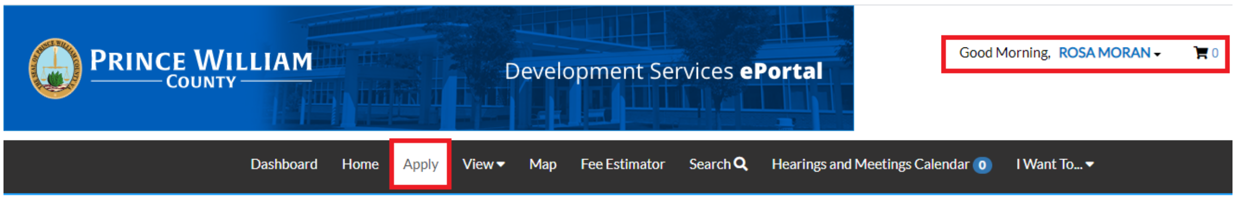
SUBMITTING A RESIDENTIAL MASTER BUILDING EPLAN

Updated 8/5/2020

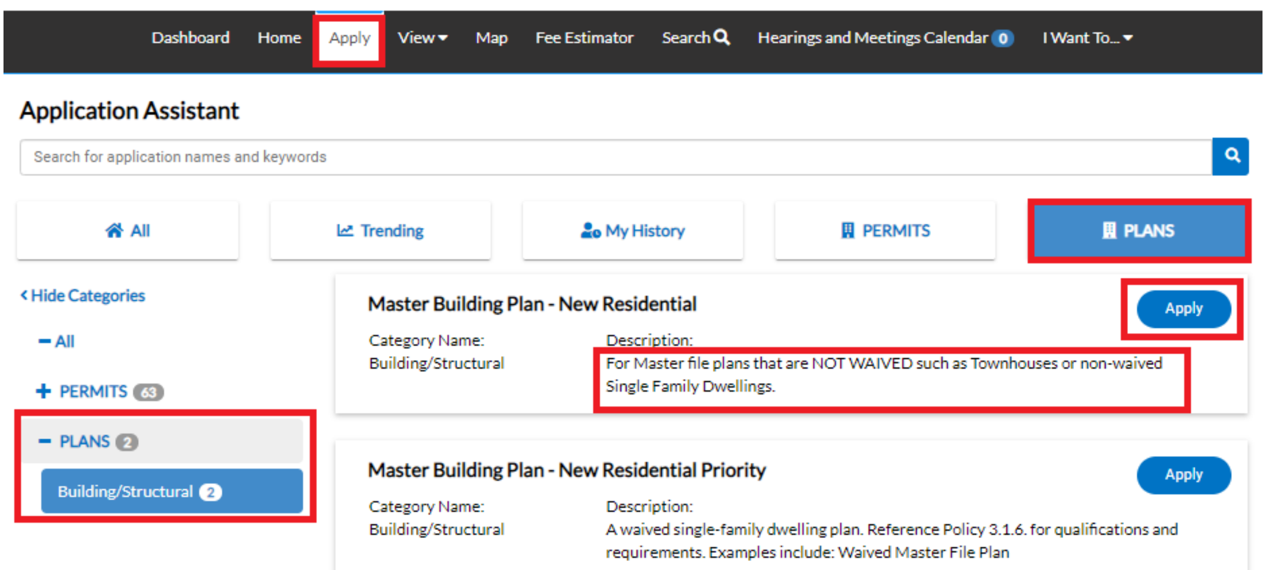
Submitting a Residential Master Building ePlan

