CUSTOMER SERVICE BULLETIN

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ELECTRONIC PLAN & PROJECT SUBMISSIONS GUIDE

The Department of Development Services is accepting electronic plan and project submissions. E-application submissions are limited, so please note carefully what can and cannot be accepted.

Building Development Division
Effective April 22, 2020, all new Building Construction Plan submissions that meet the criteria in the Customer Electronic Plan Review (ePlan) Guide found here, are required to be submitted electronically.

Building Construction Plan submissions should be sent to: planintake@pwcgov.org. After April 22, submissions that do not follow the ePlan or include a payment within two (2) business days, will not pass the quality control acceptance process, unless exempted from the requirement.

Examples of building construction projects that will NOT be accepted electronically and still need to be hard-copy submissions are:
- New Church with an occupant load of 300 people or more;
- New Apartment building that is 50,000 square feet or more; and
- New Department store that is 200,000 square feet or more.

Please contact the Building Development Division for information or if you need assistance to ensure your application is complete prior to emailing by calling: 703-792-4040.

Fire Protection
For plans associated with Fire Protection Permits (FPP), the Fire Marshal’s Office is working on accepting electronic plans soon. In the meantime, continue to submit hard-copy plans through the Drop Off Service.

Land Development Division
For a complete list of submissions that can be received electronically, please visit the zoning and application approval process guide found here.

The Land Development Division highly encourages electronic submission of:
- Zoning Permit and Occupancy Applications to zoningcounters@pwcgov.org;
- Performance Bond and Escrow Agreements to LDD@pwcgov.org; and
- Bond and Escrow Extension/Reductions to LDD@pwcgov.org.

Please contact the Land Development Division for information or if you need assistance to ensure your application is complete prior to emailing by calling: 703-792-
Hard-copy submissions that are currently in the process of plan review or are currently under construction must remain in the paper format until final inspection approval. We sincerely appreciate your understanding and cooperation regarding this matter.

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**Important Inspections Changes**

**Remote (Video) Inspections Process**
- Effective April 13, 2020, all Building Construction Inspections and all Special Inspections will be performed remotely via video. Find out more...
  - Building Inspections - [More information](#)
  - Special Inspections - [More information](#)

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**Legal Temporary Signs Usage**

Please be aware that new or additional signs require permits to meet local ordinance regulations. These regulations are in place, so they do not become safety hazards. [See the full how-to apply guide](#).

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**Self Certification Forms**

COVID-19 Updated Self Certification Forms now includes the installation of gas appliances, solar panels, and car chargers. [Get the form here >>](#)

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**COVID-19 Updates**

For the very latest COVID-19 Updates guidance on how to submit project and plan applications. [Check out our frequently updated web page here >>>](#)