



PRINCE WILLIAM
COUNTY

Fire Marshal Office

Electronic Plan Submission Manual

Revised 5-6-2022

Overview

- In response to COVID-19, the Prince William County 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. Please note there are system updates coming soon.
- A full guide for ePlan submission can be found [here](#).

Fire Marshal Office ePlan Presentation



PRINCE WILLIAM
———— COUNTY ————

Getting Started

ePortal

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Plan Review

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Getting Started

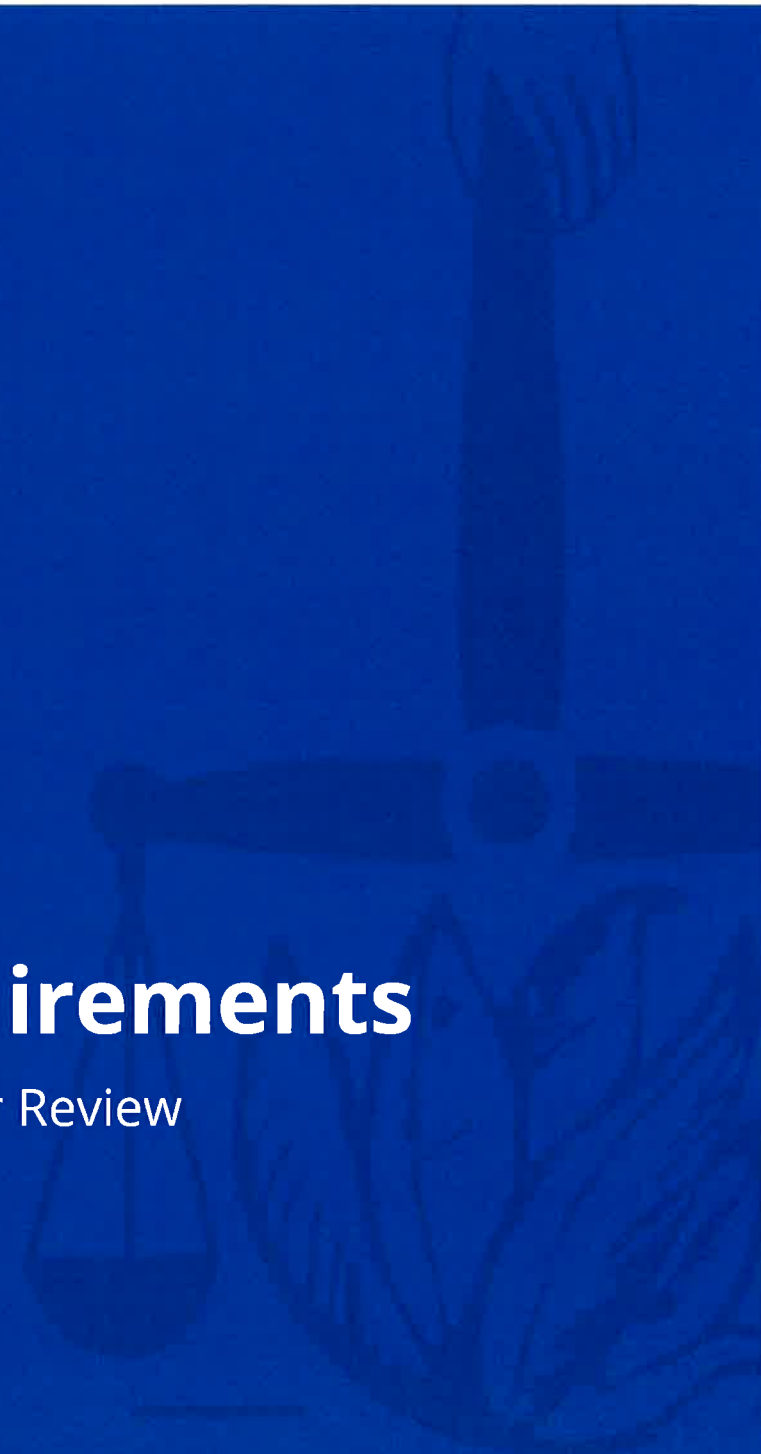
- Information for fire protection projects can be found in the following guides:
 - [Plan Review and Inspections](#)
 - Code Compliance Manual (2018)
 - All forms and checklists can be found [here](#)

ePortal

- The customer ePortal is used for payment methods and can be used to track your submission once it is processed through intake. The ePortal can be found [here](#) or on the Development Services homepage (pwcgov.org/DDS) at the top.

Submission and File Requirements

Preparation and Submitting Forms and Plans for Review



File Requirements



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.
 - Please submit a Fire Protection Permit Application filled out and signed – Upload as APPLICATION.PDF
 - Please submit the FMO ePlan Checklist. Please complete the form – Upload as CHECKLIST.PDF
 - **NOTE:** EVERY SUBMISSION, RESUBMISSION AND REVISION must include a 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 OR
- If the FPP is a Stand-Alone permit, you will need to request an Address Validation from PWCMAPS@PWCGOV.ORG. When the Address Validation is received, upload this as ADR.PDF.

File Requirements

Submission Standards

- File names must meet the naming convention requirements found in the ePlan Guide. (please see table 4 below).
 - 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.
 - ****NOTE EVERY SUBMISSION AND REVISION requires an ePlan QA Checklist

Table 4. File Naming Conventions

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

Preparing for Submission



Forms

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

Plans

Primary File Requirements

- The plans must be monochrome, black text/lines with white background.
- 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

- For commercial projects, the drawing size should be a minimum of 24" x 30" and a maximum of 36" x 48"
- For residential projects, the drawing size should be a minimum of 11"x17" and maximum of 36" x 48".
- All drawings should be true to scale and 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 spot 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 credentialed with an engineer's seal or NICET certification.



Submission Methods

Method 1

- For plan sets with 25 MB maximum size, FPP forms, and Documents with 5 MB maximum size
- Plans and documents can be emailed to Plan Intake at FMOSubmissions@pwcgov.org

Method 2

- For plan sets with 200 MB maximum size, FPP forms, and Documents with 200 MB maximum size
- An email requesting a file sharing link can be sent to Plan Intake at PlanIntake@pwcgov.org

Quality Control Review



QC Review Process

- If there are issues with the plans a QC Denial Letter will be sent to the applicant. After all items are satisfied the required documents, forms, and/or plans (complete set) should be resubmitted
- If the plans are QC accepted the customer will be invoiced for the review fee which can be paid online through ePortal, over the phone, or by mailing in a check

QC Common Issues

- Plan is not a single PDF (plan, manufacturer cutsheets, etc.)
- Files contain layers or comments
- Plans and other required documents do not meet credentialing requirements
- Plan set is not a PDF file in vector format to allow for measurement

Plan Review



When the submission is Approved

- The plans will be electronically stamped by county staff and sent to permits
- Permit 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 complete submittal, not just the revised sheets

Permitting



Permit



Getting Your Permit

- After plan approval, Permits will process the drawings and associated documents and forms
- A conditional approval letter will be sent to the applicant by Permits with instructions and requirements for obtaining the permits 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/BD

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@PWC.GOV.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), by Credit Card over the phone at 703-792-6924, or by mailing a check.

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



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



The permit is available to print through the Customer ePortal

Questions?

Intake 703-792-4040

Review 703-792-6360

Permits 703-792-6924

General 703-792-6930

