



CUSTOMER SERVICE BULLETIN

Vol. I Issue No. 4 April 15, 2020

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.



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](#)



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>](#)



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division
COVID 19 Self Certification Form
Certification of Compliance
Version 2020-03-23

A permit must be obtained in advance of commencing work.
(*Gas-fired Appliances - Like for Like replacement only.)*

- *Exceptions to the permit requirements:
- 1) Emergency Repair or Replacement - A permit application, completed certification and permit fee must be submitted within five (5) calendar days.
 - 2) Ordinary Repair – No Permit Required
 - a) Repairing a portion of an existing roof or existing siding.
 - b) Repairing or replacing an internal part of a manufactured unit or appliance.
 - c) Replacing an electrical manufactured unit or appliance with an identical unit or appliance.

| CONTRACTOR DATA | | OWNER DATA | |
|------------------------|--------|---|--|
| Name: | | Name: | |
| Address: | | Site Address: | |
| Phone #: | | Phone #: | |
| State Lic. #: | Class: | Owner Address (If Different From Site): | |
| Prince William Lic. #: | | | |
| Master Tradesman #: | | | |

Date Work Performed: _____

Permit Number: _____
Date Issued: _____

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 >>](#)

COVID-19 | PRINCE WILLIAM COUNTY

Department of Development Services IMPORTANT ANNOUNCEMENT

WE ARE EXPERIENCING A HIGHER THAN NORMAL VOLUME OF INCOMPLETE APPLICATIONS TO MINIMIZE ANY DELAY

PLEASE ENSURE YOUR APPLICATION IS SUBMITTED CORRECTLY

Please know we are working as quickly as possible to assist all customers
Current Review/Processing Time at the Front Counters: Up to five (5) business days
Any questions, please call

Building Development 703-792-6930 or BDD@pwcgov.org

ePortal 703-792-6875 or DMS@pwcgov.org

Inspections 703-792-7006 or BDDInspections@pwcgov.org

Special Inspections 703-792-6112 or SpecialInspections@pwcgov.org

Land Development 703-792-6830 or LDD@pwcgov.org

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 >>>](#)