



PRINCE WILLIAM
COUNTY

Where Do I Upload My Documents for Review?

Version 2022_1201

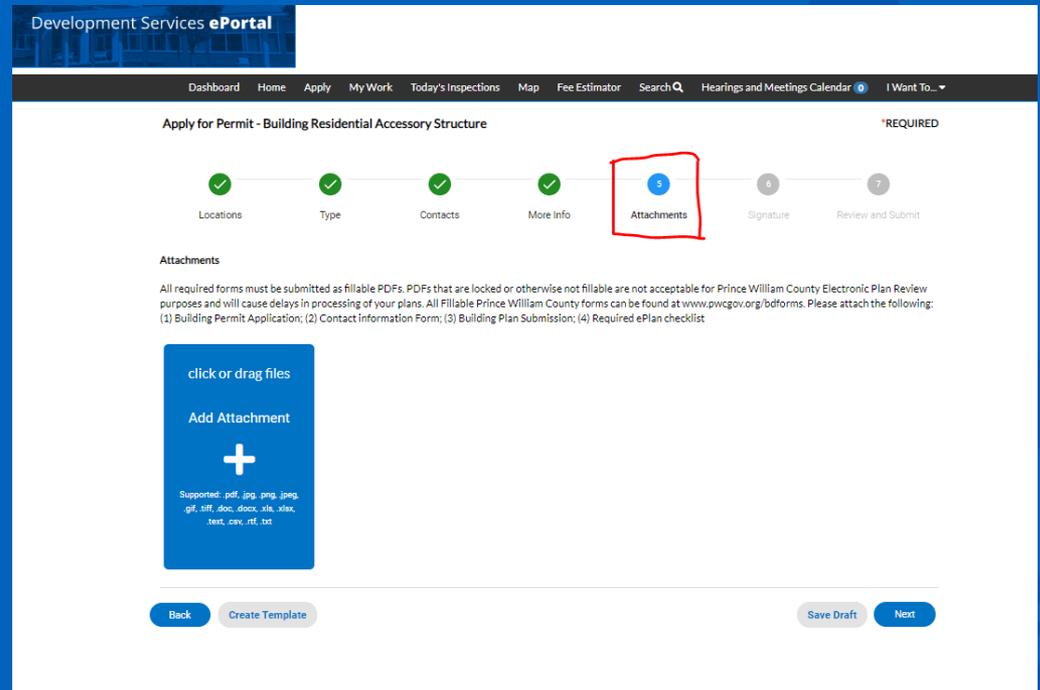


Scenarios:

- **#1** - New Permit submission (you're applying for a new permit via the ePortal).
- **#2** - You have an existing permit case number that has been Permit Quality Control (QC) Denied.
- **#3** - You have a project with a Plan Review case number and the Plan Case has been Plan Quality Control (QC) Denied OR you have a Plan Case that has been put on hold (pending corrections) by Plan Review.

Scenario #1: New Permit submission (you're applying for a new permit via the ePortal).

- When applying for new permits via the ePortal users will have the option to upload attachments to their case as part of the application process.
- Simply go through the application prompts and before you finalize the submission (step 5 of 7) the portal will allow you to attach your documents and files to the application package.
- If you forget to add your files during the application process don't panic! Once your permit case number has been generated simply access that case number and go into the "Attachments" tab where you will find the option to upload additional files. Please note – attached documents will only be viewable to customers once they have been approved by staff (they will not be immediately viewable upon successful upload).



The ePortal will give confirmation once items have been successfully uploaded.

Scenario #2: You have an existing permit case number that has been Permit Quality Control (QC) Denied.

- If a new draft permit submission lacks required items to route it for review or to create a plan case (only if required) then Plan Intake Staff will generate a Permit QC Denial Report. Please note - not all projects require a plan case to be generated. Plan Intake Staff will generate any plan cases associated with a project (with the exception of Code Modification Requests).
- When the Permit QC Denial Letter is sent out there is always specific direction on *where* to upload the required item(s):

www.pwcgov.org/BDD

BDD QC Denied Report

Permit Quality Control Review

DATE: 11/08/2022

PERMIT NUMBER: BLD2023-0[REDACTED]

PERMIT NAME: [REDACTED]

DESCRIPTION: TEAR DOWN EXISTING DECK. INSTALL NEW 20' WIDE X14' OUT 8 FT. HIGH. INSTALL A GROUND LEVEL DECK L-SHAPE 20 WIDE X 23 OUT WITH STEPS. GROUND LEVEL WILL HAVE A HOT TUB

SITE ADDRESS: [REDACTED]

CONTACT NAME: [REDACTED]

EMAIL: [REDACTED] **TELEPHONE:** [REDACTED]

The above permit has been **administratively denied** for the reasons listed below.

- Other: Certificate of zoning approval (ZNA) required. A prerequisite of a residential building permit submission is obtaining a formal approval from the Zoning Department. Please contact Zoning at (703) 792-6830 or ZONINGCOUNTERS@PWCgov.ORG

Please make the above corrections and resubmit to the Building Permit number (shown above) through your ePortal account at <https://www.pwcgov.org/eportal/>, in order to avoid any further delays.

