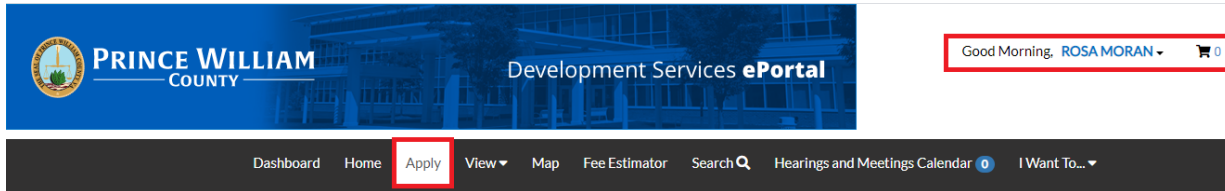


SUBMITTING A BUILDING EPLAN

Updated 9/14/2020

Submitting a Building ePlan

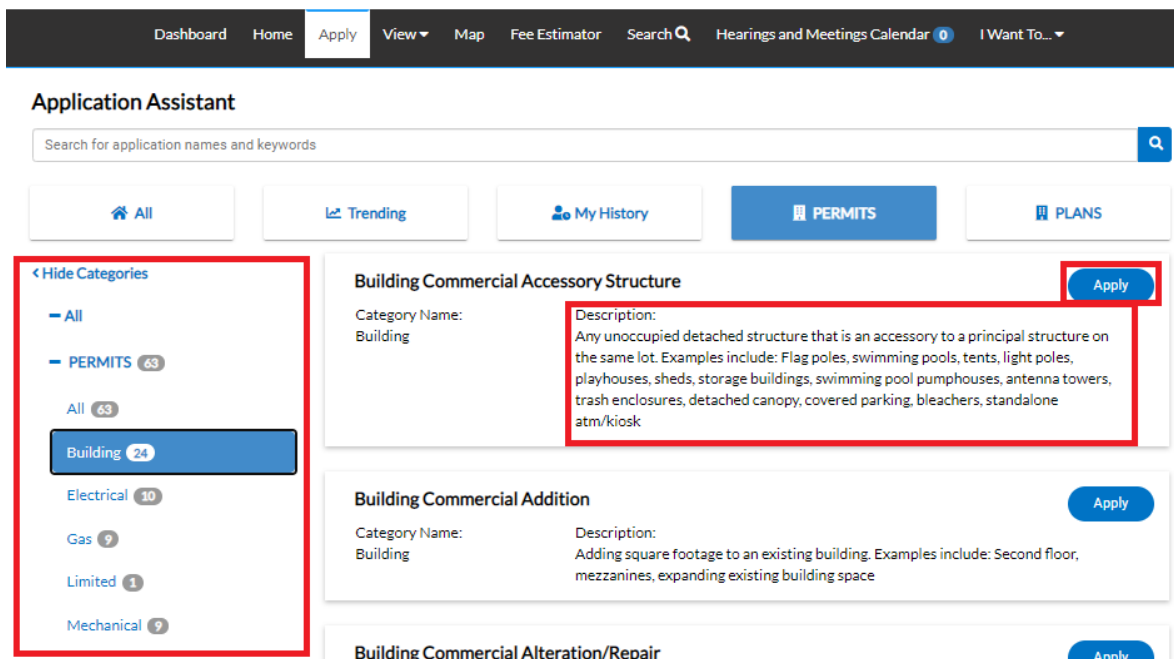
1. Please log into your ePortal account, and click on the APPLY menu item.



2. To submit your plan, you'll need to apply through the permit. From the list of available permits you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the permit you need. Once you have found the permit you need, click on the APPLY button to start the process.



Please note: Each permit has a detailed description listed. Please take a moment to read the description to make sure you have selected the appropriate permit for the job.

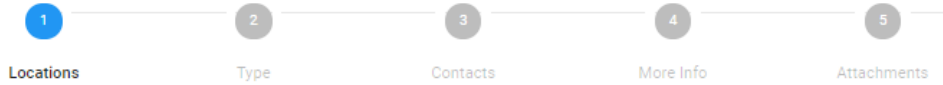


3. The first step in the process is to add a location for the permit. You'll note that at least one location is required. Click on ADD LOCATION.