1. Please log into your ePortal account, and click on the APPLY menu item.



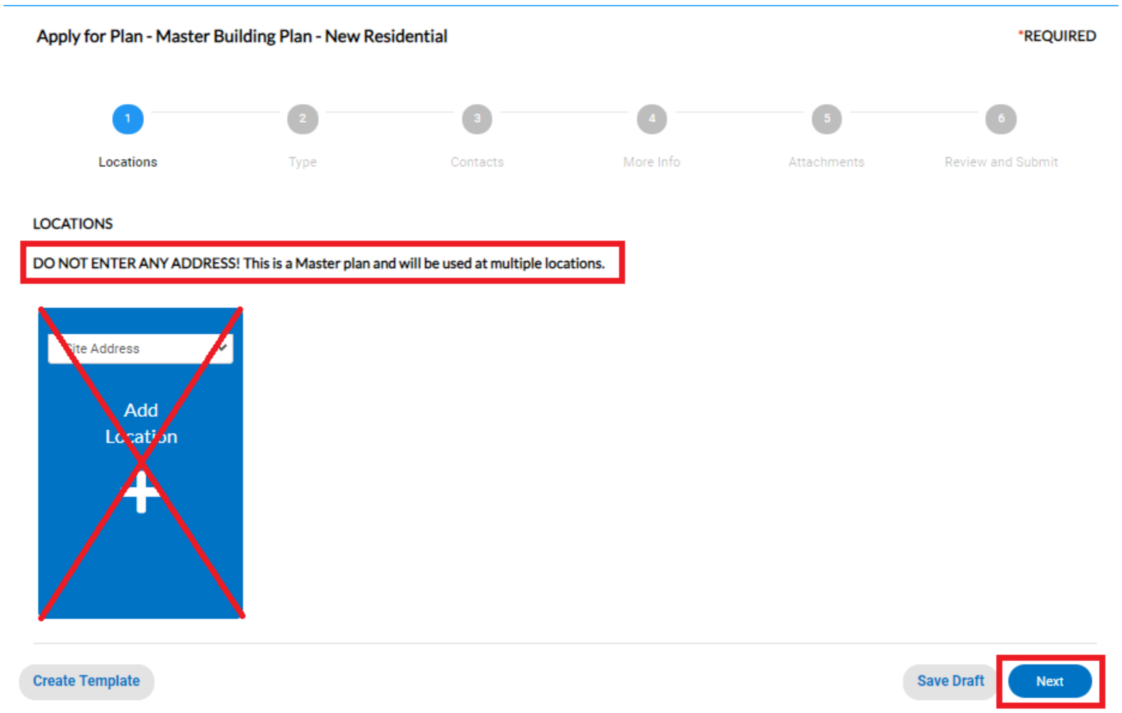
2. Select PLANS. From the list of available plans you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the plan you need. Once you have found the plan you need, click on the APPLY button to start the process.

Please note: *Each plan has a detailed description listed. Please take a moment to read the description to make sure you have selected the appropriate plan for the job.*



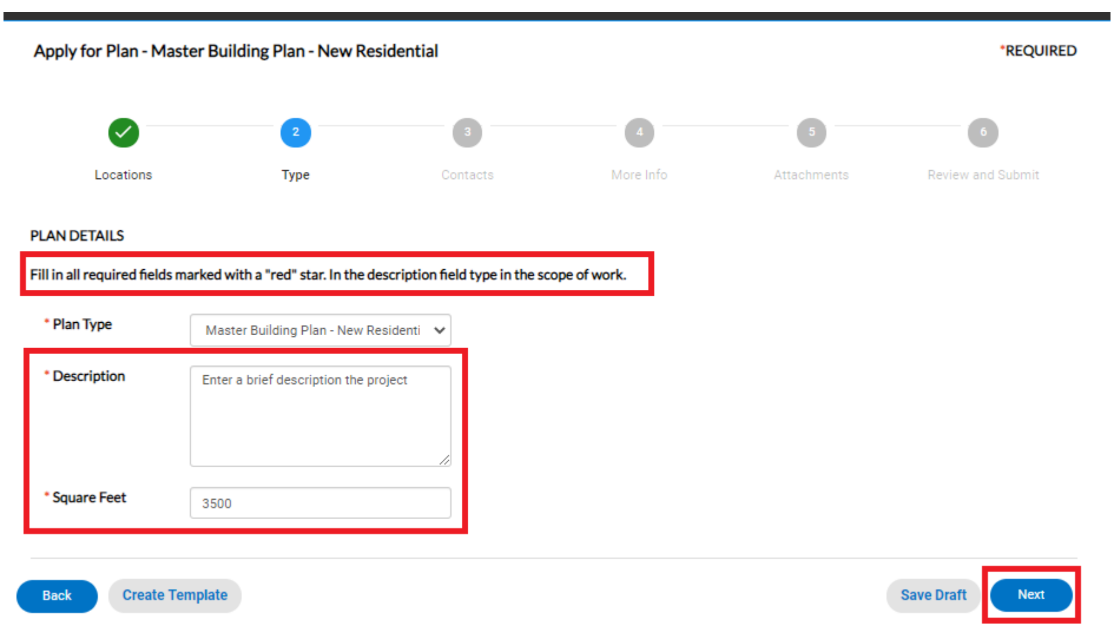
3. Under normal circumstances the first step in the process is to add a location, however, since this is a "master" plan and will be used in multiple locations, please DO NOT enter any location. Simply continue by clicking NEXT.

