generate flammable or combustible liquids, explosives, or hazardous materials in an amount that requires a permit under Chapter 62 of the County Code (Fairfax County Fire Prevention Code).: Yes

**Attachment** Edit

The maximum file size allowed is **1000 MB**.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Floor Plan, Interior Photos, Exterior Photos

Name	Type	Size	Latest Update	Action
Floor Plan.docx	Floor Plan	11.68 KB	06/10/2021	Actions ▼

## 23. Read and accept any additional certifications.

The application property may be located within an area that is subject to additional restrictions pursuant to covenants, bylaws, regulations, or other limitations imposed pursuant to the Property Owners' Association Act, Condominium Act, or the Virginia Real Estate Cooperative Act. As such, I acknowledge that issuance of this Permit DOES NOT abrogate, nullify, override, or otherwise have any effect on the applicability of any such regulations, declarations, or limitations applicable to this property. Compliance with any such regulations, declarations, or limitations is the responsibility of the Owner.

# 23

By checking this box, I agree to the above certification.

Date:

[Save and resume later](#)

[Continue Application »](#)

## Pay Fees

24. Fee payment is typically required before the application record can be submitted.

25. To pay the fee, click Check Out.

Search...

[Home](#) [Building](#) [Environmental Health](#) [Planning](#) [Site](#) [Zoning](#)

[Create an Application](#) [Search Applications](#)

### Home-Based Business

[1. Location & People](#) [2. Application Detail](#) [3. Review](#) [4. Pay Fees](#) [5. Record Issuance](#)

#### Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Home Based Business	1	\$100.00

TOTAL FEES: \$100.00

Note: This does not include additional fees which may be assessed later.

[Check Out »](#)

# 25

- 26. If there are other unpaid fees associated with the account, the user may choose to pay all unpaid fees at this time or may click Edit Cart to choose the fees for payment.
- 27. Click Checkout to pay the fee and then click Submit Permit.

Home
Building
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My Records
My Account
Advanced Search
External Links

**Cart**

1. Select item to pay
2. Payment information
3. Receipt/Record Submittal

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

<p>987 REDBERRY CT GREAT FALLS, VA 22066</p> <p>1 Application(s)   \$200.00</p> <p>▶ Accessory Living Unit 21TMP-001219</p>	<p>Total due: \$200.00</p>
<p>987 SPRING HILL RD MCLEAN, VA 22102</p> <p>1 Application(s)   \$100.00</p> <p>▶ Home-Based Business 21TMP-001227</p>	
<p><b>Total amount to be paid: \$300.00</b></p> <p><small>Note: This does not include additional fees which may be assessed later.</small></p>	

Checkout »
Edit Cart »
Continue Shopping »

27
26

- 28. Choose the payment type. Click Next

Home
Building
Environmental Health
Planning
Site
Zoning

Dashboard
My Records
My Account
Advanced Search
External Links

1. Select item to pay
2. Payment information
3. Receipt/Record Submittal

**Step 2: Payment information**

**Credit / Debit Card**

- You may pay your fees with your Visa card or MasterCard.
- Payments are processed through Virginia Interactive, a third party processor. An additional convenience fee of **2.35%** will be charged when paying with a credit card.

**E-check**

- E-check is a method to pay your fees electronically from your bank account. There will be no convenience fees associated with an e-check payment.
- Provide your bank routing number (the nine-digit number located on the lower left corner of your check) and your account number, and your fee will be automatically debited from your bank account.

\* indicates a required field.

**Payment Information**

Amount due (does not include convenience fees): \$100.00

Pay with credit/debit card
 28

Pay with e-check

---

**Submit Payment »**

29. Enter payment information.

30. Following payment, the contact on the application record will receive a receipt via email.

## Payment



<b>Payment Type</b>	✔
<b>Credit Card</b>	
<b>Customer Information</b>	
Complete all required fields [ * ]	
Country *	<input type="text" value="United States"/>
Full Name *	<input type="text"/>
Company Name	<input type="text"/>
Address *	<input type="text"/>
Address 2	<input type="text"/>
City *	State *
<input type="text"/>	<input type="text" value="Select State"/>

## Transaction Summary

21TMP-001227 - (Home Based Business)	\$100.00
Service fee *	\$2.35
<b>Total</b>	<b>\$102.35</b>

### Need Help?

Please complete the Customer Information Section. For help, call (804) 318-4133 or email at customerservice@virginiainteractive.org.

