

Customer Electronic Plan Review (ePlans) Guide

Version 2020_0821

Introduction

To help streamline the submittal process, the Building Development Division has established an electronic plan review program (ePlans). Please use the following guide to prepare and submit documents for electronic plan review.

Please note: Electronic plan review will not start until fees are paid, and the submittal meets the requirements of this guide. Failure to pay fees or meet requirements of this guide will delay the plan review process.

Projects

Projects listed in Table 1 and 2 must be submitted electronically; paper plan submissions will not be accepted. For all other projects that do not meet the requirements of Table 1 or 2, a paper plan is required. The County reserves the right to require electronic or paper plan submission for any project. Paper plans currently in review shall remain paper submissions until final inspection approval.

Table 1. New Buildings and Additions

Use Group	Occupancies (including, but not limited to)	Criteria
R-5	Residential One and Two-Family Homes, Townhomes	Unlimited area
B, R-3, R-4, R-5	Offices (attorneys, dentists, physicians, etc.), Banks, Barber shops, Nail salons, Dry cleaning, Tutoring, Universities	Area less than or equal to 200,000 sf
E, I-1, I-2, I-3, I-4, R-1, R-2	Schools (K thru 12th grade), Assisted living facilities, Boarding houses, Nursing homes, Hospitals, Jails, Adult/Child day care, Hotels, Motels, Apartments	Area less than or equal to 50,000 sf
M, F-1, F-2, S-1, S-2	Data centers, Department stores, Markets, Factories, Warehouses	Area less than or equal to 200,000 sf
A-1, A-2, A-3, A-4, A-5	Movie theaters, Theaters, Restaurants, Community halls, Gyms, Libraries, Places of religious worship, Stadiums	Area less than or equal to 15,000 sf Occupant load less than 300
H-1, H-2, H-3, H-4	Use, manufacturing, and storage of hazardous materials	Area less than or equal to 5,000 sf
U	Signs, Retaining walls, Cell towers, Other structures	Unlimited height and area

Table 2. Tenant Layouts, Alterations, and Repairs

Use Group	Occupancies (including, but not limited to)	Criteria
R-5	Residential One and Two-Family Homes, Townhomes	Unlimited area
B, R-3, R-4, R-5	Offices (attorneys, dentists, physicians, etc.), Banks, Barber shops, Nail salons, Dry cleaning, Tutoring, Universities	Unlimited area
E, I-1, I-2, I-3, I-4, R-1, R-2	Schools (K thru 12th grade), Assisted living facilities, Boarding houses, Nursing homes, Hospitals, Jails, Adult/Child day care, Hotels, Motels, Apartments	Area less than or equal to 100,000 sf
M, F-1, F-2, S-1, S-2	Data centers, Department stores, Markets, Factories, Warehouses	Area less than or equal to 400,000 sf
A-1, A-2, A-3, A-4, A-5	Movie theaters, Theaters, Restaurants, Community halls, Gyms, Libraries, Places of religious worship, Stadiums	Area less than or equal to 15,000 sf Occupant load less than 300
H-1, H-2, H-3, H-4	Use, manufacturing, and storage of hazardous materials	Area less than or equal to 5,000 sf

Submittal Checklist

Submittals for electronic plan review must meet the minimum requirements below. For assistance, please contact Plan Intake at 703-792-4040 or planintake@pwcgov.org.

Building Development Division (BDD) Forms available [here](#)

- Forms are submitted as individual PDF files

Documents (GIS Address Validation, Zoning Approval, Site Plans, Plats, Energy Calculations, Structural Calculations, Geotechnical Reports, Truss Submittals, other)

- Documents meet [Credentialing](#) requirements for seal, signature, and date
- Documents are submitted each as separate PDF files

