The Prince William County Development Services Building Drop-Off Program is a service that provides customers 24/7 access to a single outdoor, weather-proof container to deliver *eligible project submissions and permit applications, as listed here for processing by a respective Department/Agency.

What is *eligible?
Please visit our Drop-Off Program here for a current list of all eligible project submissions and permit applications. Please review the list carefully and note Building Applications may NOT be submitted.

What is a public drop-off program?
A public drop-off program provides customers and the business community with a centralized, publicly accessible location to drop off *eligible project submissions and permit applications for County review and process.

A drop-off container is typically managed by a small group of staff, administrators. The administrator(s) oversee managing the drop-off location.
Where is the public drop-off program located?
The drop-off container is a large, blue, metal weather-resistant mailbox located at the front door of the Plaza entrance of the Development Services Building.

Development Services Building
5 County Complex Court
Prince William, VA 22192

We offer drop-off services for:
- Eligible applications and plan submissions (Please review the list here, carefully).
- Customers who want to submit hardcopy applications after-hours and on weekends.
- Customers who do not want to wait in the building.
- Customers who use permit-runners.

The Drop-off processes
- Please observe the posted sign on the drop-off container and scan the QR code for the latest information.
- Only eligible applications can be dropped-off at any time.
- Customers must label all packages clearly for the relevant Department. Please label package(s), exactly as the name of the Department, Agency, or Branch on the list below.
- Customers must include a name and working phone number on the front of the package(s).
- The drop-off container is a large, blue metal, weather-resistant mailbox located outdoors, next to the entrance doors of the Plaza entrance of the Development Services Building.
- Retrieval times are 7:45 a.m. and 3:45 p.m. Monday through Friday (except on Holidays).
- For safety reasons, this equipment is cleaned frequently.

How does the review process work?
- Project submissions and permit applications are collected at 7:45 a.m. and 3:45 p.m. Monday through Friday (except on Holidays).
- All items are then placed on mail racks for each Department, Agency, or Branch to collect and process.

What happens if I do not hear from the County?
Generally, customers will be contacted within three to four days. Please contact the Department directly for any follow-up regarding a drop-off package.

How do I know my documents are not lost?
- Each time documents are retrieved the EAD staff maintains a record log for internal control purposes noting the intended department, time/date of package receipt, number of packages, whether payment is included, etc. and submits it to the respective agency for processing.
- Please contact 703-792-3091 if you have not been contacted within ten (10) business days.
If you have any follow-up questions, please feel free to contact the Department of Development Services Early Assistance Desk, as below...

General Inquiries  Email: EAD@pwcgov.org  Tel: 703-792-3091