



**PRINCE WILLIAM**  
COUNTY

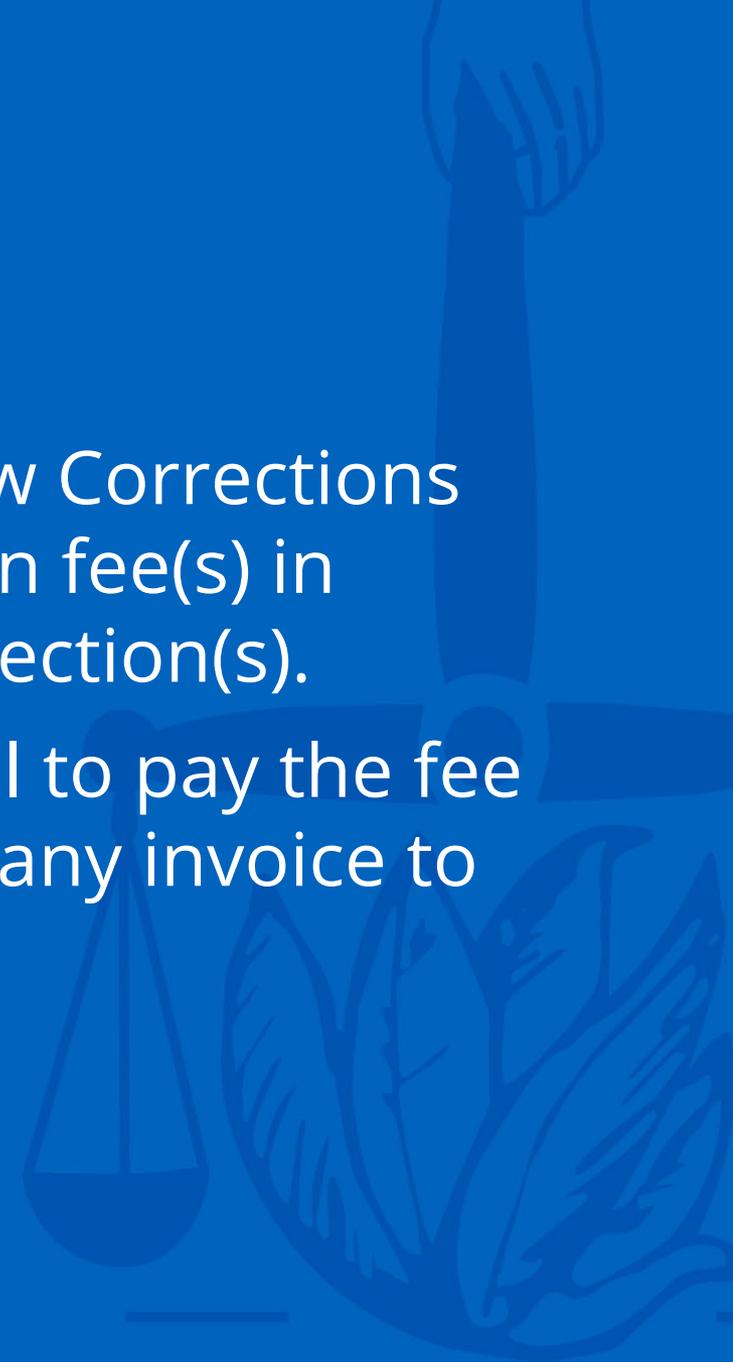
**There's a fee on the corrections  
report but I can't see where to  
pay – Help!**

Version 2022\_1201



# Scenario:

- You've received a Plan Review Corrections Report that lists resubmission fee(s) in addition to the required correction(s).
- Upon logging into the ePortal to pay the fee you cannot locate the fee or any invoice to pay.



# Preface:

- Please note – Plan Review filing fees, Resubmission fees, and Revision fees **are only invoiced *once the submission has passed Quality Control (QC)***. Payment is the last step before Plan Intake can route submissions to Plan Review.
- If you have just resubmitted your corrections the invoice will not immediately be available for payment.
- The QC processing timeframe (from the moment any attachments are successfully uploaded) is typically between one to three business days.

# Corrections Report

- Your project has been placed on hold pending plan corrections. On the first page of the corrections report there will be a bulleted list of what standard resubmission items are to be included. Below that information any applicable resubmission fee(s) will be listed.

