

## Customer Electronic Plan Review (ePlans) Guide

Version 2021-07-12

### Introduction

To help streamline the submittal process, the Building Development Division has established an electronic plan review program (ePlans). Please use the following guide to prepare and submit documents for electronic plan review.

**Please note:** Electronic plan review will not start until fees are paid, and the submittal meets the requirements of this guide. Failure to pay fees or meet requirements of this guide will delay the plan review process.

### Projects

All commercial projects must be submitted electronically; paper plan submissions will not be accepted. Residential projects completed by a contractor must be submitted electronically, only homeowner projects will be accepted as a paper submission. The County reserves the right to require electronic or paper plan submission for any project. Paper plans currently in review shall remain paper submissions until final inspection approval.

### Submittal Checklist

Submittals for electronic plan review must meet the minimum requirements below.

For assistance, please contact Plan Intake at 703-792-4040 or [planintake@pwcgov.org](mailto:planintake@pwcgov.org).

**Building Development Division (BDD) Forms** available [here](#)

- Forms are submitted as individual PDF files

**Documents** (GIS Address Validation, Zoning Approval, Site Plans, Plats, Energy Calculations, Structural Calculations, Geotechnical Reports, Truss Submittals, other)

- Documents meet [Credentialing](#) requirements for seal, signature, and date
- Documents are submitted each as separate PDF files

#### Plans - General Requirements

- File names meet the [File Naming Convention](#) requirements
- Plans meet [Credentialing](#) requirements
- Plans include all disciplines in a single PDF (architectural, mechanical, electrical, plumbing, and structural)
- PDF files are not password protected or locked
- PDF does not contain layers or comments
- Plans more than 10 sheets have bookmarks listing sheet number and title. For example: A1 First Floor Plan
- Plans are in landscape orientation
- Plans are monochrome, not in color
- Provide a 3" x 3" box in the same location each sheet for county review stamp

#### Commercial Plans

- Minimum sheet size is 24" x 30" maximum sheet size is 36" x 48"
- Plans are to minimum scale 1/8" = 1'-0". It is preferred that plans are in vector format to allow for measuring
- Resubmissions include all sheets (complete new set) and [Resubmission - Revision Checklist](#)
- Revisions include only revised sheets and [Resubmission - Revision Checklist](#)

**Residential Plans** (group R-5 single family, townhouse, additions, alterations, repairs, accessory structures, etc.)

- Minimum sheet size is 8-1/2" x 11" maximum sheet size is 36" x 48"
- Plans are to minimum scale 1/8" = 1'-0"
- Plans may be scanned with sheets aligned in landscape orientation
- Resubmissions include all sheets (complete new set)
- Revisions include only revised sheets and have changes clouded

**Credentialing**

Plans and documents shall be electronically signed in accordance with [18VAC10-20-760 Part C](#) and [Policy 1.11](#). Every sheet in the plan set is required to be sealed, signed, and dated. Any revised sheets should reflect the revision date.

**Submitting**

To submit please use the ePortal application found [here](#). For ePortal user guides, videos, and frequently asked questions click [here](#).

To submit via ePortal, you must have an ePortal account. To create an ePortal account click [here](#).

For assistance, please contact Plan Intake at 703-792-4040 or [planintake@pwcgov.org](mailto:planintake@pwcgov.org).

**File Naming Conventions**

Files for the first submission, resubmissions, and revisions shall be named in accordance with Table 4 below.

**Table 4. File Naming Conventions**

Document	Submission	Filename
Building Development Division (BDD) Forms	First Submission	Original name from County website
Plans	First Submission	Plans.pdf Note: Submit a single pdf file for architectural, mechanical, electrical, plumbing, structural plans
GIS Validation	First Submission	GIS.pdf
Zoning Approval	First Submission	Zoning.pdf
Site Plan or Plat	First Submission	Site_Plan.pdf or Plat.pdf
Energy Calculations	First Submission	Energy_Calcs.pdf
Structural Calculations	First Submission	Structural_Calcs.pdf
Geotechnical Reports	First Submission	Geotechnical_Report.pdf
Truss Submittals	First Submission	Truss.pdf
All Documents	Resubmissions	Filename_resub#.pdf Note: Add to the original filenames above the resubmission number
All Documents	Revisions	Filename_rev#.pdf Note: Add to the original filenames above the revision number

## Payments

Payments can be made via ePortal or by mailing in a check. Payments by mailing a check will delay the plan review process as review can not begin until the payment is processed.

To pay via ePortal, you must have an ePortal account. To create an ePortal account click [here](#).

For assistance, please contact Plan Intake at 703-792-4040 or [planintake@pwcgov.org](mailto:planintake@pwcgov.org).

## Reviewed Documents (Approvals)

A copy of the reviewed submittal (BDD Forms, Plans, Documents) with digital County review stamps will be provided electronically to the applicant.

## Reviewed Documents Required On-site for Inspections

The applicant shall print the submittal (BDD Forms, Plans, Documents) with digital County review stamps for inspection field use. All required documents will be available for download to contacts linked to the plan case on the ePortal.

For assistance, please contact the Permitting Services at 703-792-6924 or [BDDpermits@pwcgov.org](mailto:BDDpermits@pwcgov.org).