

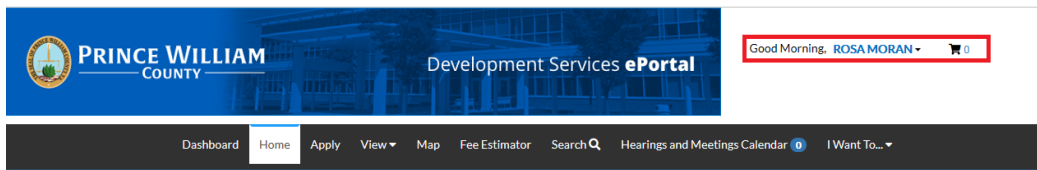
APPLYING FOR A FIRE PROTECTION EPERMIT

Updated: 3/24/2021

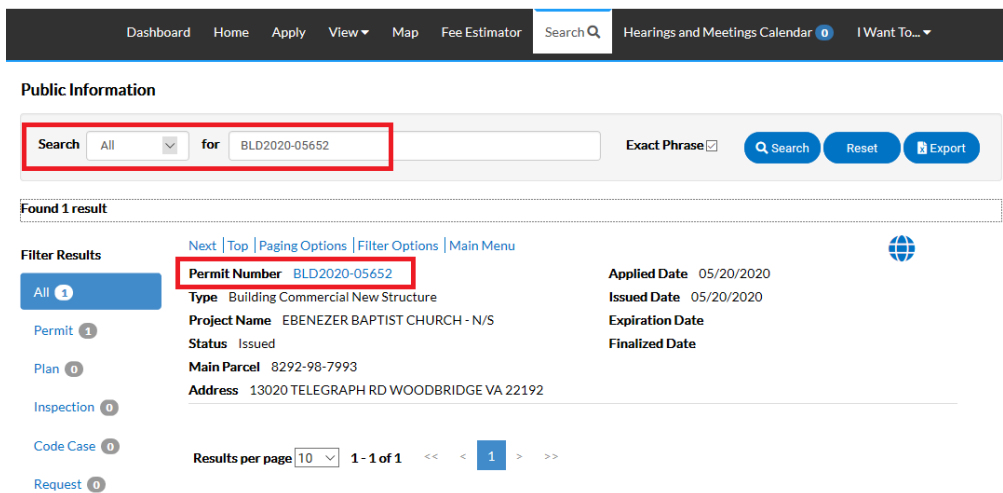
There are two ways to apply for a Fire Protection Permit. One is through the master Building Permit if it's related to a building permit, and the other as a stand-alone trade not linked to a master Building Permit. You can apply for a Fire Protection permit on both residential and commercial property **but if it's linked to a BLD permit, the BLD permit must be "Issued" for you to apply.**

Applying for a Sub-Permit from Master Building Permit

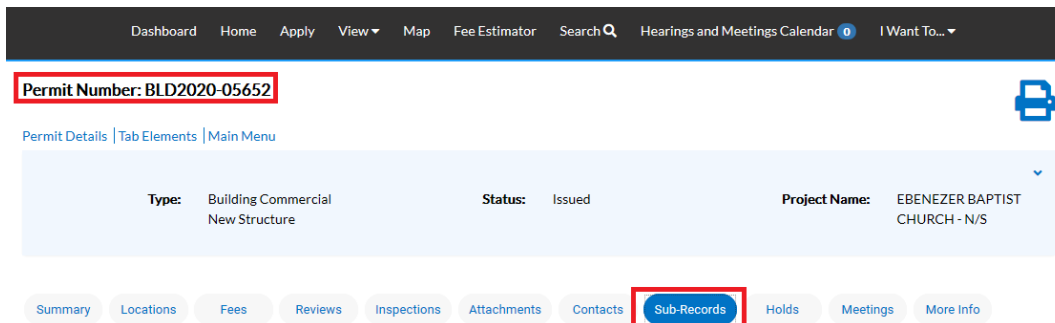
1. Log into your ePortal account... <https://www.pwcgov.org/eportal/> You will know you are logged in because your name will appear in the top right hand side.



2. Search for the master Building Permit, and open the record by clicking on the permit number link.



3. Go to the SUB-RECORDS tab, and look in the "Remaining Sub-Permits" section for a list of permits you are able to apply for on-line.



Existing Sub-Permits

Sort Permit Number ▾

Permit Number	Type	Status
BLD2020-00391	Building Commercial New Structure	Issued
GAS2019-00841	Gas Commercial New Structure	Pending
PLB2019-01792	Plumbing Commercial New Structure	Pending
MEC2019-01224	Mechanical Commercial New Structure	Issued
ELE2019-03426	Electrical Commercial New Structure	Pending

Results per page 10 ▾ 1 - 5 of 5 << < 1 > >>

Remaining Sub-Permits

Type	Action
Fire Protection - Wet Chemical	Apply
Fire Protection - Hood System	Apply
Fire Protection - Dry Chemical	Apply
Fire Protection - Foam System	Apply
Fire Protection - Clean Agent	Apply
Fire Protection - Sprinkler	Apply
Fire Protection - Carbon Dioxide System	Apply
Fire Protection - Standpipe System	Apply
Fire Protection - Underground Fire Line	Apply
Fire Protection - Fire Alarm	Apply

- Click on the "Apply" button next to the fire protection permit you are obtaining to start the process. Please make sure to verify the Permit Type and Location of the master Building Permit before you apply so that the fire protection permit isn't linked to the incorrect building permit. You can also verify the information at the start of the application process prior to proceeding.
- Once you have verified the location information is correct, click on NEXT to go to the next step or SAVE DRAFT, if you need to stop the application process at any time and come back to it later.

Please note: There is a bug in the current version of ePortal that may cause you to receive an error when trying to re-open a Draft permit. If you receive that error, please contact DMS@pwcgov.org, and we will correct the issue.

