



PRINCE WILLIAM
COUNTY

Fire Marshal's Office

Electronic Plan Submission Guidelines

Revised: October 1, 2024



Overview

- In accordance with Prince William County Development Services policies and procedures, the PWC Fire Marshal's Office has implemented electronic plan (ePlan) submissions and review.
- Please use this guide as a quick reference to prepare and submit your documents for electronic plan review.
- A full guide for ePlan submission can be found [here](#).

https://www.pwcva.gov/assets/2021-04/customer_eplans_guide.pdf

Getting Started

- Information for fire protection projects can be found in the following guides:
 - [Plan Review and Inspections](#)
 - [Code Compliance Manual \(2021\)](#) *Updated July 1, 2024*
 - [DCSM Section 300](#) *Updated June 4, 2024*
 - All forms and checklists can be found [here](#)

ePortal

- The customer ePortal is used to submit plans, track your submission and pay all required fees. The ePortal can be found [here](#) or on the Development Services homepage (pwcgov.org/DDS).

Submission and File Requirements

Preparation and Submitting Forms and Plans for Review



Submission Standards

- All files submitted must be in PDF format.
- The plan set must be in **ONE** file; this includes equipment, spec's, materials list, and drawings/plans. This should be uploaded as FIRE.PDF for the initial submission. See the next page for resubmission and revision naming conventions.
- All forms must be individual files.
 - Submit a Fire Protection Permit Application filled out and signed – Upload as APPLICATION.PDF.
 - Submit the FMO ePlan Checklist. Complete the form – Upload as CHECKLIST.PDF.
 - **NOTE:** EVERY SUBMISSION, RESUBMISSION AND REVISION **must** include a QC Checklist or it will be denied.
- If the FPP permit is to be linked to a building permit, log into the ePortal and create your FPP as a SUBRECORD under the Building Permit
- If the FPP is a Stand-Alone permit, you will need to request an Address Validation from the Geospatial Technology Services office. The form can be found [here](#) . When the Address Validation is received, upload this as ADR.PDF.

Submission Standards

File names must meet the naming convention requirements found in the ePlan Guide, found [here](#). (please see table 4 below).

- **Submission/Resubmission:** 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:** Amended plans or documents due to items such as, owner changes, field conditions, or similar that are submitted for review after the initial plan set has been approved. **ONLY FOR APPROVED PLANS.**
- EVERY SUBMISSION/RESUBMISSION AND REVISION requires an ePlan QC Checklist

Table 4 -
File Naming
Conventions

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

Forms and Plans

- Complete and provide the following forms and plans as required in this [checklist](#):
 - [Fire Protection Permit Application](#)
 - [FMO ePlan QC Checklist](#)
 - FIRE PLAN.PDF
 - Address Validation (ADR) if stand-alone permit

Plans

Primary File Requirements

- The plans should be in landscape orientation.
- Plan set is a single PDF file (plan, manufacturer cutsheets, etc.)
- PDF does not contain layers or comments

Drawing Size

- The drawing size should be a minimum of 24" x 30" and a maximum of 36" x 48"
- All drawings should be true to scale, with the scale designated on each sheet. The minimum scale should be $1/8" = 1' - 0"$.

Plans

Stamping Area

- A 3" x 3" area should be available on all sheets in the top right corner for the county reviewed stamp to be applied.

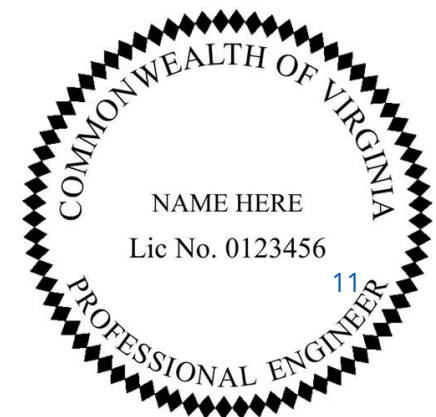
Plan Security

- The plans cannot be locked or restricted in any way
- Verify the security features **PRIOR** to submitting by accessing the documents security screen in your pdf reader

Sealing and Signing the Plans

Credentialing

- Plans and documents shall be digitally credentialled with an engineer's seal or NICET certification.
 - Digital credentialing stamp (PE or NICET level III / IV) must be applied to all Plan Sheets, Title Page, Bill of Materials (Or Table of Contents) for Data/Cut Sheets, and Calculations.
 - Actual Data or cut sheets do not need to be stamped.
 - Rule of thumb: If it contains a design element or calculation, it needs to be stamped.