<b>Credit Card</b>	
<b>Customer Information</b>	
✔	
<a href="#">Edit</a>	
<b>Address</b>	<b>Phone Number</b>
987 OLD HOLLY DR GREAT FALLS, VA 22066	7033241396
<b>Country</b>	<b>Email Address</b>
United States	
<b>Payment Information</b>	
Complete all required fields [ * ]	
Credit Card Number *	Credit Card Type
<input type="text" value="2"/>	 
Expiration Month *	Expiration Year *
<input type="text" value="Select a Month"/>	<input type="text" value="Select a Year"/>
Security Code *	
<input type="text" value="2"/>	
Name on Credit Card *	
<input type="text"/>	
<a href="#">Next &gt;</a>	

## Transaction Summary

21TMP-001227 - (Home Based Business)	\$100.00
Service fee *	\$2.35
<b>Total</b>	<b>\$102.35</b>

### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information. For help, call (804) 318-4133 or email at customerservice@virginiainteractive.org.

## Confirmation

31. The confirmation screen indicates that the application record was successfully submitted.

The screenshot shows a web application interface. At the top, there is a navigation menu with tabs for Home, Building, Environmental Health, Planning, Site, and Zoning. Below this is a secondary menu with links for Dashboard, My Records, My Account, Advanced Search, and External Links. A progress bar indicates three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record Submittal. The third step is currently active. Below the progress bar, the heading reads "Step 3: Receipt/Record Submittal" followed by "Confirmation". A green banner with a checkmark icon contains the text: "Thank you for using our online services for your submission. A confirmation email will follow." Below this banner is a blue button labeled "View Record Receipt". Underneath, a blue bar displays the address "987 SPRING HILL RD MCLEAN, VA 22102". Below the address bar, the record ID "HBB-2021-00031" is shown on the left, and two links, "View Receipt" and "Copy Record", are on the right. At the bottom, another blue button labeled "View Record Receipt" is visible.


Home Building Environmental Health Planning Site Zoning

Dashboard My Records My Account Advanced Search External Links

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.

[View Record Receipt](#)

987 SPRING HILL RD MCLEAN, VA 22102

HBB-2021-00031 [View Receipt](#) [Copy Record](#)

[View Record Receipt](#)

# Searching

## Searching as an Unregistered User

1. If you know the record number, enter it into the search box. The record number format but be entered in the correct format. For example, HBB-2021-00029.

HBB 2021-00029 **1**

[Home](#) [Building](#) [Environmental Health](#) [Planning](#) [Site](#) [Zoning](#)

[Advanced Search](#) [External Links](#)

Email:  Password:  [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

### Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

2. Click Advanced Search for additional search criteria.

**2** [Home](#) [Building](#) [Environmental Health](#) [Planning](#) [Site](#) [Zoning](#)

[Advanced Search](#) [External Links](#)

Search for a Licensee

Search Records/Applications

Remember me on this computer [New Users: Register for an Account](#)

[Building](#)

[Environmental Health](#)

[Planning](#)

[Site](#)

[Zoning](#)

Welcome to PLUS application status

To use these online services, you must create a user account by clicking on the Register for an Account link above.

PLUS may be unavailable the third Sunday of each month between 6PM and midnight

### 3. Enter search criteria.

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

[Advanced Search](#) [External Links](#) [External Links](#)

#### Search for Records

Enter Information below to search for records. Use \* for wildcard search.