Dashboard Home Apply View ▾ Map Fee Estimator Search 🔍 Hearings and Meetings Calendar ⓘ I Want To... ▾

Apply for Permit - Fire Protection - Sprinkler *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More info Attachments Signature Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address
US
13020 TELEGRAPH RD,
WOODBRIDGE, VA, United
States, 22192
Main Address

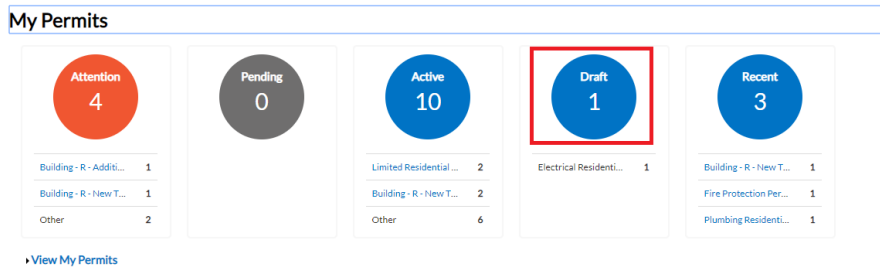
Parcel Number
8292-98-7993
Main Parcel

Remove

Site Address ▾
Add Location
+

Save Draft Next

If you save the draft to come back to it later, you can continue the application process by opening your “Draft” permits from the Dashboard.



You'll have a choice to “Resume” or “Delete” your draft at any time. If you resume, the application process opens at start of the process but you can click on NEXT to get to the point where you left off. This allows you to refresh your memory on what has already been completed and a second chance to check and make sure nothing has changed since the last time you were updating this application.

My Drafts

Module: Permit | Sort: Module

Module	Type	Last Update	Action
Permit	Electrical Residential New Townhouse - NOT CONDO	12/12/2018 09:41:08 AM	Resume Delete

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

6. After verifying the location, the next step is Type. You'll notice the “Permit Type” is already populated for you, and in some cases Description and Square Feet will be as well. The fields with an asterisk, such as the Valuation, are required.

Enter or update the Description as needed, confirm/adjust square footage, and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field. When you are finished, click NEXT or SAVE DRAFT for later.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Sprinkler *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work... what is it that you are doing?

* Permit Type: Fire Protection - Sprinkler

* Description: EBENEZER BAPTIST CHURCH - NEW STRUCTURE - UPDATING TO 2012 CODE

* Square Feet: 80052

* Valuation: 100000

Back Save Draft **Next**

7. The next step is to verify/remove or add any additional contacts related to your permit. Some contacts such as the owner or tenant may also carry down from the master Building Permit. Please note, you as the "applicant" logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Sprinkler *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

CONTACTS

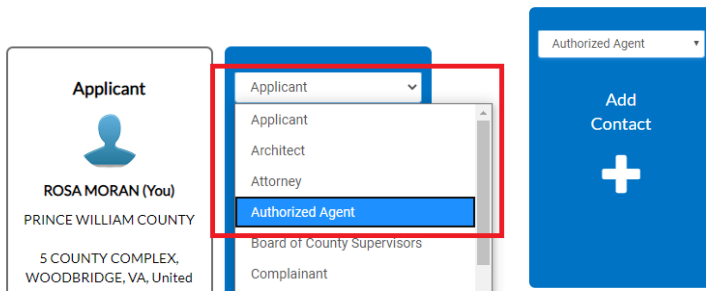
When searching for a contact to add to a case, if you do not find the contact you wish to add, please email DMS@pwcgov.org for assistance. They can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.

<p>Authorized Agent</p> <p>ALLISON ANDERSON</p> <p>EBEMEZER BAPTIST CHUR...</p> <p>Remove</p>	<p>Owner</p> <p>EBENEZER BAPTIST CHU...</p> <p>13020 TELEGRAPH, WOOD...</p> <p>Remove</p>	<p>Applicant</p> <p>ROSA MORAN (You)</p> <p>PRINCE WILLIAM COUNTY</p> <p>5 COUNTY COMPLEX, WOODBRIDGE, VA, United States, 22192</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>
--	--	--	--

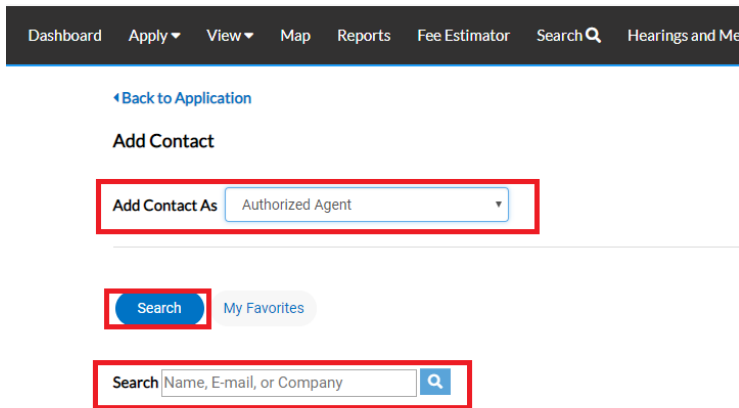
Back Save Draft Next

If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.

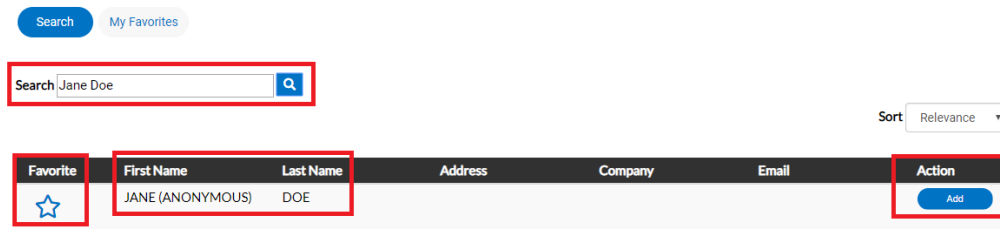
Please note: For co-workers within the same company or organization, please select *Authorized Agent*.





The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.