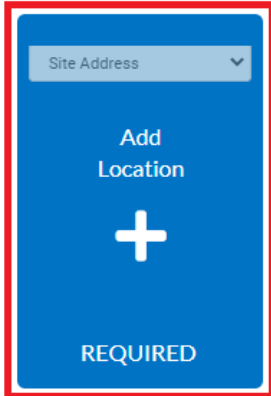
Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

Apply for Permit - Building Commercial Accessory Structure



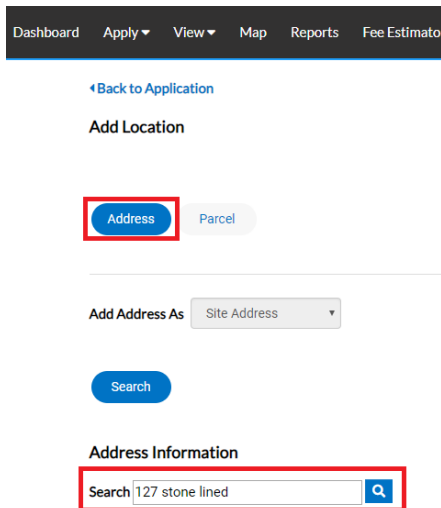
LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.



You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.



From the results of the search, select the address you want to add to the permit.

Address Information

Search 127 stone lined

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	Add

Results per page: 10 1 - 10 of 36 << < 1 2 3 4 > >>

Once you have verified the location information is correct, click on NEXT to go to the next step.



Please note: At this time we do NOT recommend you save your permit as a DRAFT due to a bug in this version of the application which causes issues when trying to retrieve your draft permit. However, if you do save it as a draft and later have issues retrieving your draft permit, please contact the Building Development office and we will be able to correct the issue without you losing the draft information.

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

Apply for Permit - Building Commercial Accessory Structure *REQUIRED

1 Locations 2 Type 3 Contacts 4 More info 5 Attachments 6 Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address

12740 STONE LINED CIR,
WOODBRIDGE, VA 22192

Main Address

Parcel Number

8193-22-0877

Main Parcel

[Remove](#)

Site Address

Add Location

+

[Create Template](#) [Save Draft](#) [Next](#)

- After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you based on the permit you selected to apply for. The fields with an asterisk, such as the Description or Valuation, are required. Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job).

Please do not use commas or decimal points in the Valuation or Square Footage fields. When you are finished, click NEXT.

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

Apply for Permit - Building Commercial Accessory Structure *REQUIRED

Locations **2** Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work.

* Permit Type: Building Commercial Accessory Stru

* Description: Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.

* Square Feet: 250

* Valuation: 8000

Back Create Template Save Draft **Next**

5. The next step is to verify and add any additional contacts related to your permit. You as the person logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed.

Apply for Permit - Building Commercial Accessory Structure *REQUIRED

Locations Type **3** Contacts More Info Attachments Review and Submit

CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwcgov.org) so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.


Applicant

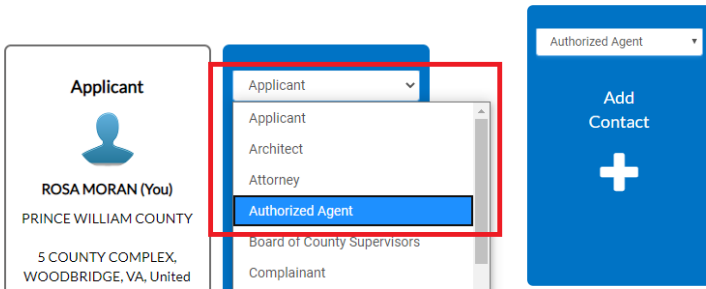
ROSA MORAN (You)
PRINCE WILLIAM COUNTY
5 COUNTY COMPLEX,
WOODBIDGE, VA, United States, 22192

