

HOW TO SUBMIT SUBSEQUENT SUBMISSIONS & REVISIONS

Updated 3/9/2022

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:



PRINCE WILLIAM
COUNTY

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	Next Top Paging Options Filter Options Main Menu	
<input checked="" type="button" value="All 1"/>	Plan Number <u>BPR2021-00008</u>	Applied Date 08/24/2020
<input type="button" value="Permit 0"/>	Type Building Commercial Tenant Layout Plan	Completion Date
<input type="button" value="Plan 1"/>	Expiration Date	Status Pending
<input type="button" value="Inspection 0"/>	Main Parcel 8291-79-1954	Project Name
	Address 2708 POTOMAC MILLS CIR WOODBRIDGE VA 22192	
	Description Enter scope of work here.	

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

Sort

 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).

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

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action

Uploaded via CSS
Plans - 2nd Submission.pdf
Size: 49.55 MB
[Remove](#)

Attachment
EG_fBLDAppReceipt_24-08-2020_11-17-32_f00926d9-
Uploaded: 08/24/2020

click or drag files
Add Attachment
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, csv, rtf, txt

[Submit](#)

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.**