You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



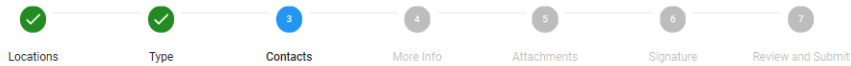


Pro Tip! If you add the contact to your favorites  , then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.

My Favorites

First Name	Last Name	Address	Company	Email	Action
JANE (ANONYMOUS)	DOE				<input type="button" value="Add"/>

Once you are finished adding in your contacts, select NEXT to move on.



CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please email DMS@pwcgov.org for assistance. They can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.

<p>Authorized Agent</p> <p>ALLISON ANDERSON EBENEZER BAPTIST CHUR...</p> <p>Remove</p>	<p>Owner</p> <p>EBENEZER BAPTIST CHU... 13020 TELEGRAPH, WOOD...</p> <p>Remove</p>	<p>Applicant</p> <p>ROSA MORAN (You) PRINCE WILLIAM COUNTY 5 COUNTY COMPLEX, WOODBIDGE, VA, United States, 22192</p>	<p>Authorized Agent</p> <p>JANE DOE 123 ANYWHERE, ANYWHE...</p> <p>Remove</p>
--	--	--	---

Applicant

Add Contact

+

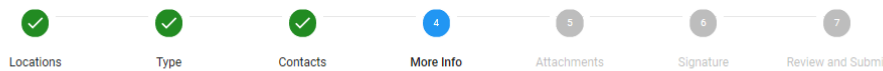
[Back](#)
[Create Template](#)
[Save Draft](#)
[Next](#)

- The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. In some cases the fields will be prepopulated from data carried down from the master Building Permit. Those items often include the Permit Name.

Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Sprinkler *REQUIRED



MORE INFO

If not already populated, for Permit Name, please enter the name of the business for commercial permits, and owner/developer on residential permits. Remember to select the Code Book and Year. Ignore any field that says "Custom field type is not supported." Those are calculated fields and will populate within the application once you submit. Any "RED" field you see is a required field and must be populated before you can continue. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

General Permit Items

[Next Section](#) | [Top](#) | [Main Menu](#)

Permit Name

Marketing Name

*Plan Code Book

*Plan Code Year

Sprinkler Details Previous Section | Next Section | Top | Main Menu

Sprinkler Type

Sprinkler Heads

Dry Pipe Valves

Fire Pump Systems

Standpipe Systems

Systems Previous Section | Top | Main Menu

Additional Devices

Please note: In some cases you will see the following... don't worry... those are usually calculated "total" field which update within the application once you've submitted your permit. Just ignore those types of fields.

Total Fixture/Recep/Switches

Once you are finished updating the fields, select NEXT to move on.

- The next section are for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the permit in order pass quality control and not delay the review of your application. Select NEXT to continue after you have attached your documents.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Sprinkler *REQUIRED

✓
Locations

✓
Type

✓
Contacts

✓
More Info

5
Attachments

6
Signature

7
Review and Submit


Attachments

All required forms must be submitted as fillable PDFs. Plans must be flattened, no layers, and no comments. PDFs that do not meet these requirements are not acceptable for Prince William County Electronic Plan Review purposes and will cause delays in processing of your plans. All fillable PWC forms can be found at <http://eservice.pwcgov.org/eBuildingDevelopmentForms/>. Please attach the following: Fire Protection Permit Application, QC Checklist, Single Plan File (with specs included). Once documents have been submitted please do not attach any additional documents to any of your cases until such time as you've received instructions to do so from staff.

click or drag files

Add Attachment

10. Prior to getting to the final “Summary” page for your review, you will be required to “sign” the application you are submitting. Please read the statement and sign the application in order to continue.

 **Please note:** You do not need to “draw” the signature. You can switch the “Enable type signature” on and that will allow you to “type” the signature.

Enable Type Signature

Apply for Permit - Fire Protection - Sprinkler

REQUIRED



SIGNATURE

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

Please type your name as consent to electronically sign this application.

Rosa Moran

Enable Type Signature

Rosa Moran

ROSA MORAN
March, 24 2021

X Rosa Moran

Back

Create Template

Save Draft

Next

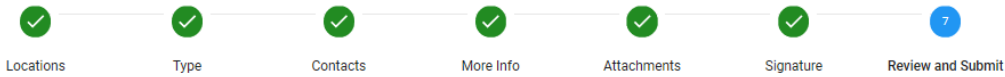
11. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make a change you can go “BACK” by clicking on the BACK button at the bottom of the page. ()



Please note: Do not click on the browser “back” button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the “BACK” button at the bottom of the screen.

Apply for Permit - Fire Protection - Sprinkler

REQUIRED



Submit

Locations

Site Address	13020 TELEGRAPH RD, WOODBRIDGE, VA, United States, 22192
Parcel Number	8292-98-7993

Basic Info

Type	Fire Protection - Sprinkler
Description	EBENEZER BAPTIST CHURCH - NEW STRUCTURE - UPDATING TO 2012 CODE
Square Feet	80052
Valuation	100000
Applied Date	03/24/2021

Contacts

Authorized Agent	ALLISON ANDERSON EBEMEZER BAPTIST CHURCH
Owner	EBENEZER BAPTIST CHURCH 13020 TELEGRAPH , WOODBRIDGE, VA, United States, 22192
Applicant	ROSA MORAN PRINCE WILLIAM COUNTY



Please note: The system does display "estimated fees". These are just "estimated" and will change once the application has been reviewed. The inspection fee (based on the number of inspections required) have not yet been added.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Fire Protection - Sprinkler Light/Ord/Xtra Hazard	\$479.39

Total: \$479.39

Once you are satisfied with the application, click on the SUBMIT button.