Thank you,
Building Development Division, Plans Intake
Department of Development Services
703-792-4040
PlanIntake@pwcgov.org

Scenario #2 Continued

- To upload documents into your permit via the ePortal first login, click on the “**Dashboard**” button on the top left, and look under the “**My Permits**” Section.
- Depending on the processing status of your permit you may need to look through each section under “**My Permits**” but they will typically be listed under the “Pending” section.
- Next click on the box, find your specific permit, and click on it again to open a permit home page.
- When you have your permit home page open there should be an attachments tab where you can upload your document(s). **You will receive confirmation upon successful upload completion.**

Development Services ePortal

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 (owcva.gov)

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

My Permits

Attention 0	Pending 1 Building Residential... 1	Active 0	Recent 1 Building Residential... 1	Draft 0
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View My Permits

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

Permit Number: BLD2023-XXXX

Permit Details | Tab Elements | Main Menu

Type: Building Residential Addition	Status: QC Denied	Project Name:
IVR Number: [REDACTED]	Applied Date: 11/06/2022	Issue Date:
District: [REDACTED]	Assigned To: [REDACTED]	Expire Date:
Square Feet: [REDACTED]	Valuation: [REDACTED]	Finalized Date:

Description: TEAR DOWN EXISTING DECK. INSTALL NEW 20' WIDE X14' OUT 8 FT. HIGH. INSTALL A GROUND LEVEL DECK L-SHAPE 20 WIDE X 23 OUT WITH STEPS. GROUND LEVEL WILL HAVE A HOT TUB

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

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

Attachment

Z - BDO Permit QC Denied Letter.pdf
Uploaded: 11/08/2022

click or drag files

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rt, .txt

Submit

Scenario: #3 - You have a project with a Plan Review case number and the Plan Case has been Plan Quality Control (QC) Denied.

- If a submission has enough information for Plan Intake Staff to generate a plan case (only if required) but there are still QC issues that prevent the submission from proceeding into Plan Review then a Plan QC Denial Report will be created. A notification will be sent out and the document will be available as an attachment.
- The Plan QC Denial Report will contain instructions on where specifically to upload the requested item(s):



BDD QC Denied Report

Quality Control Check-In Review
QC Rejected

To avoid further delays, please **DO NOT** attempt to resubmit until all items below have been addressed.

Plan/Case #:	BPR2023-██████ BLD2023-██████	Date:	11/14/2022
Plan/Case Name:	████████████████████		
Plan Case Address:	████████████████████ ████████████████████		
Reviewer:	Development Technician 703-792-4040	PlanIntake@pwccgov.org	

The following items/issues were noted on your plan/case. Please review and provide the items listed in order to complete the submission of your plans. **Please resubmit to Building Construction Plan Intake via plan case BPR2023-██████ on ePortal at pwccgov.org/ePortal.**

Correction Type	Comments
BDD QC Plan Intake - Electronic Plan Review (ePlans)	<p>The electronic submittal does not meet minimum requirements listed in the Submittal Checklist of the Customer Electronic Plan Review (ePlans) Guide www.pwccgov.org/eplanguide</p> <p>PDF files are password protected or locked. In the Document Properties Security Settings of the plan the "Changing the Document" field and the "Assembling the Document" fields were both set to "restricted" and will not allow staff/Plan Review to approve and stamp the plans.</p>

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

Scenario: #3 Continued

- To upload documents into your plan case via the ePortal first login, click on the **“Dashboard”** button on the top left, and look under the **“My Plans”** Section.
- Depending on the processing status of your plan case you may need to look through each section under **“My Plans”** but they will typically be listed under the **“Pending”** or **“Attention”** sections.
- Next click on the box, find your specific plan case number, and click on it again to open a plan home page.
- When you have your plan home page open there will be an attachments tab where you can upload your document(s). **You will receive confirmation upon successful upload completion.**

The screenshot shows the ePortal dashboard. The 'Dashboard' button in the top navigation bar is circled in red. Below the navigation bar, there is a blue banner with text: 'Attention Developers, Engineers, Business Owners, and Homeowners! New Expanded ePortal Services!'. Below this, there is a section for 'My Permits' with five cards: Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). Below 'My Permits' is a link 'View My Permits'. Below that is the 'My Plans' section, which is circled in red. It has five cards: Attention (1), Pending (1), Active (0), Recent (1), and Draft (0). The 'Pending' card is circled in red, and it shows 'Building Residential... 1' below it.

The screenshot shows the ePortal plan details page for Plan Number BPR2023-XXXX. The 'Dashboard' button in the top navigation bar is circled in red. The page title is 'Plan Number: BPR2023-XXXX'. Below the title, there is a 'Plan Details' section with the following information: Type: Building Residential Accessory/Additional Plan, Status: QC Denied, Project Name: [redacted], IVR Number: [redacted], Applied Date: 11/14/2022, Expiration Date: [redacted], District: [redacted], Assigned To: [redacted], Completion Date: [redacted], Square Feet: [redacted], Description: [redacted]. Below this is a navigation bar with tabs: Summary, Locations, Fees, Reviews, Attachments (circled in red), Contacts, Sub-Records, and More Info. Below the navigation bar is the 'Attachments' section, which has a 'Next Tab | Plan Details | Main Menu' breadcrumb and a 'Sort: Needs Action' dropdown. The 'Attachments' section contains a document titled 'Z - BDO QC Denied Report.pdf' uploaded on 11/14/2022. To the right of the document is a blue box with a plus sign and the text 'click or drag files' and 'Add Attachment'. Below this box is a list of supported file types: pdf, jpg, png, jpeg, gif, xls, doc, docx, xls, xlsx, text, csv, rtf, xml. At the bottom right of the page is a 'Submit' button circled in red.