

# Fire Protection ePlan Process



**PRINCE WILLIAM**  
COUNTY

Fire Protection ePlan Submission  
Process Improvements Revised:  
March 10, 2022

This presentation is intended provide guidance on the Fire Protection ePlan Process. It will cover Plan Intake, Review, and Return processes. For more updates, please visit the [pwgov.org](http://pwgov.org) website.

## Agenda

- Goal
- Background
- Process Overview
- FMO ePlan Checklist
- Plan Intake Process (BDD)
- Plan Review Process (FMO)
- ePortal Overview



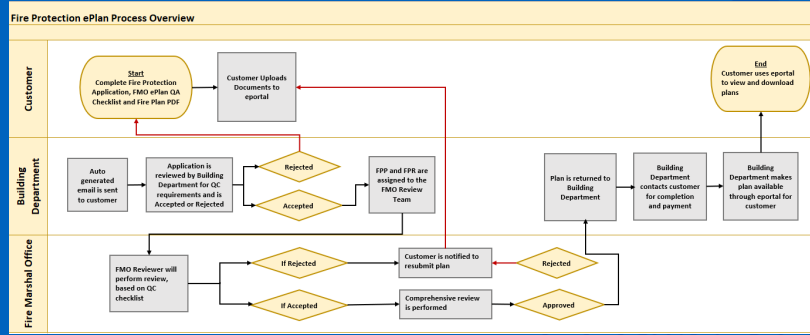
## Goal

- To improve the efficiency and transparency of the Fire Protection ePlan (electronic plan) Submission Process.

## Background

- County originally targeted 2021 for ePlan Submission Process Implementation
- COVID-19 caused county offices to close on March 23, 2020
- County Drop-Off Bins were inefficient and plans were lost
- Fire Protection ePlan Submissions were implemented on May 26, 2020
  - FPPs associated with paper BLD can be submitted as paper or electronically on 1<sup>st</sup> submission
  - New FPP projects require ePlan submissions
- Development Services Counters opened with limited services on July 6, 2020
- ePlan Submissions is a permanent change & improvements are needed

# Process Overview



# FMO ePlan Checklist



- [FMO ePlan Checklist](#)
  - Project Information
  - Submission Requirements
  - General Requirements



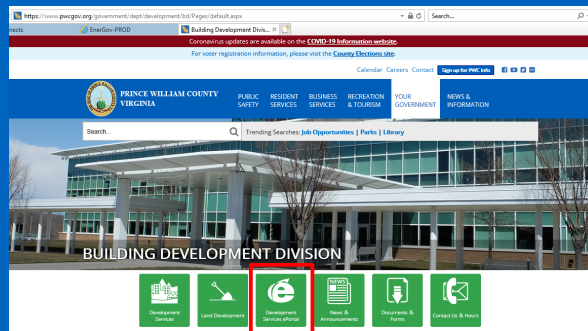
## FMO ePlan Submission Quality Control Check List Version 2020-0820

PROJECT NAME	_____	Sheet No. _____
Lead Designer Certification	I have accurately completed the Checklist to the best of my knowledge.	
Name/Signature	_____	Date
<input type="checkbox"/> By checking this box, I agree to electronically signing this form.		
Phone	_____	Email
Other contacts: To ensure the customer's project runs smoothly, select building owner, contractor, relevant subcontracted email notices, please complete and submit the <a href="mailto:customer@princewilliam.gov">customer@princewilliam.gov</a> which can be found at <a href="http://www.pwcva.gov/2019/09/09/091919">www.pwcva.gov/2019/09/09/091919</a>		
This Checklist provides the minimum essential information required on plans prior to submission of the Permit application. Providing all the information listed will support positive communication between the designers and plan reviewers, which will expedite the permit review process.		
<b>SUBMISSION REQUIREMENTS:</b>		
<input type="checkbox"/> Address validation/development approval shall be issued by CTC prior to acceptance by the Building Development Division for Standalone Fire Protection Permits. Address verifications are processed online, via email only. Please contact 703-792-6800 or <a href="mailto:customersupport@princewilliam.gov">customersupport@princewilliam.gov</a> for more information.		
<input type="checkbox"/> File names meet the File Naming Convention based on the <a href="mailto:customers@princewilliam.gov">customers@princewilliam.gov</a>		
<input type="checkbox"/> Plan set is a single PDF file (plan, manufacturer cut sheets, etc)		
<input type="checkbox"/> Plans and other required documents meet credentialing requirements.		
<input type="checkbox"/> Hints are not locked or password protected.		
<input type="checkbox"/> PDF files do not contain layers or comments.		
<input type="checkbox"/> Plan sheets are bookmarked which include the sheet number and page title.		
<input type="checkbox"/> Plan set is landscape and pages are aligned.		
<input type="checkbox"/> An open 3"x3" space for the County Revenue stamp is provided in at the top right corner on each sheet of the drawing.		
<input type="checkbox"/> To allow for County digital review stamp on manufacturer cutsheet, provide a table of contents listing all materials and specifying manufacturers and models of all fire protection equipment.		
<input type="checkbox"/> Plans are monochrome, not in color.		
<input type="checkbox"/> Plan set is a PDF file in vector format to allow for measurement.		
<input type="checkbox"/> Plan only page size is not larger than 36"x36" inches and maximum 1/8" x 1/4" scale.		
<input type="checkbox"/> Drawings must be drawn to an indicated scale or dimension on sheets of uniform size and is readable, 1/8" scale is the smallest scale accepted for system design sheets, plan sets must not exceed a page size of 36"x36".		