Sprinkler Details [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Sprinkler Type: Sprinkler Light Hazard-Occupancy

Sprinkler Heads: 15

Dry Pipe Valves:

Fire Pump Systems:

Standpipe Systems:

Systems [Previous Section](#) | [Top](#) | [Main Menu](#)

Additional Devices:

Attachments

Attachment: Application - Sprinkler.pdf

Attachment: Plan - Sprinkler.pdf

Attachment: QC Checklist - Sprinkler.pdf

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

12. After a short wait, the permit screen will re-appear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.


Permit Number: FPP2021-00010

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Fire Protection - Sprinkler **Status:** Draft **Project Name:** EBENEZER BAPTIST CHURCH - N/S

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

At this point, the permit with its plan has been submitted to the county to be processed. It may take 3-5 business days for quality control to be completed. To check the status of your application, please log into your ePortal account. If the status is Draft, quality control has not yet been completed.

 **Please note:** If you review your case online after submitting it and do not see any of your attachments, don't worry. They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case.

Permit Number: FPP2021-00010

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Fire Protection - Sprinkler **Status:** Draft **Project Name:** EBENEZER BAPTIST CHURCH - N/S

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)

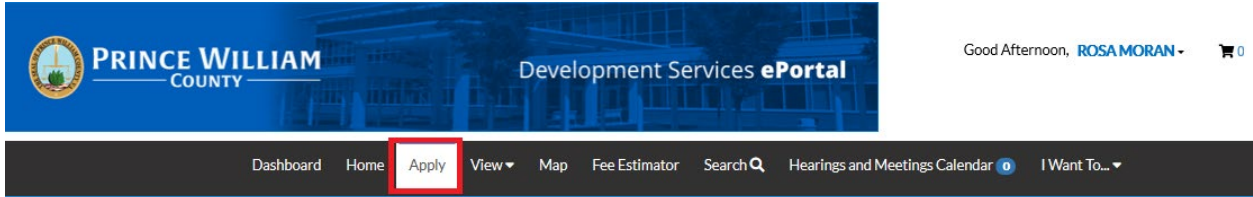
[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

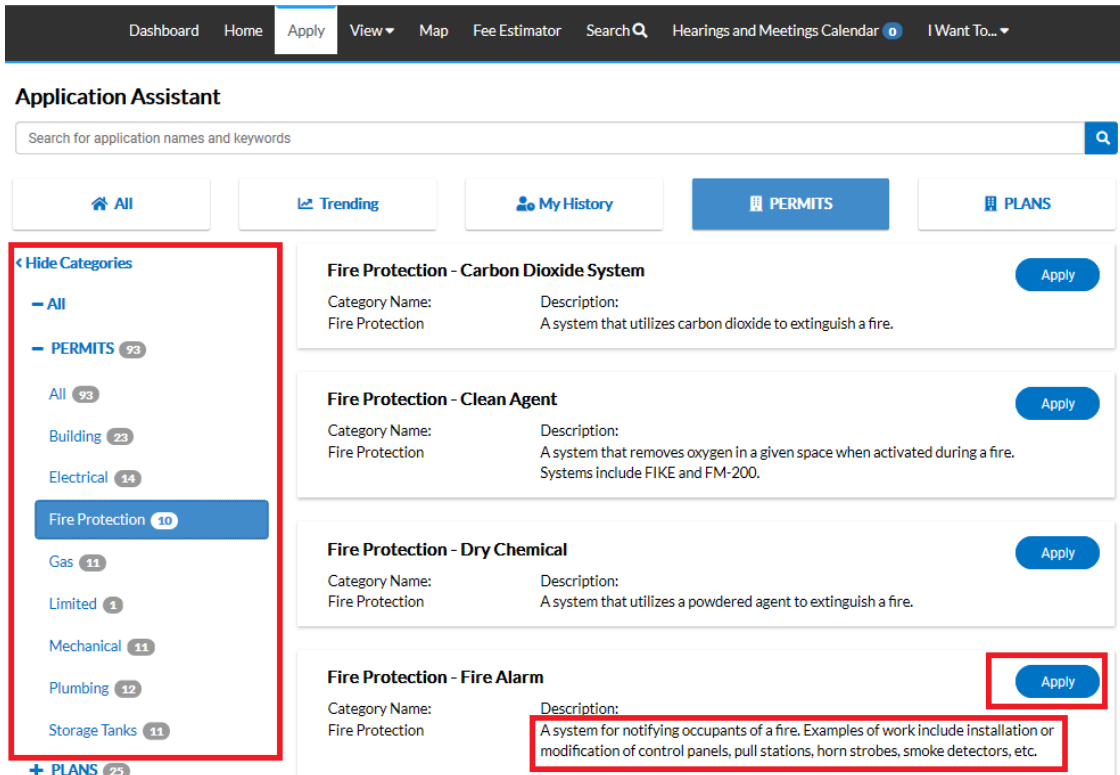
click or drag files

Applying for a Stand-Alone Fire Protection Permit (NO master building permit)

1. Please log into your ePortal/Citizen Self Service (CSS) account, and click on the APPLY menu item.



2. From the list of available permits you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the permit you need. Once you have found the permit you need, click on the APPLY button to start the process. Remember to read the descriptions to make sure you pick the correct permit.



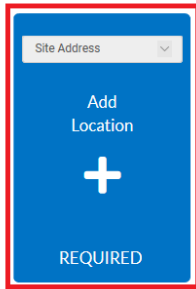
3. The first step in the process is to add a location for the permit. You'll note that at least one location is required. Click on ADD LOCATION.

Apply for Permit - Fire Protection - Fire Alarm



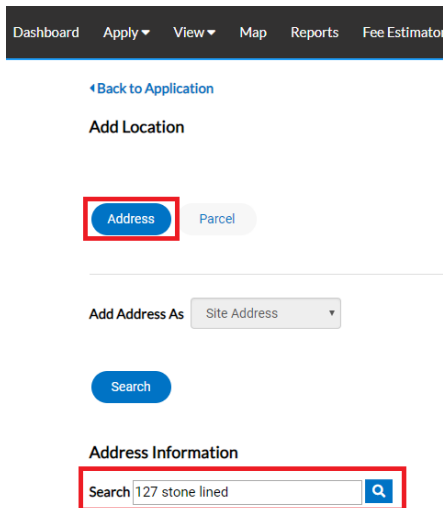
LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.



You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.



From the results of the search, select the address you want to add to the permit.