**General Search** General Search

Search All Records

Record Number  Record Type  Record Status:

Project Name  Supervisor District:

Start Date  End Date

Parcel ID Number

Street Number  Street Prefix  Street Name  Street Type

Unit Type  Unit #

City  State  Zip Code

▶ [Select Record Type above for Additional Search Criteria](#)

**Search** **Clear**



## Searching as a Registered User

4. In addition to the search options that an unregistered user can perform, a registered user may also perform a search on their own records by selecting Search my records only.

### Search for Records

Enter information below to search for records. Use \* for wildcard search.

**General Search** General Search ▾

**4**  Search my records only  
 Search All Records

Record Number  Record Type Record Type --Select-- ▾ Record Status: Record Status --Select-- ▾

Project Name  Supervisor District: Supervisor District --Select-- ▾

Start Date Start Date  End Date

---

Parcel ID Number

---

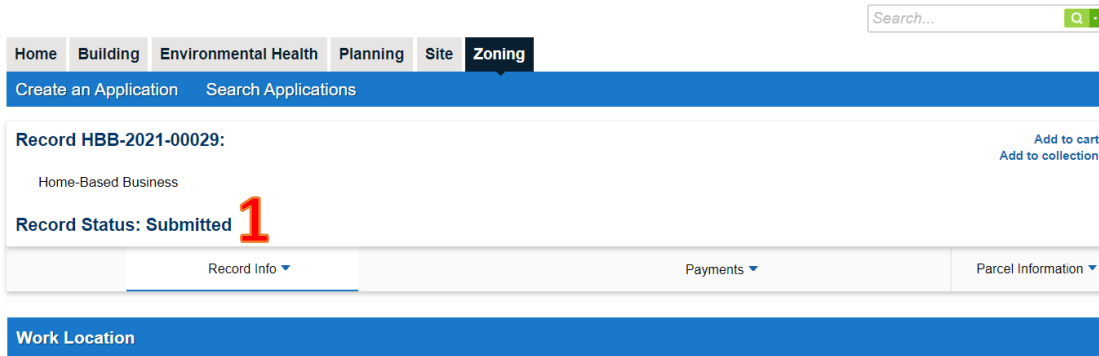
Street Number Street Number  -  Street Prefix Street Prefix --Select-- ▾ Street Name Street Name  Street Type Street Type --Select-- ▾

Unit Type Unit Type --Select-- ▾ Unit # Unit #

City  State  Zip Code

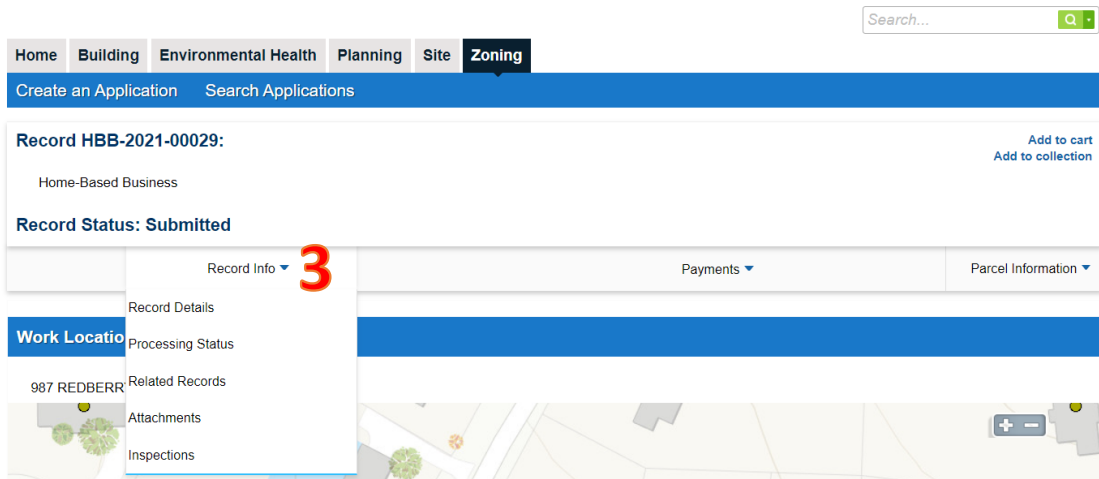
# Status

1. Application record status will be automatically updated as the application record progresses through the review process.
2. The contact on the record will be notified by email each time a status update occurs.



