	BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL	**Effective Date:** November 15, 2022
		Supersedes Policy Dated: May 1, 2022
	1.6.9.5 Inspections – Certifications Electronic Submissions	**Issued by:** Eric M. Mays, P.E. **Building Official**

This policy establishes the requirements and the process for submitting Inspection Certifications electronically to the Building Construction Inspections Branch (CIB). When scheduling the inspection, all inspection Certifications must be uploaded through the customer's online Development Services ePortal account. If the required inspection documents have not been uploaded before the morning of the scheduled inspection, the inspection will be rejected for incomplete construction documents. Attach Inspection Certifications and Documents under the Attachment Tab in the applicable Permit Case.

Residential Combination Inspections: There are two options for submitting Certifications,
1. Scan all Certifications into one PDF File and attach the file to the Building Permit Case
2. Separately attach each Certification to the Building Permit Case

To expedite the review of the Construction Inspection Certifications, please use the following file name format:

1. Residential Combination Concealment:
   - One PDF File – *Close-in 198*
   - Separate Documents – *Original Name of the County Form*

2. Residential Combination Final Inspections:
   - One PDF File – *Final 199*
   - Separate Documents – *Original Name of the County Form*

3. Residential Single Trade Permits <u>without a Linked Building Permit</u> – In the Trade Permit (e.g., ELE, GAS, LTD, MEC, PLB, UGS), - *Original Name of the County Form*

4. Commercial Inspection Certifications – In the applicable Building or Trade Permit, save the Inspection Certifications as the *Original Name of the County Form*.

Uploaded Files are not reviewed and are not available for viewing on ePortal until the day of the Inspection. Please do not upload multiple files of the same certification.

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To ensure you're using the most current form(s) visit our Building Development Forms Management System. Previous versions will not be accepted, and the inspection may be rejected. The documents have been updated to accept Electronic Signatures and Seals.

Links:
Energov ePortal: www.pwcgov.org/eportal
Building Development Forms Management System:
http://eservice.pwcgov.org/eBuildingDevelopmentForms/
How To Attach Documents to Permit Case: https://www.pwcva.gov/assets/2022-04/HowToAttachDocsInThePermitCaseCIB.pdf