Address Information

Search 127 stone lined

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>

Results per page: 10 1 - 10 of 36 << < 1 2 3 4 > >>

Once you have verified the location information is correct, click on NEXT to go to the next step or SAVE DRAFT, if you need to stop the application process at any time and come back to it later.

Please note: There is a bug in the current version of ePortal that may cause you to receive an error when trying to re-open a Draft permit. If you receive that error, please contact DMS@pwcgov.org, and we will correct the issue.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Fire Alarm *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address
12740 STONE LINED CIR,
WOODBRIDGE, VA 22192

Main Address

Parcel Number
8193-22-0877

Main Parcel

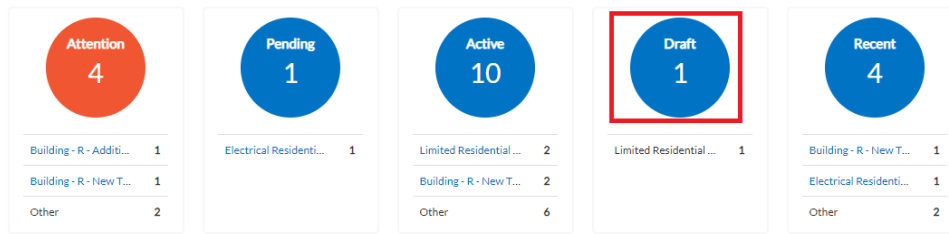
Remove

Add Location

Create Template Save Draft Next

If you save the draft to come back to it later, you can continue the application process by opening your "Draft" permits from the Dashboard.

My Permits



[View My Permits](#)

You'll have a choice to "Resume" or "Delete" your draft at any time. If you resume, the application process opens at start of the process but you can click on NEXT to get to the point where you left off. This allows you to refresh your memory on what has already been completed and a second chance to check and make sure nothing has changed since the last time you were updating this application.

My Drafts

Module: Permit | Sort: Module

Module	Type	Last Update	Action
Permit	Limited Residential Alteration & Repair	12/18/2018 02:45:47 PM	Resume Delete

Results per page: 10 | 1 - 1 of 1

4. After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you based on the permit you selected to apply for.

Apply for Permit - Fire Protection - Fire Alarm



PERMIT DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work... what is it that you are doing?

* Permit Type: Fire Protection - Fire Alarm

The fields with an asterisk, such as the Valuation, are required. Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field. When you are finished, click NEXT.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Fire Alarm *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work... what is it that you are doing?

* Permit Type: Fire Protection - Fire Alarm

* Description: Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.

* Square Feet: 3500

* Valuation: 1000

Back Create Template Save Draft **Next**

5. The next step is to verify and add any additional contacts related to your permit. You as the "applicant" logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Fire Alarm *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

CONTACTS

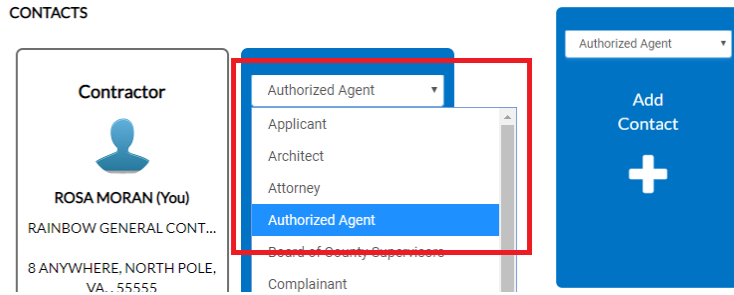
When searching for a contact to add to a case, if you do not find the contact you wish to add, please email DMS@pwcgov.org for assistance. They can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.

Applicant: ROSA MORAN (You)
 PRINCE WILLIAM COUNTY
 5 COUNTY COMPLEX,
 WOODBRIDGE, VA, United States, 22192

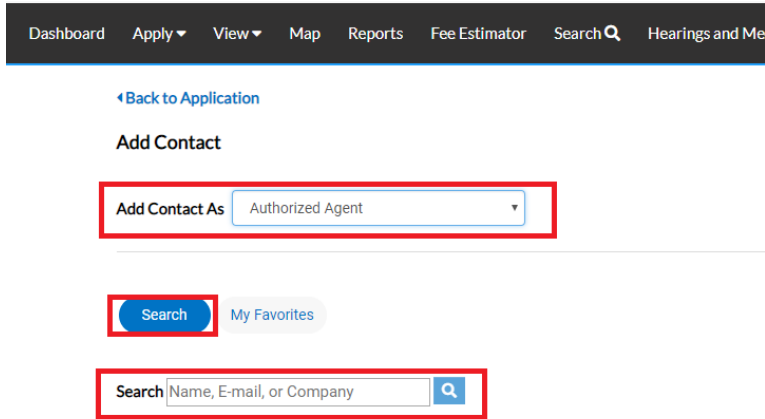
Add Contact

Back Create Template Save Draft **Next**

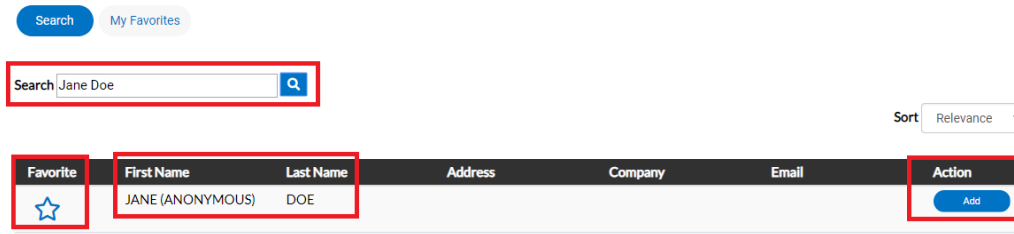
If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.