This screenshot shows the top navigation bar with 'Zoning' selected. Below it is a search bar and a blue bar with 'Create an Application' and 'Search Applications'. The main content area displays 'Record HBB-2021-00029: Home-Based Business' with 'Record Status: Submitted' in bold. A red number '1' is placed over the status text. Below the status are three tabs: 'Record Info', 'Payments', and 'Parcel Information'. A blue bar at the bottom is labeled 'Work Location'.

3. Click Record Info to view additional information.



This screenshot is identical to the previous one, but the 'Record Info' dropdown menu is open. A red number '3' is placed over the 'Record Info' tab. The dropdown menu lists: 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Work Location' bar is also visible at the bottom.

4. Select Record Details under Record Info to view application information.

Record Details	
<b>Applicant:</b>	<b>Project Description:</b>
Individual roger marcy United States Primary Phone: (703) 324-1396 roger.marcy@fairfaxcounty.gov Mailing 1232 MEYER CT MCLEAN, VA, 99999 United States	m
<b>Owner:</b>	
CHARAPP MICHAEL G, CHARAPP CHARLOTTE A 785 POTOMAC RIVER RD MCLEAN VA 22102-1430	
<b>More Details</b>	
<b>Application Information</b>	
I am a resident of the property:	Yes
I have read and agree to abide by the Zoning Ordinance standards applicable to home-based businesses:	Yes
Dwelling Type:	Single-family detached
Business Name:	business co
Choose the type of business: Briefly Describe the business and how it will operate, including equipment used :	Specialized instruction center teach chess
Will the business include the use of a commercial vehicle? :	No
Does the business involve the manufacture of food or beverages? :	No
What is the size in square feet of the area that will be used for the business, including storage areas? :	50
Describe where in the dwelling the business will operate:	first floor
Are there any other home-based businesses currently operating on the premises? :	No
I confirm that the business will not use, store, or generate flammable or combustible liquids, explosives, or hazardous materials in an amount that requires a permit under Chapter 62 of the County Code (Fairfax County Fire Prevention Code). :	Yes
Is your residence an apartment? :	No
<b>Parcel Information</b>	
Parcel ID Number 0211030001	
<a href="#">Copy Record</a>	


5. Select Processing Status under Record Info to view status history, staff comments, and completed status.
6. A status of Waiting for Information indicates that staff requires additional information from the applicant before the review can continue. Staff comment are viewable under Waiting for Information in the Processing Status list. To respond to a staff comment, upload the requested document as an attachment.
7. Following the completion of the review, the application record will be locked from further changes, as indicated by the orange bar.

**Record HBB-2021-00022:** [Add to cart](#)  
[Add to collection](#)

Home-Based Business

**Record Status: Completed**

Record Info ▾
Payments ▾
Conditions **1**
Parcel Information ▾

 The record was LOCKED on 06/10/2021.  
Condition: Closed Record Severity: Lock  
Total Conditions: 1 (Lock: 1) 7

[View Condition](#)

**Processing Status**

✓ ▾ Application Submittal  
Updated to **Accepted** on 06/10/2021

---

□ 6 Updated to **Waiting for Information** on 06/10/2021  
**Comment:** Additional detail on the operation of the proposed business is required. Upload the requested information as comment response letter.

✓ ▾ Zoning Review  
Updated to **Ready for Issuance** on 06/10/2021

✓ ▾ Health Department Review  
Updated to **Not Required** on 06/10/2021

✓ ▾ Close Out  
Updated to **Approved** on 06/10/2021

- Select Attachments under Record Info to view application documents. **Final documents such as permits and letters will be available here.**
- The contact on the application record will be able to view all submitted documents. Other users may only be able to see the final permit or letter.