 **PRINCE WILLIAM COUNTY** Department of Development Services  
Building Development Division

October 05, 2022

[REDACTED]

RE: [REDACTED] PORCH  
BPR2023-[REDACTED] (BLD2023-[REDACTED])  
[REDACTED]

The review of the plans submitted for the above-referenced project is complete. The following area(s) require corrections and need your attention:

Residential Building Review                      Towers, Allen (Charles)

**Please resubmit to Building Construction Plan Intake via plan case BPR2023-[REDACTED] on ePortal at [pwccgov.org/ePortal](http://pwccgov.org/ePortal):**

- Complete plan set with changes clouded in PDF file named "plans\_resubm"
- Itemized response letter in PDF file
- Resubmission-Revision Checklist (for Commercial Projects Only) available at [www.pwccgov.org/BDForms](http://www.pwccgov.org/BDForms)
- Payment of **\$99.31**. The amount due reflects the total of all outstanding Resubmission and/or Filing fees due as of this date. There may be additional fees due at the time of permit issuance.

Resubmission fees are assessed for each permit impacted by the drawing changes.

Resubmission Fee(s)	\$99.31
Total Plan Review Fees Due:	\$99.31

Based on the Board of County Supervisors adoption of revisions to the Building Development Fee Schedule, the Building Development fees are subject to change. The fee amount charged will be based on the approved Building Development Fee Schedule in effect on the date of payment.

In accordance with the Virginia Uniform Statewide Building Code (VUSBC), **§108.8 Time Limitation of application**, this application shall be deemed abandoned six (6) months after the date of filing unless pursued in good faith or a permit has been issued.

Once deemed abandoned, the application shall be eligible for destruction in accordance with VUSBC **§105.4 Records**.

# Paying an Invoiced Fee

- Please note - The only fee(s) that Plan Intake will invoice to customers are: Plan Review Filing Fees, Resubmission fees, Revision fees, QC Denial Resubmission fees, Approved Copy fees. \*Please note – Resubmission fees are generated by the Plan Review Department (Plan Intake simply invoices the fee once their Department generates it).
- The first thing to do is log into the ePortal. Next Click on the “**Dashboard**” button. Upon doing so, there are two ways to access your payment invoice (once you have been notified to pay the fee):

The screenshot shows the ePortal dashboard with the following sections and data:

- Navigation Bar:** Dashboard (circled in red), Home, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search, Hearing and Meeting Calendar, I Want To...
- Header:** Attention Developers, Engineers, Business Owners, and Homeowners! [New Expanded ePortal Services!](#)
- Announcement:** We are pleased to announce that customers can now submit ZONING APPROVAL applications online in ePortal. We encourage customers to take advantage of the many benefits of ePortal. A user's guide on how to submit a zoning application can be found [here](#). Submitting zoning approval applications online via ePortal is voluntary, but will eventually become mandatory, due to increased high-volume demand. More information about this new service can be found [here](#).
- My Permits:** Attention: 1 (circled in red), Pending: 1, Active: 0, Recent: 1, Draft: 0. A red box around the 'Attention' card is labeled 'OPTION 1'.
- My Plans:** Attention: 0, Pending: 0, Active: 0, Recent: 0, Draft: 0.
- My Inspections:** Requested: 0, Scheduled: 0, Closed: 0.
- My Invoices:** Current: 1 (\$99.31), Past Due: 0 (\$0.00), Total: 1 (\$99.31). A red box around the 'My Invoices' table is labeled 'OPTION 2'.

# Option #1: Pay via your Permit Case

- Once you've logged into the ePortal Click on "**Dashboard**" and then find go to "**My Permits**" and find the permit number associated with the fee. It should be listed under the "**Attention**," "**Pending**," or "**Active**" sections.
- Once you've found your permit click on it to go to that Permit's page (blue items are clickable).

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Q Hearings and Meetings Calendar I Want To...

New to ePortal or just need help using this site?

Check out the help videos and documents located here:  
Development Management System / EnerGov (pwcva.gov)

Frequently Asked Questions found here:  
<https://www.pwcva.gov/assets/documents/development/EPORTAL%20FAQS.pdf>

### My Permits

<b>Attention</b> <b>1</b> Building Residential... 1	<b>Pending</b> <b>1</b> Building Residential... 1	<b>Active</b> <b>0</b>	<b>Recent</b> <b>1</b> Building Residential... 1	<b>Draft</b> <b>0</b>
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View My Permits

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS

Search... Export to Excel

Display Attention (All)

Permit Number	Project	Address	Permit Type	Status	State
BLD2023			Building Residential Alteration/Repair	Pending	Attention, Recent, Pending (Unpaid Fees)

click

# Option #1: Continued

- From there you will see the payment option in the Permit page (multiple locations). Simply click on the **“Add to Cart”** or **“Pay Now”** options to begin the payment process