Applicant Add Contact +

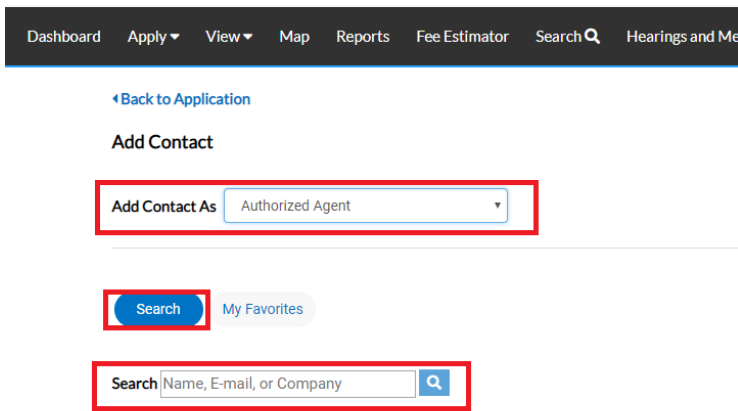
Back Create Template Save Draft **Next**

If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.

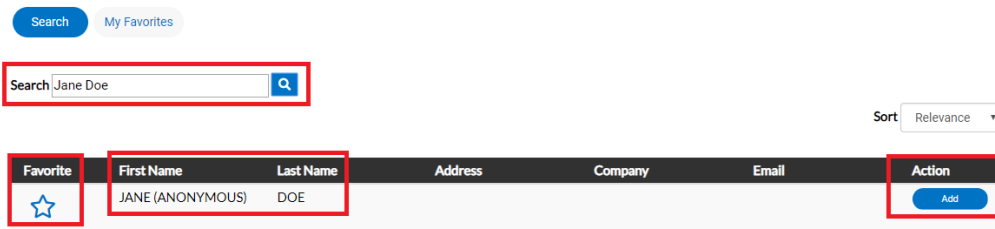
 **Please note:** For co-workers within the same company or organization, please select *Authorized Agent*.






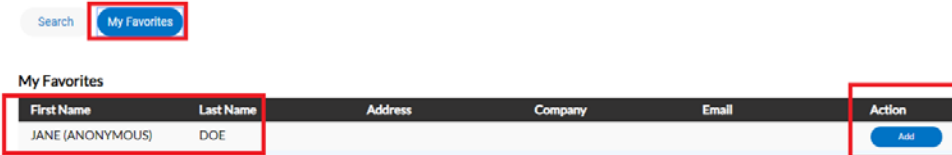
The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.



You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



 **Pro Tip!** If you add the contact to your favorites  , then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.



Once you are finished adding in your contacts, select NEXT to move on.

Apply for Permit - Building Commercial Accessory Structure *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwcgov.org) so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.

Applicant

ROSA MORAN (You)
PRINCE WILLIAM COUNTY
5 COUNTY COMPLEX,
WOODBRIIDGE, VA, United
States, 22192

Authorized Agent

JANE DOE
123 ANYWHERE, ANYWHE...

[Remove](#)

Applicant

**Add
Contact**

+

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

- The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

For the Permit Name, please enter the name of the business or development. Remember to enter the Plan Code Book and Plan Code Year that the work is being done under.



Please note: There will be messages or instructions at the top of some sections within the list of custom fields. Please take a moment to read the notes/messages as some will provide instructions on what we expect you to enter within some custom fields.

MORE INFO

For Permit Name, please enter the name of the business. Remember to select the Code Book and Year. Ignore any field that says "Custom field type is not supported." Those are calculated fields and will populate within the application once you submit. Any "RED" field you see is a required field and must be populated before you can continue. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

General Permit Items

[Next Section](#) | [Top](#) | [Main Menu](#)

Permit Name

Marketing Name

Plan Code Book

Plan Code Year

Permit Details

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

In the "Partial Permitting Option" field, if you are only applying for a Footing and Foundation permit, please select "Footing and Foundation".

In the "Partial Permitting Option" field, for Shell Building permits, please select if this is a SHELL "New Structure" which INCLUDES footing and foundation or a SHELL "New Structure without FF", meaning there is a separate footing and foundation permit.

Partial Permitting Option

Please note: In some cases you will see the following fields... don't worry... these are usually calculated "total" field which update within the application once you've submitted your permit. Just ignore these types of fields if you see one.



Total Number of Items

In other cases, depending on the permit case you selected, you will see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.

*Type of Improvement

Type of Improvement is required.

Once you are finished updating the fields, select NEXT to move on.