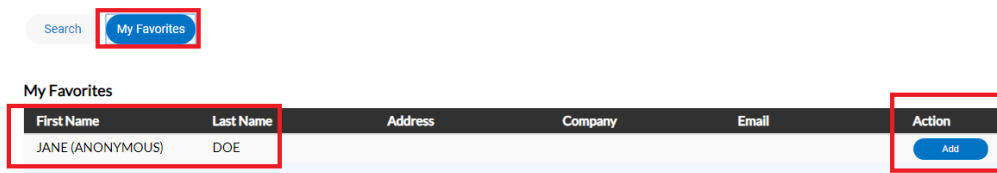
The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.



You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



If you add the contact to your favorites  , then the next time you need to add that contact to a permit, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.



Once you are finished adding in your contacts, select SAVE DRAFT or NEXT to move on.

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...


Apply for Permit - Fire Protection - Fire Alarm *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS


When searching for a contact to add to a case, if you do not find the contact you wish to add, please email DMS@pwcgov.org for assistance. They can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company.

Applicant



ROSA MORAN (You)
PRINCE WILLIAM COUNTY
5 COUNTY COMPLEX,
WOODBRIIDGE, VA, United
States, 22192

Authorized Agent



JANE DOE
123 ANYWHERE, ANYWHE...

Remove

Applicant

Add
Contact

+

Back
Create Template
Save Draft
Next

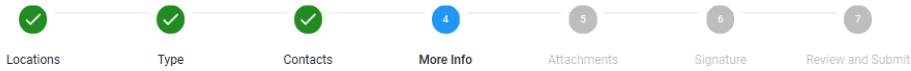
6. The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

For the Permit Name, please enter the name of the business or development if it's a commercial site, and the last name of the owner along with what they are building if it's a residential site (example: SMITH DECK). Remember to enter the Plan Code Book and Plan Code Year that the work is being done under. *If you do have a "Master Permit Number" please cancel this permit and return to the top of these instructions and follow the instructions for "Applying for a Sub-Permit from Master Building Permit"*

Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

Apply for Permit - Fire Protection - Fire Alarm

*REQUIRED



MORE INFO

If not already populated, for Permit Name, please enter the name of the business for commercial permits, and owner/developer on residential permits. Remember to select the Code Book and Year. Ignore any field that says "Custom field type is not supported." Those are calculated fields and will populate within the application once you submit. Any "RED" field you see is a required field and must be populated before you can continue. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

General Permit Items

[Next Section](#) | [Top](#) | [Main Menu](#)

Permit Name

Marketing Name

*Plan Code Book

*Plan Code Year

Fire Alarm Provided

Fire Suppression Provided

Systems

[Previous Section](#) | [Top](#) | [Main Menu](#)

Fire Alarms

Additional Devices

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Please note: In some cases you will see the following... don't worry... those are usually calculated "total" field which update within the application once you've submitted your permit. Just ignore those types of fields.

Total Number of Items

In other cases you'll see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step.

*Type of Improvement Type of Improvement is required.

Once you are finished updating the fields, select SAVE DRAFT or NEXT to move on.

- The next section are for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the permit in order pass quality control and not delay the review of your application. Select NEXT to continue after you have attached your documents.

Apply for Permit - Fire Protection - Fire Alarm *REQUIRED


✓ Locations — ✓ Type — ✓ Contacts — ✓ More Info — 5 Attachments — 6 Signature — 7 Review and Submit

Attachments

All required forms must be submitted as fillable PDFs. Plans must be flattened, no layers, and no comments. PDFs that do not meet these requirements are not acceptable for Prince William County Electronic Plan Review purposes and will cause delays in processing of your plans. All fillable PWC forms can be found at <http://eservice.pwcgov.org/eBuildingDevelopmentForms/>. Please attach the following: Fire Protection Permit Application, QC Checklist, Single Plan File (with specs included). Once documents have been submitted please do not attach any additional documents to any of your cases until such time as you've received instructions to do so from staff.

click or drag files

- Prior to getting to the final “Summary” page for your review, you will be required to “sign” the application you are submitting. Please read the statement and sign the application in order to continue.

 **Please note:** You do not need to “draw” the signature. You can switch the “Enable type signature” on and that will allow you to “type” the signature.

Enable Type Signature

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Permit - Fire Protection - Fire Alarm *REQUIRED

✓ Locations — ✓ Type — ✓ Contacts — ✓ More Info — ✓ Attachments — 6 Signature — 7 Review and Submit


SIGNATURE

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.


* Please type your name as consent to electronically sign this application.


Enable Type Signature


ROSA MORAN
March, 24 2021




Back Create Template Save Draft Next


9. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go "BACK" by clicking on the BACK button at the bottom of the page. ()


 **Please note:** Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.


Dashboard
Home
Apply
View ▾
Map
Fee Estimator
Search 🔍
Hearings and Meetings Calendar 
I Want To... ▾


Apply for Permit - Fire Protection - Fire Alarm *REQUIRED



 Locations



 Type



 Contacts


 More Info


 Attachments


 Signature


 Review and Submit



Locations


Site Address	12740 STONE LINED CIR, WOODBRIDGE, VA 22192
Parcel Number	8193-22-0877

Basic Info

Type	Fire Protection - Fire Alarm
Description	Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field.
Square Feet	3500
Valuation	1000
Applied Date	03/24/2021

Contacts

Applicant	ROSA MORAN PRINCE WILLIAM COUNTY
------------------	-------------------------------------

 **Please note:** The system does display "estimated fees". These are just "estimated" and will change once the application has been reviewed. The inspection fee (based on the number of inspections required) have not yet been added.

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Fire Protection - Fire Alarm System	\$272.94

Total: \$272.94

Once you are satisfied with the application, click on the SUBMIT button.

Systems [Previous Section](#) | [Top](#) | [Main Menu](#)

Fire Alarms 5

Additional Devices

Attachments

Attachment	Application - Fire Alarm.pdf
Attachment	Plan - Fire Alarm.pdf
Attachment	QC Checklist - Fire Alarm.pdf

[Back](#)
[Create Template](#)
[Save Draft](#) [Submit](#)

10. After a short wait, the permit screen will re-appear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft

Dashboard Home Apply View Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.


