

# SUBMITTING TO SPECIAL INSEPTIONS USING EPORTAL

Updated 3/24/2021

All submittals (Letter of Engagement, Shop Drawings, Test Reports, Field Reports, etc.) shall be made to Special Inspections Branch (SIB) by the Structural Engineer of Record (SIER) using ePortal. Please follow the steps below to submit.

**Important:** The SIER must be a Contact on the plan case (BPR) to submit using ePortal.

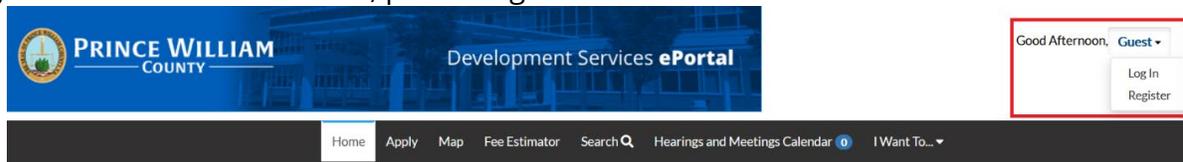
There are two ways the SIER can be added as a contact:

Option 1: An existing contact (owner, designer, etc.) for the permit can add the SIER, see page 3 of the [How to Apply for an ePermit](#) user guide.

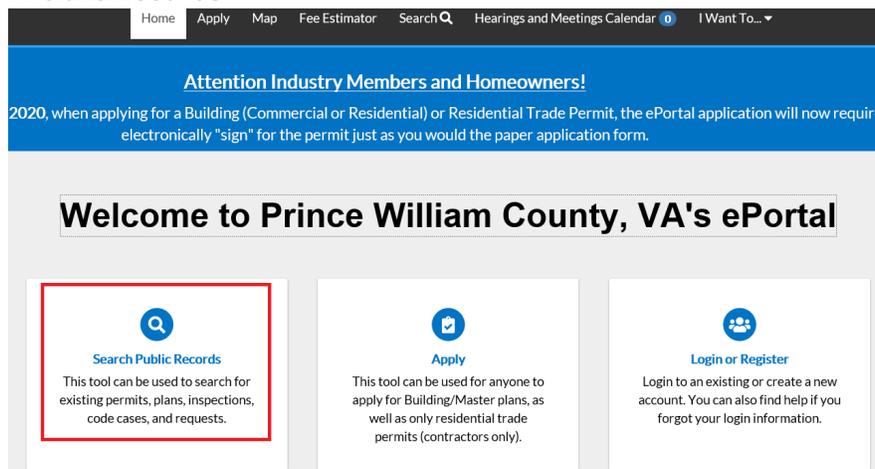
Option 2: Contact the Special Inspections Branch (703-792-6112) to be added.

**Step 1:** Log into your ePortal account at [www.pwcgov.org/eportal](http://www.pwcgov.org/eportal).

If you do not have an account, please register to create an account.



**Step 2:** Search for the plan case (BPR) or permit (BLD) the submittal will be made to. Open Search Public Records



Using the search bar enter a plan case (BPR) or permit (BLD) number.

Public Information

Search  for   Exact Phrase

Found 1 result

Filter Results

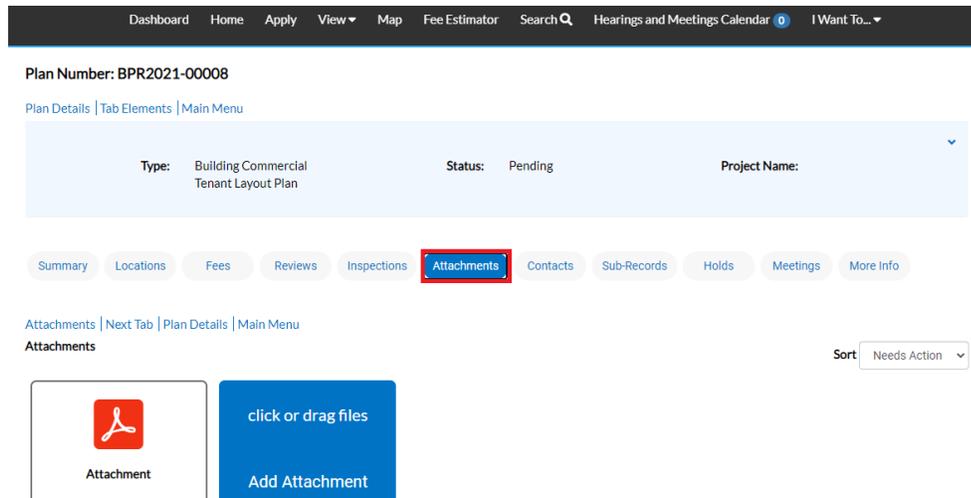
- All 1
- Permit 0
- Plan 1
- Inspection 0

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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

**Step 3:** Select the Attachments tab. Add documents 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. Files shall meet the General requirements listed below.



### General Requirements

- Submittals are a single PDF file
- PDF files are named per the below table
- Files shall be electronically signed, dated, and sealed in accordance with [18VAC10-20-760 Part C, Policy 1.11](#), and the [Special Inspections Manual \(SIM\)](#)
- PDF files are not locked, or password protected
- PDF files do not contain layers or comments
- PDF files have optimized or reduced file size
- Shop Drawings more than 10 sheets have bookmarks listing sheet number and title
- PDF files are monochrome, not in color
- For Shop Drawings provide a 3" x 3" box in the same location on each sheet for county review stamp

### File Names

Document	Filename	Upload to BLD or BPR
Letter of Engagement	sip_LOE.pdf	BLD
Technician Resumes/Certifications	sip_resumes.pdf	BLD
Laboratory Certification	sip_lab_cert.pdf	BLD
Building Pad Certification	sip_building_pad_cert.pdf	BLD
Geotechnical Letter	sip_geotech_letter.pdf	BLD
Letter of Authorization	sip_LOA.pdf	BLD
Statement of Special Inspections	sip_SSI.pdf	BLD
SER List of Shop Drawings	sip_shop_drawing_letter.pdf	BPR
Shop Drawing	sip_type of shop drawing.pdf	BPR
Inspection Report	sip_inspection_report_#.pdf	BLD
Test Result Report	sip_test_report_#.pdf	BLD
Final/Partial Certification	sip_final_cert.pdf	BLD
Change of SIER or SER	sip_change_of_SER.pdf sip_change_of_SIER.pdf	BLD

**Step 4:** Once you have finished attaching documents to the plan case (BPR) or permit (BLD) select SUBMIT to upload the document(s).

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

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Attachments

Sort Needs Action ▾

 <p>Uploaded via CSS</p> <p>Plans - 2nd Submission.pdf</p> <p>Size: 49.55 MB</p> <p><a href="#">Remove</a></p>	 <p>Attachment</p> <p><a href="#">EG_fBLDAppReceipt_24-08-2020_11-17-32_f00926d9-</a></p> <p>Uploaded: 08/24/2020</p>	<p>click or drag files</p> <p>Add Attachment</p>  <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, csv, rtf, txt</p>
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[Submit](#)

### Next Steps

- The submittal has been made to the County and is being processed.
- It may take 1-3 business days for submission to be processed.
- You will receive notification when the submission has been processed or reviewed.