- The next section are for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the permit in order pass quality control and not delay the review of your application. Select NEXT to continue after you have attached your documents.



Please note: Please make sure to follow the "File Naming Convention" found on Page 3 of 4 of the "[Customer Electronic Plan Review Guide](#)". The examples pictured below DO NOT reflect those standards.



Attachments

All required forms must be submitted as fillable PDFs. PDFs that are locked or otherwise not fillable are not acceptable for Prince William County Electronic Plan Review purposes and will cause delays in processing of your plans. All Fillable Prince William County forms can be found at www.pwcgov.org/bdforms. Please attach the following: (1) Building Permit Application; (2) Contact Information Form; (3) Construction Plan Submission; (4) Site Plan submission to include verified PWC Site Plan Case Number; (5) Address Validation Report; (6) VECC or Ashrae for HVAC / Electrical calculations

A grid of attachment cards. The first row contains four cards, each with a PDF icon, the text 'Uploaded via CSS', the filename, the size, and a 'Remove' button. The second row contains two cards with the same layout, followed by a large blue 'Add Attachment' button with a plus sign and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, csv, rtf, txt.

Filename	Size
Rainbow Connections Building Permit Application.pdf	164.73 KB
Rainbow Connections Contact Information Form.pdf	435.15 KB
Rainbow Connections Building Plan 1st Submission.pdf	2.68 MB
Rainbow Connections Site Plans.pdf	685.01 KB
Rainbow Connections Address Validation.pdf	116.45 KB
Rainbow Connections VECC or Ashrae for HVAC Electrical	55.1 KB

- 8. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go "BACK" by clicking on the BACK button at the bottom of the page. ()



Please note: Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.

Apply for Permit - Building Commercial Accessory Structure

*REQUIRED



Submit

Locations

Site Address 12740 STONE LINED CIR., WOODBRIDGE, VA 22192
 Parcel Number 8193-22-0877

Basic Info

Type Building Commercial Accessory Structure
 Description Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.
 Square Feet 250
 Valuation 5000
 Applied Date 07/06/2020

Contacts

Applicant ROSA MORAN
 PRINCE WILLIAM COUNTY
 5 COUNTY COMPLEX CT, WOODBRIDGE, VA, United States, 22192
 Authorized Agent JANE DOE
 123 ANYWHERE DR, ANYWHERE, VA, , 55555



Please note: The system does display "estimated fees". These are just "estimated" and may be subject to change once the application has been reviewed.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Building - Plan Review Filing - Nonresidential	\$109.35
New and Addition - Nonresidential	\$312.44

Total: \$421.79

Once you are satisfied with the application, click on the SUBMIT button.

More Info

General Permit Items

Permit Name RAINBOW CONNECTION
Marketing Name
Plan Code Book IBC
Plan Code Year 2015

[Next Section](#) | [Top](#) | [Main Menu](#)

Permit Details

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

In the "Partial Permitting Option" field, if you are only applying for a Footing and Foundation permit, please select "Footing and Foundation".

In the "Partial Permitting Option" field, for Shell Building permits, please select if this is a SHELL "New Structure" which INCLUDES footing and foundation or a SHELL "New Structure without FF", meaning there is a separate footing and foundation permit.

Partial Permitting Option
ReRoof Sq Ft

Miscellaneous Items

[Previous Section](#) | [Top](#) | [Main Menu](#)

Demolition Type
Structural Involved

Attachments

Attachment	Rainbow Connections Building Permit Application.pdf
Attachment	Rainbow Connections Contact Information Form.pdf
Attachment	Rainbow Connections Building Plan 1st Submission.pdf
Attachment	Rainbow Connections Site Plans.pdf
Attachment	Rainbow Connections Address Validation.pdf
Attachment	Rainbow Connections VECC or Ashrae for HVAC Electrical Calculations.pdf

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

9. After a short wait, the permit screen will re-appear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft.

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

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: BLD2021-00001

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Building Commercial Accessory Structure **Status: Draft** Project Name:

At this point, the permit with its plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your filing fee has been invoiced for payment. **The plans will not be distributed for review until payment is received.**



Please note: If you review your case online after submitting it and do not see any of your attachments, don't worry. They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case.

