PRINCE WILLIAM
Development Services

CUSTOMER SERVICE BULLETIN

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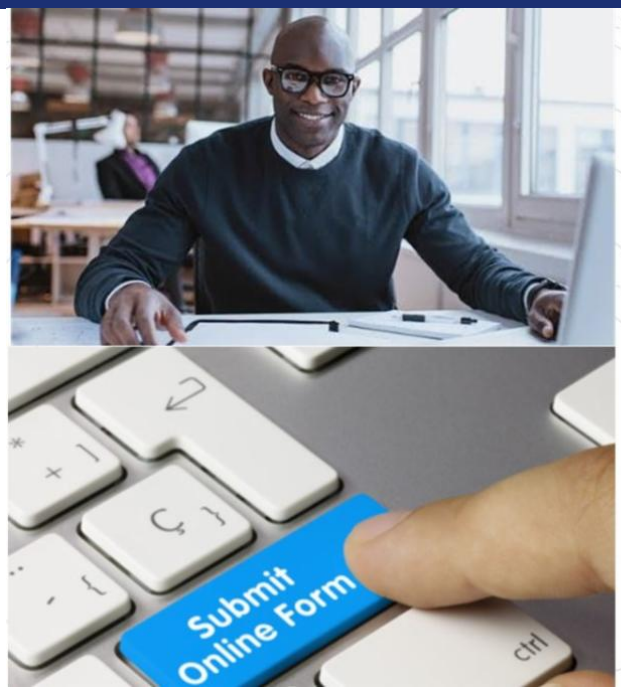
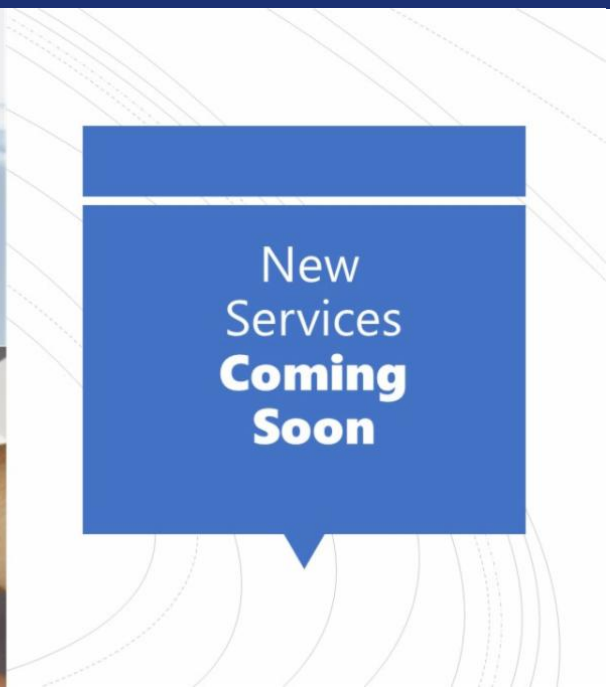




Residential Electronic Trade Permits

Good morning,

Over the years, within Building Development we have steadily been moving toward electronic plans and permits to expand our customer services.

In recent months, in response to the COVID-19 Pandemic, many of our on-going initiatives were accelerated.

Effective July 15, 2020, Building Development Policy 3.1.7. Residential Electronic Trade Permits requires Residential Trade Permits Applications for licensed contractors to be submitted through the ePortal.

Going forward, this and other recently implemented mandatory electronic submissions will remain in effect when the Development Services Building reopens to the public.

By the end of summer, our goal is to move building ePlan submissions to ePortal.

If you have any questions, please feel free to contact me.

Sincerely,

Eric M. Mays, P.E.
Building Official
Prince William County
703-792-6873
emays@pwcgov.org

Special Inspection Reports and Shop Drawings

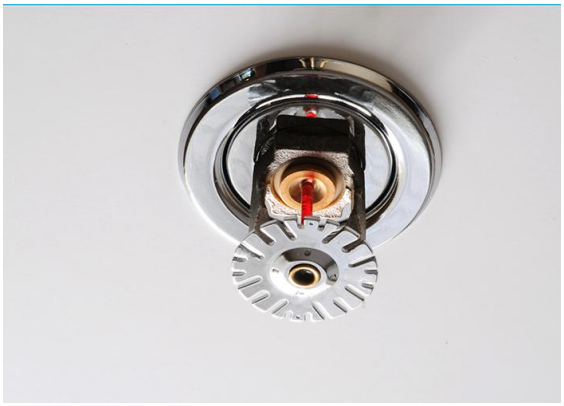
Effective August 1, 2020, Special Inspection Reports and Shop Drawings for new projects will be mandatory required to be submitted electronically to SpecialInspections@pwcgov.org.

Please look for an announcement next month. For assistance contact us at 703-792-6112 or SpecialInspections@pwcgov.org.

Fire Protection ePlan Submissions

Fire Protection ePlan submissions, meeting the below criteria, are required to be processed via the Building Development Division ePlan.

- Fire Alarms
- Sprinkler Systems including Fire Pumps, Remote FDC, and Breezeway Loops
- Alternative Suppression Systems including Clean agents, CO2, and other inert gas
- Underground Fire Lines
- Kitchen Hood suppression systems



Please refer to the Customer Electronic Plan Review (ePlan) Guide and send all form submissions or inquiries to FMOSubmissions@pwcgov.org.

#PrinceWilliamStrong