1 County Complex Court, Prince William, Virginia 22192-7100-792-6800 [www.pwcva.gov/public-safety/fmo](http://www.pwcva.gov/public-safety/fmo)

## Plan Intake Process (BDD)

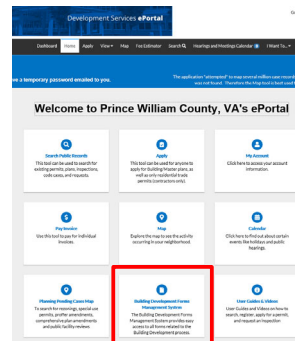
- From the Development Services home page go to [Building Development Division](#)
- Click on the Development Services ePortal button (red box below)



For comments or questions please contact the Building Department.

## Plan Intake Process (BDD), Cont. PRINCE WILLIAM COUNTY

- Login or register your email address
- Go the home page
- Go to Building Development Forms Management System (red box on right)
- Complete the correct forms



For comments or questions please contact the Building Department.

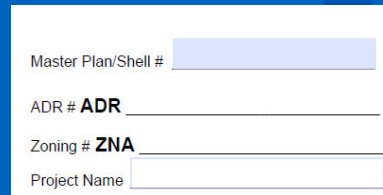




## Plan Intake Process (BDD), Cont.

- Fire Protection Permit Application

- Save the PDF fillable form to your computer and fill it out
- The first boxes on the form are the most critical and must be filled out correctly (see right)



Master Plan/Shell #

ADR # **ADR**

Zoning # **ZNA**

Project Name

For comments or questions please contact the Building Department.

## Plan Intake Process (BDD), Cont.

- If your FPP permit is linked to a Building Permit, put that in the field called MasterPlan/Shell # or if your permit is a standalone permit then please fill out the Address Validation (ADR) value with the information you received from the GIS OFFICE.
- If you don't have a Building Permit tied to your project and it is a standalone, you MUST get an ADR or Address Validation form. An ADR is easy and free to get, just email our GIS office at [PWCMAPS@PWCGOV.ORG](mailto:PWCMAPS@PWCGOV.ORG) to make arrangements to get an ADR.
- Complete the Fire Protection Permit (FPP) Application making sure to include all the "Applicant" Information and "Value of Work or Contract Cost" fields
  - Check which type of FPP work you are applying for and complete the "Description/Scope of Work".
- Electronically sign your application and save the application for attachment to email.

For comments or questions please contact the Building Department.

## Plan Intake Process (BDD), Cont.

- [FMO ePlan QA Checklist](#)
  - Save the PDF fillable form to your computer and fill it out
  - Designed to help submission to the FMO be accepted on the first attempt
- **Grounds for rejection of submission:**
  - Missing documents
  - Extra documents
  - Plans in multiple PDFs

For comments or questions please contact the Building Department.

## Plan Intake Process (BDD), Cont.

- Submit your plans and documents to [FMOSUBMISSIONS@PWCGOV.ORG](mailto:FMOSUBMISSIONS@PWCGOV.ORG)
  - Application (FPP Application completed, signed, and **not locked**)
  - FMO ePlan Submission QA Checklist
  - Plan is properly named in accordance with the designated naming convention per item number 2 of the QA checklist “Customer ePlans Guide” for naming (see Table 4 below).
  - OPTIONAL to include – Virginia State Contractors License and Prince William County Business License (this will help speed up the out-processing of your permit).

Table 4. File Naming Conventions

Document	Submission	Filename
Fire Protection Plans	First Submission	Fire.pdf
Fire Protection Plans	Resubmission	Fire Resubmission #.pdf
Fire Protection Plans	Revision	Fire Revision #.pdf

For comments or questions please contact the Building Department.