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

Permit Number: BLD2021-00001

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building Commercial Accessory Structure	Status:	Draft	Project Name:	▼
-------	--	---------	-------	---------------	---

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

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif,
tiff, doc, docx, xls, xlsx, text, csv,
rtf, txt

How to Pay for the Plan Filing Fee (or any other fee related to any case)

When your filing fee is ready for payment, you will receive an email to let you know that payment can now be made. To do so, log into ePortal and go to your DASHBOARD.

1. Scroll down to MY INVOICES on the DASHBOARD. You can add all due fees at the same time by adding the total to the cart. Or if you wish to view the invoices first, click on VIEW MY INVOICES.

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 2	\$369.15	Add To Cart
Total 2	\$369.15	Add To Cart

[View My Invoices](#)

2. From the list of invoiced fees, you may select all you wish to pay for. From this screen you can select to pay for more than one invoice at a time.

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

Search for invoice number, case number, or address Exact Match


Display Sort

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
201900000032	\$171.87	Due	LTD2019-00001	12740 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>
201900000031	\$358.40	Due	ELE2019-00001	12783 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>

Results per page 1 - 2 of 2 << < 1 > >>

[Add To Cart](#)

3. Once you have added fees to your cart, you'll notice that the cart icon next to your name appears with the number of invoices in the cart. If you click on that cart, the list of what is in your cart displays. From this list you can remove invoices from the cart or proceed with check out.

Good Afternoon, [REDACTED] 

Shopping Cart

Total \$530.27

Check Out

Invoice: 201900000032 Description: NONE
Due Date: 12/27/2018 Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

Case Number	Project	Case Address	Amount Due
LTD2019-00001		12740 STONE LINED CIR WOODBRIDGE VA 22192	\$171.87

\$171.87
Remove
Top | Main Menu

Invoice: 201900000031 Description: NONE
Due Date: 12/27/2018 Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

Case Number	Project	Case Address	Amount Due
ELE2019-00001		12783 STONE LINED CIR WOODBRIDGE VA 22192	\$358.40

\$358.40
Remove
Top | Main Menu

Total \$530.27

Check Out

- 4. Click on "Check Out" button... the MyGovPay screen will open. Fill in the required fields, then select Process Payment.



Please note: At this time we are only accepting Credit Card payments but hope to expand that to eChecks in the near future.



Contact Us

Thursday, December 27, 2018

Order Summary

Agency Name: Prince William Upgrade
Order Number: 9

Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87

Item Total: \$530.27
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$530.27

Payment Details

Cardholder Name: *
Billing Street: *
Billing Zipcode: *
Card Type: *
Card Number: *
Expiration Date: / *
CVV Code: *

Process Payment Cancel

A confirmation page will appear. Select Return to Citizen Access Portal to return to CSS.

Congratulations! Your order has been processed successfully!

Please print this page for your records.

Agency Name: Prince William Upgrade
Order Number: 9

Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87

Item Total: \$530.27
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$530.27

[Return to Citizen Access Portal](#)

You should receive a copy of your receipt in your email.

Dashboard Apply View Map Reports Fee Estimator Search Hearings and Meetings Calendar Help I Want To...

Thank You!

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. [An e-mail has been sent to you with your receipt.](#)



Please note: There is anywhere from 30 seconds to a two minute delay from the time the payment is completed and it displays as "paid" on your case(s) and Dashboard. Please be patient and refresh your browser screen after a couple of minutes and you'll see that the screen updates.



Please note: Although the application allows you to create "Template" plans/permits for those instances where you want to save time when applying. At this time we do NOT recommend you create any templates due to a bug in this version of the application which causes issues when trying to update or use your permit/plan template.

Submitting Subsequent Submissions and Revisions To Approved Plans

When the 1st submission of your plan passes quality control and is distributed for review, you will receive a Plan Application Receipt which contains your plan number. Sample shown below:



Department of Development Services
Building Development Division

PLAN APPLICATION RECEIPT

Plan Number: BPR2021-00008 Date Submitted: 08/24/2020
Associated Permit Number(s): BLD2021-00048
Plan/Permit Name: Rainbow Connections
Project Type: Building Plan C - Tenant Layout
Projected Completion Date*: 09/08/2020 Received By: EnerGov Service

* Please note this is an estimate. Actual review periods may be longer due to volume of applications.