Please note: *There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.*

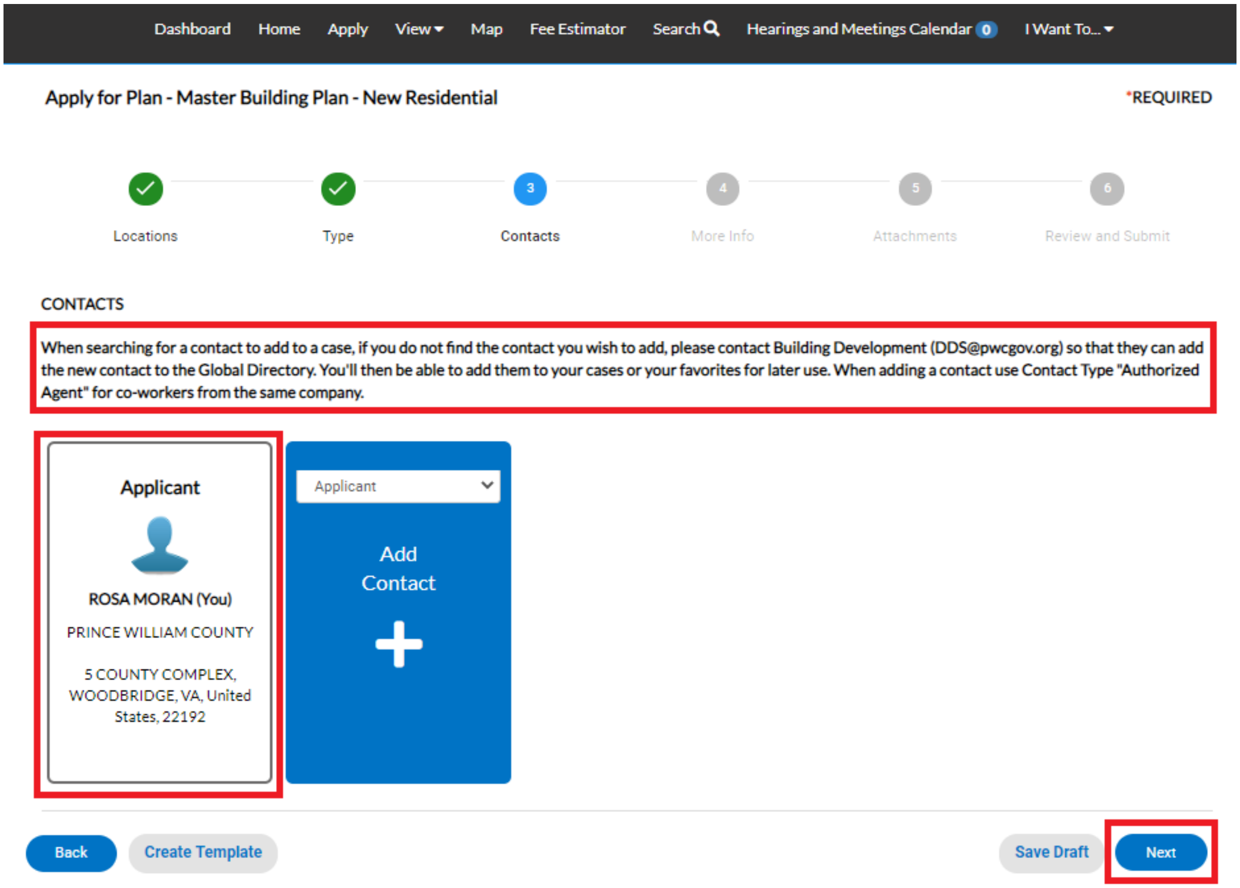


Please note: *At this time we do NOT recommend you save your plan as a DRAFT due to a bug in this version of the application which causes issues when trying to retrieve your draft plan.*

4. The next step is Type. You'll notice the "Plan Type" is already populated for you based on the plan you selected. The fields with an asterisk, such as Description and Square Feet, are required. Enter a brief description of the project, and maximum square footage. Please do not use commas or decimal points in the square footage field. When you are finished, click NEXT.