## Plan Intake Process (BDD), Cont.

- Email submissions will be reviewed (in-processing) within 2-3 business days.
- If your submission is successful, you will receive a response that your submission has been uploaded to the FMO for review.
  - An FPP number will be issued and is critical for use with any future project related submissions.
- If your submission is unsuccessful you will receive one of the following:
  - Submission was not accepted or uploaded and will be returned via email due to significant errors. Errors will be communicated so the necessary corrections can be made for plan resubmission.
  - Submission will be uploaded but it will be QC denied. A QC Denied report outlining the deficiencies found in your submission will be issued.
- If submission was successfully uploaded to the FMO, the 20 business day review time will commence.
  - You will receive a notice showing Approval or Rejection with deficiencies noted from the FMO.
- Only as a contact listed on the case can you view your permit and plan status via the Development Services ePortal.

If your submission is unsuccessful and a FPP and FPR were not created, you will need to resubmit your entire application and files to meet the minimum requirements. If your submission was “QC Denied” but was uploaded and a FPP and FPR were created, a “QC Denied Report” will be issued to the Permit Applicant. The report will state the errors found in the original submission. This could include a new QA Checklist and/or plan file depending on the situation, etc. Address all comments and resubmit to [FMOSubmissions@pwcgov.org](mailto:FMOSubmissions@pwcgov.org) referencing your FPP and FPR number. For comments or questions please contact the Building Department.

## Plan Review Process (FMO)

- FMO receives FPP and FPR from Building Department and is assigned to a Reviewer
  - New Submission (20 business days): FPP Application, FMO ePlan QA Checklist, Single Plan file (including cutsheets, calculations, etc.)
  - Resubmission (20 business days): Plans, documents, or forms submitted for review to address comments prior to approval, whether in response to original submission comments or comments on a revised plan.
  - Revision (10 business days): Amended plans or documents due to items such as, owner changes, field conditions, or similar that is submitted for review after the initial plan set has been approved.

Weekends, holidays, and county closures are not included in “Business” days. New Submission (Initial) and Resubmissions (Follow-up) will have a 20 business day review time due to a comprehensive review being performed once all items have passed the QA Checklist. For comments or questions please contact the Fire Marshal Office.

## Plan Review Process (FMO), Cont. PRINCE WILLIAM COUNTY

### When the submission is approved

- The plans will be electronically stamped by county staff and sent to permits
- The plan and permit are emailed to the Contractor by BDD.

### When the submission is Rejected

- Contacts associated with the plan case will be notified through the ePortal
- Resubmissions should be complete submissions, not just the revised sheets

If you are listed as a contact in the FPR, contact the Contractor for a copy of the approved plans as you will not be able to see them in the ePortal. For comments or questions please contact the Fire Marshal Office or the Building Department.



## ePortal Overview Out-Processing (BDD)

- Permit staff will contact the customer with additional requirements, fees due, and return the plans
- Once payment is received, the Building Department makes the plan and permit available to the Contractor through email to view or download



**An invoice will be created in ePortal for permit fees due.**

Payments may be made via ePortal (preferred), by Credit Card over the phone at 703-792-6924, or by mailing a check.

Paying fees with a check via mail will delay the permitting checkout process. No cash is accepted.



**After all required documents listed in the conditional approval letter are received and payment is processed, all submission documents will be returned to the applicant. This includes all forms, documents, and plans.**



**The permit is available to print through the Customer ePortal**

If you are listed as a contact in the FPR, contact the Contractor for a copy of the approved plans as you will not be able to see them in the ePortal. For comments or questions please contact the Fire Marshal Office or the Building Department.

## ePortal Overview

### Internal and External Access

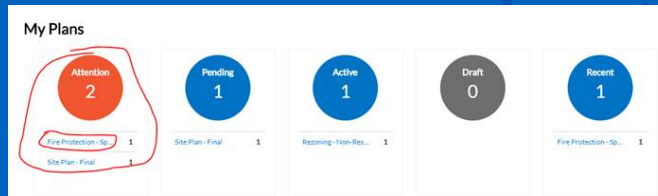
- Register in ePortal by using your email address
- You will have access to all plans and permits where you are a contact
- BDD can internally verify you are an ePortal contact when the globe shows blue



For comments or questions please contact the Building Department.