Home Building Environmental Health Planning Site **Zoning**

Create an Application Search Applications

**Record HBB-2021-00022:** Add to cart  
Add to collection

Home-Based Business

**Record Status: Completed**

8 Record Info Payments Parcel Information

**Attachments**

The maximum file size allowed is **1000 MB**.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Home_Based_Business_Permit_20210610_214203.pdf	HBB-2021-00022	Home-Based Business	Record	Final Permit	161.68 KB	06/10/2021	Actions	Home-Based Business - HBB-2021-00022
Floor Plan.docx	HBB-2021-00022	Home-Based Business	Record	Floor Plan	11.68 KB	06/10/2021	Actions	Home-Based Business - HBB-2021-00022

- Select Fees under Payments to view fee information.

hbb 2021-00029

Home Building Environmental Health Planning Site **Zoning**

Search Applications

**Record HBB-2021-00029:**

Home-Based Business

**Record Status: Completed**

Record Info Payments **10** Conditions **1** Parcel Information

**Fees**

The record was LOCKED on 06/10/2021.  
Condition: Closed Record Severity: Lock  
Total Conditions: 1 (Lock: 1)  
[View Condition](#)

**Fees**

Date	Invoice Number	Amount
06/10/2021	35842	\$100.00

**Total paid fees: \$100.00**

11. Click on Conditions to view conditions.

hbb 2021-00029

Home Building Environmental Health Planning Site **Zoning**

**Search Applications**

**Record HBB-2021-00029:**  
Home-Based Business

**Record Status: Completed**

Record Info Payments Conditions **11** Parcel Information

The record was LOCKED on 06/10/2021.  
Condition: Closed Record Severity: Lock  
Total Conditions: 1 (Lock: 1)

**Conditions**

Showing 1-1 of 1

**Zoning** - 1 Applied  
**After Closure**  
**Closed Record**  
Record is closed  
Applied | Lock | 06/10/2021

12. Click on Parcel Information to view additional parcel reports.

Home Building Environmental Health Planning Site **Zoning**

**Search Applications**

**Record HBB-2021-00029:**  
Home-Based Business

**Record Status: Completed**

Record Info Payments Conditions **1** Parcel Information **12**

The record was LOCKED on 06/10/2021.  
Condition: Closed Record Severity: Lock  
Total Conditions: 1 (Lock: 1)

[View Condition](#)

Environmental Report  
General Parcel Report  
Tax Assessment Report

**Work Location**

# Unpaid Fees

1. View unpaid fees by clicking View Cart.

The screenshot shows the top navigation bar with 'Home', 'Building', 'Environmental Health', 'Planning', 'Site', and 'Zoning' tabs. Below is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', 'Advanced Search', and 'External Links'. A search bar is located in the top right. The main content area displays 'Hello, dave dave' and two sections: 'Saved in Cart (0)' with a 'View Cart' button (highlighted with a red '1') and 'My Collection (1)' with a 'View Collections' button. The 'My Collection' section shows '2 Records' for 'home-based business' last updated on 06/10/2021.

2. If there are multiple unpaid fees, click Edit Cart to select which fees to pay.
3. Click Checkout to pay fees.
4. Following payment, the contact on the application record will receive a receipt via email.

The screenshot shows the 'Cart' page with a three-step process: '1. Select item to pay', '2. Payment information', and '3. Receipt/Record Submittal'. The first step is active. Below the steps, there is a 'Step 1: Select item to pay' section with a 'PAY NOW' button. The item details are: '987 REDBERRY CT GREAT FALLS, VA 22066', '1 Application(s) | \$200.00', and 'Accessory Living Unit 21TMP-001219'. The total due is \$200.00. At the bottom, there are three buttons: 'Checkout »' (highlighted with a red '3'), 'Edit Cart »' (highlighted with a red '2'), and 'Continue Shopping »'.

# Zoning Reports

Zoning reports are available to registered and unregistered users. Follow the steps below to access:

- 1. Click Zoning tab.
- 2. Click Reports to view the drop-down menu of available reports.
- 3. Click the report name that you would like to view. If you plan to run multiple reports, opening each report in a separate window or tab by right clicking on the report will make it easier to view multiple reports at once.