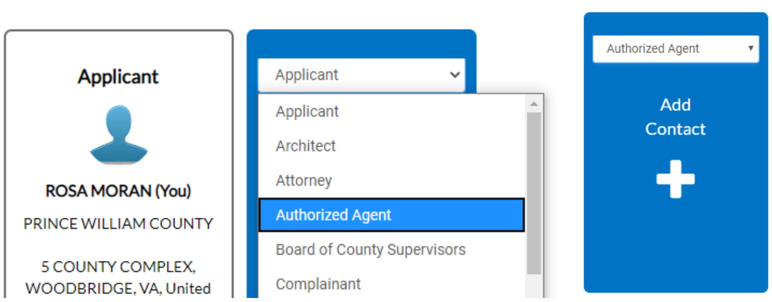


5. The next step is to verify and add any additional contacts related to your plan. You as the person logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed.

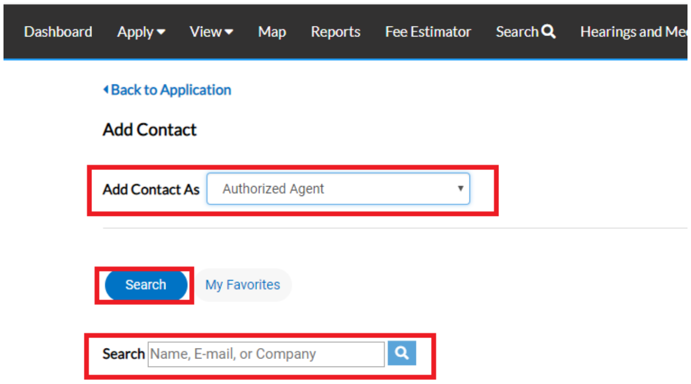


If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.

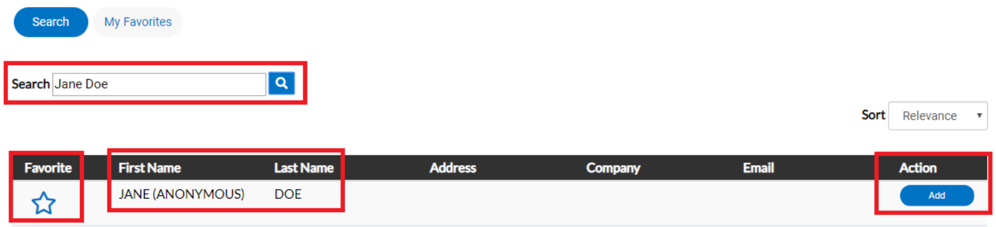
Please note: *For co-workers within the same company or organization, please select Authorized Agent.*



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.



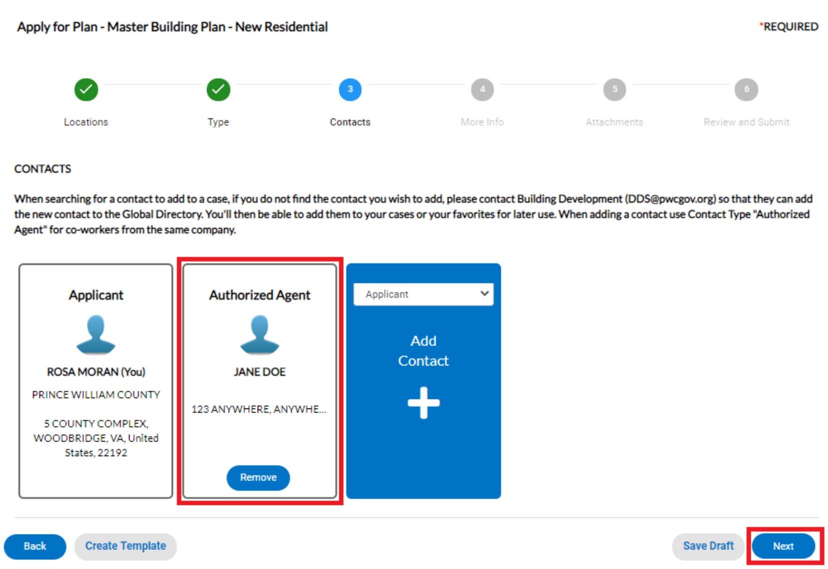
You can then "ADD" the contact… AND if it's a contact you use on a regular basis… you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