Quality Control Review



QC Checklist Process

- This is the opportunity for the designer/submitter to review their submittal package for minimal submission guideline criteria.
- The designer/submitter attests to the completeness of the submittal.

QC Review Process

- The QC Checklist items are verified **BEFORE** a technical plan review can be conducted.
- If there are issues with the submittal package, a QC Denial Letter will be sent to the applicant. (This may occur in Plan Intake and/or in the FMO Plan review process.)
- Once **ALL** QC deficiencies are corrected the submittal packaged shall be resubmitted.

QC Checklist Process Common issues

- Plan is not a single PDF (plan, manufacturer cutsheets, etc.).
- Files contain layers or comments.
- Plans do not meet or are missing credentialing requirements.
- Plan set is not a PDF file in vector format to allow for measurement.
- Revision clouds should **NOT** be present in original submission or resubmittals. (**REMEMBER:** You must already have an approved set of plans **BEFORE** you can submit for revisions.)
- Revision clouds **MUST** be present in a revision.

FMO Technical Plan Review



To assist in plan review timeliness, the submittal package will be reviewed to ensure compliance with the QC checklist prior to the technical review.

When the submission is Approved

- The plans will be electronically stamped by county staff and sent to permits.
- Permits staff will contact the customer with additional requirements, fees due, and return the plans.

When the submission is Rejected

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

Permitting



Getting Your Permit

After plan approval, the Permits Office will send a conditional approval letter to the applicant with instructions and requirements for obtaining the permit and plans.



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Prince William, Virginia 22192-9201
Phone: 703-792-6924 Fax: 703-792-4155

DEPARTMENT OF
DEVELOPMENT SERVICES
Division of
Building Development

www.pwcgov.org/BDD

FILED UNDER: PERMIT NUMBER: DATE: 06/04/2020
PLAN NUMBER:
SITE ADDRESS:
CONTACT NAME:
EMAIL: TELEPHONE:
FAX:

The above case / plan has been **conditionally approved**. Below is a list of items that you will **need to provide, or satisfy**, in order to pick up your plans and permit(s).

- Contractor's License (PWC Business License and VA Contractor's License)
- Special Inspections Approval (Please contact 703-792-6112 prior to picking up your plans to coordinate approval.)
- Special Inspections Meeting (Please contact 703-792-6112 prior to picking up your plans to schedule your meeting.)
- Remaining Fees: \$1,103.27
* Any associated trade permit(s) will have separate fees, not included, unless otherwise noted.
- Other: *****NOTE ALL ITEMS DROPPED OFF HAVE A 24 HOUR QUARANTINE PERIOD*****
CURRENT PICK UP INSTRUCTIONS:
EMAIL STATE & PWC BUSINESS LICENSE TO BDDPERMITS@PWCgov.ORG
DROP OFF REMAINING FEES DUE REFERENCING PERMIT NUMBER IN THE FORM OF A CHECK,
IN PROVIDED DROP BOXES ON PLAZA SIDE OF DDS BUILDING.
PAYMENT CAN ALSO BE MADE VIA CC OVER THE PHONE.
CALL OUR OFFICE TO SCHEDULE A PICK UP TIME.

* All forms can be found at www.pwcgov.org/BDForms

In accordance with VUSBC, Section 108.8 Time Limitation of Application, the permit application and the approved plans shall be deemed to have been abandoned six months after the date of filing unless such application has been pursued in good faith or a permit has been issued.

If you have any questions, you may call the Building Permitting Services Section at 703-792-6924.

Sincerely,

Permits Technician

Getting Your Permit



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

Payments may be made via ePortal (preferred), or by mailing a check.

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

All permit fees over \$20,000 must be paid via check.



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



The permit is available to print through the Customer ePortal

Questions?

Building Development Main Office 703-792-6930

FMO Main Office 703-792-6360

Permits Office 703-792-6924

FMO Technical Plan Review 703-792-6360