Please monitor the status of your review by going Online to
www.pwcgov.org/ePortal/

You can log into your account and select your plan case or you can search for your plan

All subsequent submissions as well as revisions to approved plans should be uploaded to the “plan” case, **not** the “permit”. Staff will receive notification that an attachment to the plan was submitted.

Step 1: To attach your subsequent submission or revision, you first need to query up the plan case either by searching for it, or by finding it within pending (not yet approved plan) or active (approved plans) cases on your dashboard.

Option 1: Search Bar

Public Information

Search for Exact Phrase

Found 1 result

Filter Results

All 1

Permit 0

Plan 1

Inspection 0

[Next](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Plan Number **BPR2021-00008**

Type Building Commercial Tenant Layout Plan

Expiration Date

Main Parcel 8291-79-1954

Address 2708 POTOMAC MILLS CIR WOODBRIDGE VA 22192

Description Enter scope of work here.

Applied Date 08/24/2020

Completion Date

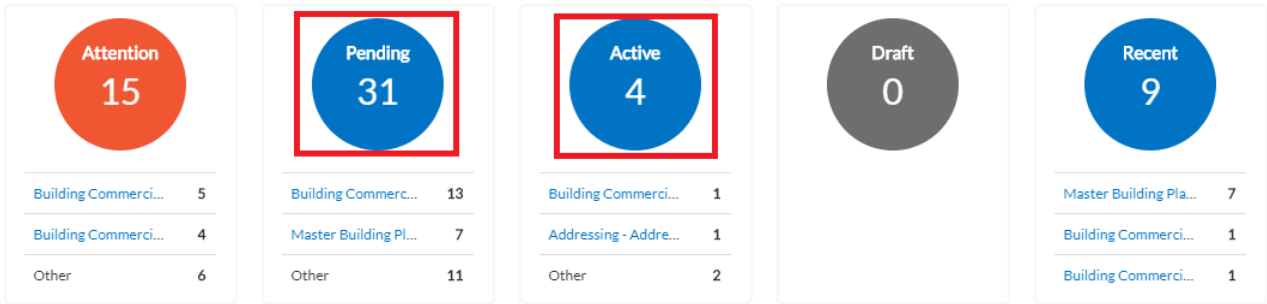
Status Pending

Project Name



Option 2: Dashboard

My Plans



[View My Plans](#)

My Plans

Exact Match

Display Select Case Type Sort

Plan Number	Project	Address	Plan Type	Status	Attention Reason
BPR2021-00008		2708 POTOMAC MILLS CIR WOODBIDGE, VA 22192	Building Commercial Tenant Layout Plan	Recent, Pending	

Results per page 1 - 1 of 1 << < 1 > >>

Step 2: Open the plan case and click on the Attachments tab.

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

Plan Number: BPR2021-00008

Plan Details | Tab Elements | Main Menu

Type: Building Commercial Tenant Layout Plan Status: Pending Project Name:

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

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Attachment

Step 3: Add your attachment by clicking on the ADD ATTACHMENT card on the screen. You can find and select the files you want to attach or drag and drop the files onto the card.

Step 4: Once you have finished attaching the subsequent submission or revision to the plan case (along with any other required documents), select SUBMIT to upload the document(s).

The screenshot shows a navigation bar with tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments (active), Contacts, Sub-Records, Holds, Meetings, and More Info. Below the navigation bar are links for Attachments, Next Tab, Plan Details, and Main Menu. The main heading is 'Attachments' with a 'Sort' dropdown set to 'Needs Action'. There are three main cards: 1) 'Uploaded via CSS' for 'Plans - 2nd Submission.pdf' (49.55 MB) with a 'Remove' button; 2) 'Attachment' for 'EG_fBLDAppReceipt_24-08-2020_11-17-32_f00926d9-' (uploaded 08/24/2020); 3) 'Add Attachment' card with a plus sign and supported file types: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, csv, rtf, txt. A 'Submit' button is located at the bottom right.

At this point, the plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your resubmission or revision fee has been invoiced for payment. **The plans will not be distributed for review until payment is received.**