## ePortal Overview, Cont.

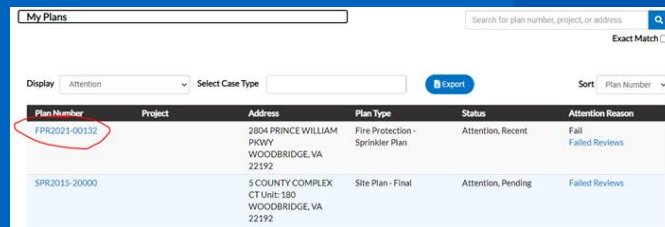
- Log in to ePortal and find your plan from within the Dashboard (marked in red below)



For comments or questions please contact the Building Department.

## ePortal Overview, Cont.

- Open the plan



The screenshot shows a web interface titled "My Plans". At the top, there is a search bar with the placeholder text "Search for plan number, project, or address" and a magnifying glass icon. Below the search bar, there are several controls: a "Display" dropdown menu set to "Attention", a "Select Case Type" dropdown menu, an "Export" button, and a "Sort" dropdown menu set to "Plan Number". An "Exact Match" checkbox is also present. The main content is a table with the following columns: Plan Number, Project, Address, Plan Type, Status, and Attention Reason. The first row of the table is highlighted with a red circle around the "Plan Number" cell, which contains the value "FPR2021-00132".

Plan Number	Project	Address	Plan Type	Status	Attention Reason
FPR2021-00132		2804 PRINCE WILLIAM POWY WOODBRIDGE, VA 22192	Fire Protection - Sprinkler Plan	Attention, Recent	Fail, Failed Reviews
SPR2015-20000		5 COUNTY COMPLEX CT Unit: 150 WOODBRIDGE, VA 22192	Site Plan - Final	Attention, Pending	Failed Reviews

For comments or questions please contact the Building Department.

## ePortal Overview, Cont.

- Open a specific plan to review the “Status”

Dashboard Home Apply View Map Fee Estimator Search Q Hearings and Meetings Calendar I Want To...

**Plan Number: FPR2021-00132**

Plan Details | Tab Elements | Main Menu

Type: Fire Protection - Sprinkler Plan Status: Rejected Project Name:

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Reviews | Next Tab | Plan Details | Main Menu

Reviews Sort: Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
BIDD Quality Control Check-In	Approved/Review Completed	1	09/01/2020	09/01/2020	09/01/2020
<b>FMOD Plan Submission</b>	Comments/Corrections	1	09/01/2020	10/01/2020	09/03/2020

For comments or questions please contact the Building Department.

## ePortal Overview, Cont.

- Select the "Review" tab
- Select the "FMO Plan Submission" for your permit

Dashboard Home Apply View Map Fee Estimator Search Q Hearings and Meetings Calendar I Want To...

Plan Number: **FPR2021-00132**

Plan Details | Tab Elements | Main Menu

Type: Fire Protection - Sprinkler Plan Status: Rejected Project Name:

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Reviews | Next Tab | Plan Details | Main Menu

Sort: Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
BDD Quality Control Check-In	Approved/Review Completed	1	09/01/2020	09/01/2020	09/01/2020
<b>FMO Plan Submission</b>	Comments/Corrections	1	09/01/2020	10/01/2020	09/03/2020

For comments or questions please contact the Building Department.

## ePortal Overview, Cont.

- Reviewer's comments will be found under the "Comments" sections

The screenshot displays a web application interface for reviewing items. At the top, a table lists review items with columns for Review Type, Status, Due Date, Completed Date, Assigned To, and Review Items. The first row shows 'Fire Marshal's Office' with status 'Corrections Needed', due date '10/01/2020', completed date '09/03/2020', and assigned to 'lerley Daniel'. A 'Details' link is circled in red in the Review Items column.

Below the table, there is a navigation bar with links for 'Comments', 'Recommendations', 'Corrections', 'Review Detail', 'Review Items', and 'Main Menu'. The 'Comments' link is circled in red.

The 'Comments' section shows a single comment: 'ePlan'.

The 'Recommendations' section has a 'Sort' dropdown set to 'Number' and shows 'No records to display'.

The 'Corrections' section has a 'Sort' dropdown set to 'Correction Order' and an 'Export' button. It shows 'Correction Order: 0', 'Type: General NFPA13 2010 Issue', and 'Resolved: No'.

At the bottom, there is another 'Comments' section circled in red, containing the text: 'SUBJECT: FPR2021-00132 - FPP2021-00155 - 2804 Prince William Parkway - Rejection 1. The following deficiencies regarding the County and State Ordinances, Standards, Policies, and Codes'.

For comments or questions please contact the Building Department.



## For Further Assistance by Department

Plan Intake 703-792-4040

FMO Review 703-792-6360

Permits 703-792-6924

General 703-792-6930