Permit Number: FPP2021-00011

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Fire Protection - Fire Alarm **Status:** Draft **Project Name:**

[Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds](#)
[Meetings](#)
[More Info](#)

At this point, the permit with its plan has been submitted to the county to be processed. It may take 3-5 business days for quality control to be completed. To check the status of your application, please log into your ePortal account. If the status is Draft, quality control has not yet been completed.

 **Please note:** If you review your case online after submitting it and do not see any of your attachments, don't worry. They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case.

Permit Number: FPP2021-00011

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Fire Protection - Fire Alarm **Status:** Draft **Project Name:**

[Summary](#)
[Locations](#)
[Fees](#)
[Reviews](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds](#)
[Meetings](#)
[More Info](#)

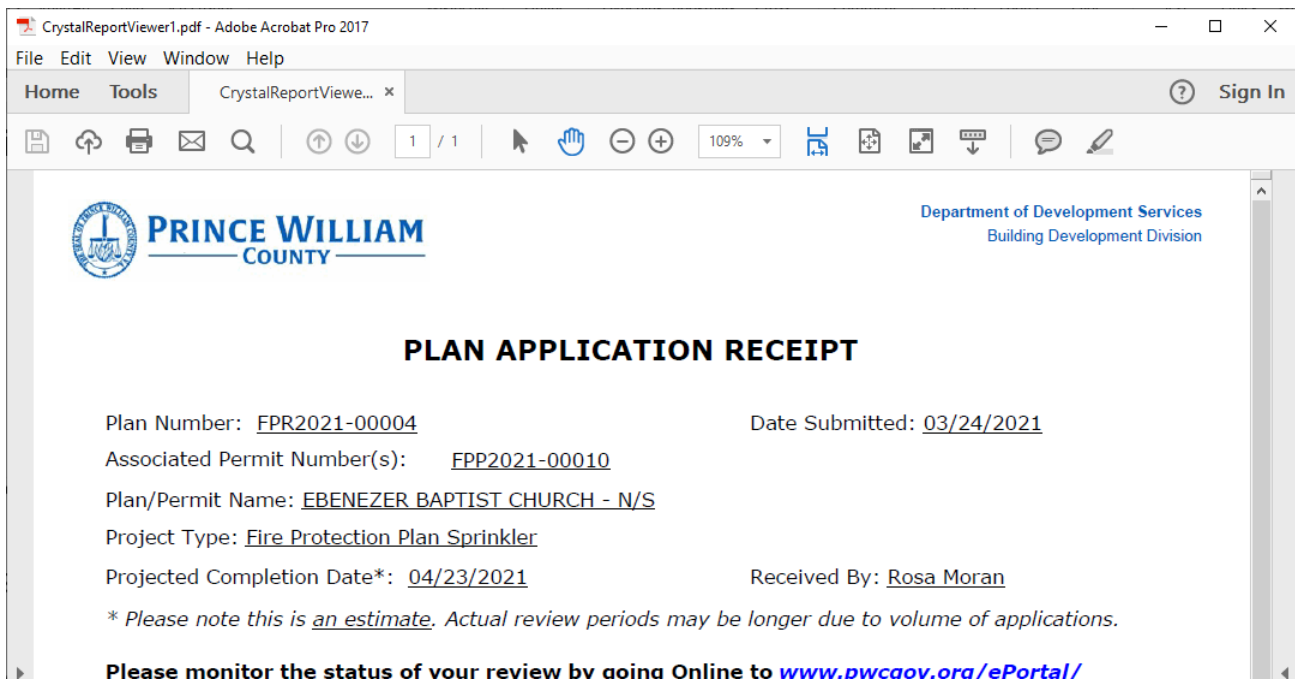
[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

[click or drag files](#)

Submitting Subsequent Submissions and Revisions To Approved Plans

When the 1st submission of your plan passes quality control and is distributed for review, you will receive a Plan Application Receipt which contains your plan number. Sample shown below:



All subsequent submissions as well as revisions to approved plans should be uploaded to the “plan” case, **not** the “permit”. Staff will receive notification that an attachment to the plan was submitted.

Step 1: To attach your subsequent submission or revision, you first need to query up the plan case either by searching for it, or by finding it within pending (not yet approved plan) or active (approved plans) cases on your dashboard.

Option 1: Search Bar

Public Information

Search for Exact Phrase

Found 1 result

Filter Results

- All 1
- Permit 0
- Plan 1
- Inspection 0
- Code Case 0
- Request 0

Next | Top | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)

Plan Number [FPR2021-00004](#) Applied Date [03/24/2021](#)

Type [Fire Protection Plan - Sprinkler](#) Completion Date

Expiration Date

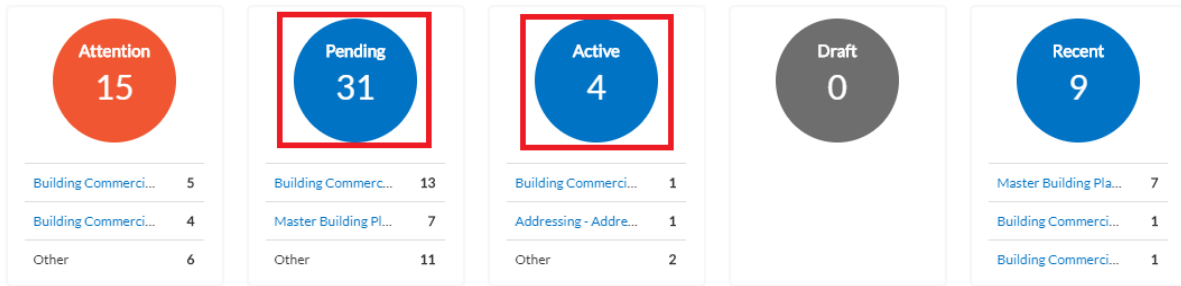
Main Parcel [8292-98-7993](#) Status [Pending](#)

Address [13020 TELEGRAPH RD WOODBRIDGE VA 22192](#) Project Name [EBENEZER BAPTIST CHURCH - N/S](#)

Results per page 1 - 1 of 1 << < 1 > >>

Option 2: Dashboard

My Plans



[View My Plans](#)

My Plans

 Exact Match

Display **Pending** Select Case Type Sort **Relevance**

Plan Number	Project	Address	Plan Type	Status	Attention Reason
FPR2021-00004	EBENEZER BAPTIST CHURCH - N/S	13020 TELEGRAPH RD WOODBRIDGE, VA 22192	Fire Protection Plan - Sprinkler	Attention, Recent, Pending	Failed Reviews

Results per page **10** 1 - 1 of 1 << < 1 > >>

Step 2: Open the plan case and click on the Attachments tab.