Plans - General Requirements

- File names meet the [File Naming Convention](#) requirements
- Plans meet [Credentialing](#) requirements
- Plans include all disciplines in a single PDF file (architectural, mechanical, electrical, plumbing, and structural)
- PDF files are not password protected
- PDF does not contain layers or comments
- Plans with more than 10 sheets have bookmarks listing sheet number and title. For example: A1 First Floor Plan
- Plans are in landscape orientation
- Plans are monochrome, not in color
- Provide a 3" x 3" box in the same location each sheet for county review stamp

Commercial Plans

- Minimum sheet size is 24" x 30" maximum sheet size is 36" x 48"
- Plans are to minimum scale 1/8" = 1'-0". It is preferred that plans are in vector format to allow for measuring
- Resubmissions include all sheets (complete new set) and [Resubmission - Revision Checklist](#)
- Revisions include only revised sheets and [Resubmission - Revision Checklist](#)

Residential Plans (group R-5 single family, townhouse, additions, alterations, repairs, accessory structures, etc.)

- Minimum sheet size is 8-1/2" x 11" maximum sheet size is 36" x 48"
- Plans are to minimum scale 1/8" = 1'-0"
- Plans may be scanned with sheets aligned in landscape orientation
- Resubmissions include all sheets (complete new set)
- Revisions include only revised sheets and have changes clouded

Credentialing

Plans and documents shall be electronically signed, dated, and sealed in accordance with [18VAC10-20-760 Part C](#) and [Policy 1.11](#). Every sheet in the plan set is required to be sealed, signed, and dated. Any revised sheet should reflect the revision date.

Submitting

To submit **Commercial Building Plans, Residential Building Plans, or Residential Stand-alone Trade permits** please use the ePortal application found at pwcgov.org/eportal. For ePortal user guides, videos, and frequently asked questions click [here](#). To submit via ePortal, you must have an ePortal account.

To submit for **Commercial Stand-alone Trade permits** please email plans and documents up to 30 MB to Plan Intake at planintake@pwcgov.org. For plans and documents over 30 MB please email Plan Intake at planintake@pwcgov.org to request a file sharing link.

For assistance, please contact Plan Intake at 703-792-4040 or planintake@pwcgov.org.

File Naming Conventions

Files for the first submission, resubmissions, and revisions shall be named in accordance with Table 4 below.

Table 4. File Naming Conventions

Document	Submission	Filename
Building Development Division (BDD) Forms	First Submission	Original name from County website
Plans	First Submission	Plans.pdf Note: Submit a single pdf file for architectural, mechanical, electrical, plumbing, structural plans
GIS Validation	First Submission	GIS.pdf
Zoning Approval	First Submission	Zoning.pdf
Site Plan or Plat	First Submission	Site_Plan.pdf or Plat.pdf
Energy Calculations	First Submission	Energy_Calcs.pdf
Structural Calculations	First Submission	Structural_Calcs.pdf
Geotechnical Reports	First Submission	Geotechnical_Report.pdf
Truss Submittals	First Submission	Truss.pdf
Other	First Submission	Please contact Plan Intake at 703-792-6930 or planintake@pwcgov.org
All Documents	Resubmissions	Filename_resub#.pdf
All Documents	Revisions	Filename_rev#.pdf

Payments

Payments can be made via ePortal (preferred), over the phone by calling 703-792-6930, in person at the county office, or by mailing a check. Payments by mailing a check will delay the plan review process.

To pay via ePortal, you must have an ePortal account. To create an ePortal account click [here](#).

For assistance, please contact Plan Intake at 703-792-4040 or planintake@pwcgov.org.

Reviewed Documents (Approvals)

A copy of the reviewed submittal (BDD Forms, Plans, Documents) with digital County review stamps will be provided electronically to the applicant.

Reviewed Documents Required On-site for Inspections

The applicant shall print the submittal (BDD Forms, Plans, Documents) with digital County review stamps to remain on site for inspection field use. The permit(s) shall be printed and posted at the construction site where it is visible from the public way.

For assistance with obtaining the submittal or permit, please contact the Permitting Services at 703-792-6924 or BDDpermits@pwcgov.org.

For assistance with inspections, please contact the Inspections Branch at 703-792-7006.