The screenshot displays a web application interface for permit management. At the top, a navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search, Hearings and Meetings Calendar, and I Want To... The main content area shows permit details for a permit with the number BLD2023-XXXXXX. The permit is for a Building Residential Alteration/Repair, with a status of Pending. Key details include the IVR Number, District, Square Feet, Applied Date, Assigned To, Valuation, Issue Date, Expire Date, and Finalized Date. The description is: "Installation of solar panels on an existing residential roof. 6.46 kW. Addition of 2 0-30A circuits." Below the details, there are tabs for Summary, Locations, Fees, Inspections, Attachments, Contacts, Sub-Records, and More Info. The Summary tab is active, showing a Progress section with a 4% completion rate (4% Completed, 0% In Progress, 0% Not Started). The Fees section shows a total of \$99.31, with buttons for View Details and Add to Cart. The Available Actions section shows an Unpaid Fees alert for \$99.31, expiring on 12-17-2022, with a Pay Now button.

Permit Number: BLD2023-XXXXXX

Permit Details | Tab Elements | Main Menu

Type: Building Residential Alteration/Repair

Status: Pending

Project Name:

IVR Number: [REDACTED]

Applied Date: [REDACTED]

Issue Date:

District: [REDACTED]

Assigned To: [REDACTED]

Expire Date:

Square Feet: [REDACTED]

Valuation: [REDACTED]

Finalized Date:

Description: Installation of solar panels on an existing residential roof. 6.46 kW. Addition of 2 0-30A circuits.

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

Progress

4% Completed

Completed

In Progress

Not Started

Fees

\$99.31

View Details Add to Cart

Available Actions

Unpaid Fees

\$99.31

12-17-2022

Pay Now

# Option #1: Continued

- Initiating the payment process will bring you to a separate, secured-payment website where you can pay out the fee. A “payment successful” notification will appear upon completion and from there you will have access to the payment receipt.

**MyGovPay™** [Contact Us](#)  
Thursday, November 17, 2022

### Order Summary

Agency Name: Prince William County Government  
Order Number: [REDACTED]

Invoice #	Item Description	Quantity	Unit Price	Total Price
[REDACTED]	NONE	1	\$99.31	\$99.31

Item Total: \$99.31  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$99.31

### Payment Details

Pay via credit or debit card

Cardholder Name:  \* Billing Street:  \* Billing Zipcode:  \*

Card Type:  \* Card Number:  \* Expiration Date:  \* CWV Code:

Email Address:  \*

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# Option #2: Pay via My Invoices

- The first thing to do is log into the ePortal. Next Click on the **“Dashboard”** button. Upon doing so, scroll down to the bottom-right of the Dashboard page to see the **“My Invoices”** section. If staff has invoiced the fee then it will appear there.
- Next click on the **“Add to Cart”** button.

The screenshot shows the ePortal dashboard with the 'Dashboard' button circled in red. The 'My Invoices' section is also circled in red and highlighted with a yellow background. It displays a table with the following data:

My Invoices		
Current	1	\$99.31
Past Due	0	\$0.00
<b>Total</b>	<b>1</b>	<b>\$99.31</b>

Each row in the 'My Invoices' table has an 'Add to Cart' button. The 'Add to Cart' button for the total row is highlighted in yellow.

# Option #2: Continued

- Next click on the **“Add to Cart”** button. This will take you to a Shopping Cart screen where you can pay the fee by clicking the **“Check Out”** button.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Q Hearings and Meetings Calendar 0 I Want To... ▾

◀ Back

### Shopping Cart

Total \$99.31  
[Check Out](#)

Invoice: [REDACTED] Description: BLD2023-[REDACTED]  
Due Date: 12/17/2022

Case Number	Project	Case Address	Amount Due
BLD2023-0 [REDACTED]	[REDACTED]	[REDACTED]	\$99.31

\$99.31  
[Remove](#)  
[Top | Main Menu](#)

Total \$99.31  
[Check Out](#)

# Option #2: Continued

- Selecting **“Check Out”** will initiate the payment process which will bring you to a separate, secured-payment website where you can pay out the fee. A **“payment successful”** notification will appear upon completion and from there you will have access to the payment receipt.

**MyGovPay™** [Contact Us](#)  
Thursday, November 17, 2022

**Order Summary**  
Agency Name: Prince William County Government  
Order Number: [REDACTED]

Invoice #	Item Description	Quantity	Unit Price	Total Price
[REDACTED]	NONE	1	\$99.31	\$99.31

Item Total: \$99.31  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$99.31

**Payment Details**  
Pay via credit or debit card

Cardholder Name: \* Billing Street: \* Billing Zipcode: \*  
Card Type: \* Card Number: \* Expiration Date: \* CVV Code: \*  
Email Address: \*

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