Plan Number: FPR2021-00004

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)


Type: Fire Protection Plan - Sprinkler Status: Pending Project Name: EBENEZER BAPTIST CHURCH - N/S

- Summary
- Locations
- Fees
- Reviews 1
- Inspections
- Attachments**
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments

Sort **Needs Action**



Attachment

click or drag files

Add Attachment

Step 3: Add your attachment by clicking on the ADD ATTACHMENT card on the screen. You can find and select the files you want to attach or drag and drop the files onto the card.

Step 4: Once you have finished attaching the subsequent submission or revision to the plan case (along with any other required documents), select SUBMIT to upload the document(s).

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

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action ▾

Uploaded via CSS

Plans - 2nd Submission.pdf

Size: 49.55 MB

[Remove](#)

Attachment

EG_fBLDAppReceipt_24-08-2020_11-17-32_f00926d9-

Uploaded: 08/24/2020

click or drag files

Add Attachment

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

[Submit](#)

At this point, the plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your resubmission or revision fee has been invoiced for payment. **The plans will not be distributed for review until payment is received.**

How to Pay for and Print the ePermit

When your permit is ready for payment, you will receive an email to let you know that payment can now be made. To do so, returning to your DASHBOARD.

1. Scroll down to MY INVOICES on the DASHBOARD. You can add all due fees at the same time by adding the total to the cart. Or if you wish to view the invoices first, click on VIEW MY INVOICES.

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 2	\$369.15	Add To Cart
Total 2	\$369.15	Add To Cart

[View My Invoices](#)

2. From the list of invoiced fees, you may select all you wish to pay for. From this screen you can select to pay for more than one permit at a time.

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

Search for invoice number, case number, or address

Exact Match

Display [Due In 7 Days](#) [Export](#) Sort [Amount Due](#)

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
201900000032	\$171.87	Due	LTD2019-00001	12740 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>
201900000031	\$358.40	Due	ELE2019-00001	12783 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>

Results per page [10](#) 1 - 2 of 2 << < 1 > >>

[Add To Cart](#)

Please note: Normally permits ready to be paid for are in Issued – ePortal status. If your permit is in Issued – ePortal but you are not seeing any fees, please contact Building Development to have them review your case.

3. Once you have added fees to your cart, you'll notice that the cart icon next to your name appears with the number of permits in the cart. If you click on that cart, the list of what is in your cart displays. From this list you can remove permits from the cart or proceed with check out.



[Back](#)

Shopping Cart

Total **\$530.27**

[Check Out](#)

Invoice: 201900000032 Description: NONE
 Due Date: 12/27/2018 Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

Case Number	Project	Case Address	Amount Due
LTD2019-00001		12740 STONE LINED CIR WOODBRIDGE VA 22192	\$171.87

\$171.87
[Remove](#)
[Top | Main Menu](#)

Invoice: 201900000031 Description: NONE
 Due Date: 12/27/2018 Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

Case Number	Project	Case Address	Amount Due
ELE2019-00001		12783 STONE LINED CIR WOODBRIDGE VA 22192	\$358.40

\$358.40
[Remove](#)
[Top | Main Menu](#)

Total **\$530.27**

[Check Out](#)

- Click on "Check Out" button... the MyGovPay screen will open. Fill in the required fields, then select Process Payment.



[Contact Us](#)

Thursday, December 27, 2018

Order Summary

Agency Name: Prince William Upgrade
 Order Number: 9

Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87

Item Total: \$530.27
 Service Fee: \$0.00
 Tax: \$0.00
 Order Total: \$530.27

Payment Details

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

Card Type: * Card Number: * Expiration Date: / * CVV Code: *

[Process Payment](#) [Cancel](#)

A confirmation page will appear. Select Return to Citizen Access Portal to return to CSS.

Congratulations! Your order has been processed successfully!

Please print this page for your records.

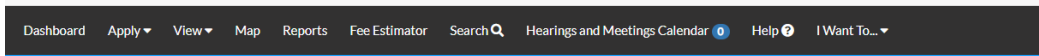
Agency Name: Prince William Upgrade
Order Number: 9

Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87

Item Total: \$530.27
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$530.27

[Return to Citizen Access Portal](#)

You should receive a copy of your receipt in your email.



Thank You!

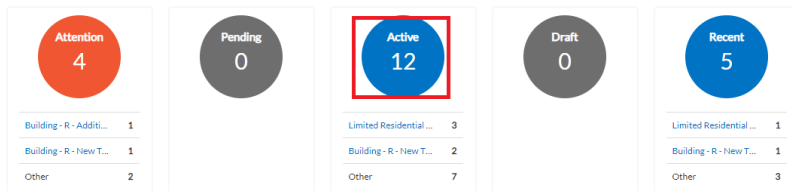
Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. [An e-mail has been sent to you with your receipt.](#)

Please Note: There is anywhere from 30 seconds to a two minute delay from the time the payment is completed and it displays as “paid” on your permit and Dashboard. Please be patient and refresh your browser screen after a couple of minutes and you’ll see that the screen updates. You’ll then be able to print the permit.

- 5. To print your permit, you’ll need to return to the DASHBOARD, and either “search” for your permits, or click on ACTIVE to see a full list.

Please Note: You should also see your permits within RECENT if they were submitted or paid for in the last week.

My Permits



Status	Count
Attention	4
Pending	0
Active	12
Draft	0
Recent	5

•View My Permits