Pro Tip! *If you add the contact to your favorites* 

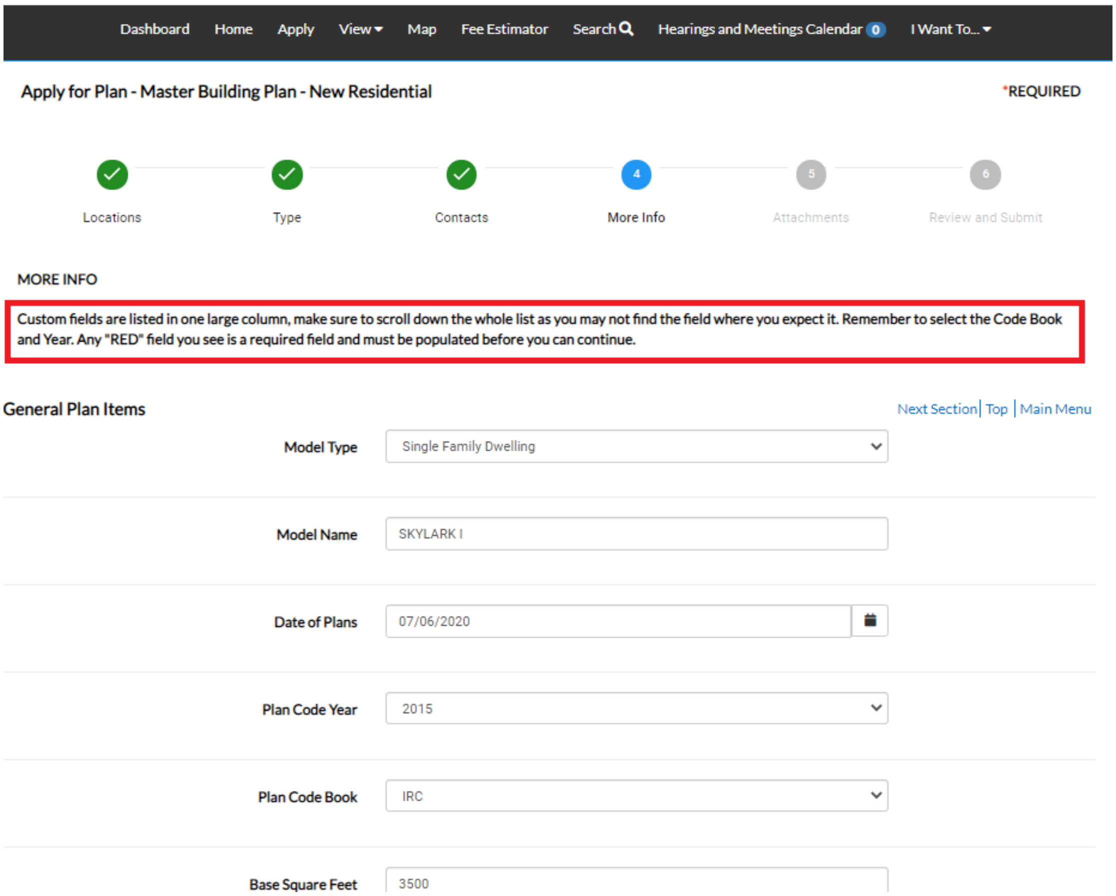
, then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.

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

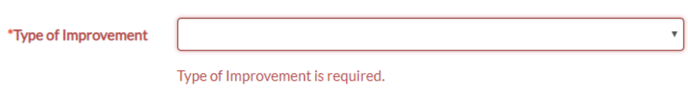


6. The next step is to update the plan with the details of your model home. You do that by populating the appropriate fields on the plan. Scroll down the list of custom fields and update those that are appropriate for the type of model home you are submitting. Please remember to enter the Plan Code Book and Plan Code Year.

> ***Please note:*** *There will be messages or instructions at the top of some sections within the list of custom fields. Please take a moment to read the notes/messages as some will provide instructions on what we expect you to enter within some custom fields.*



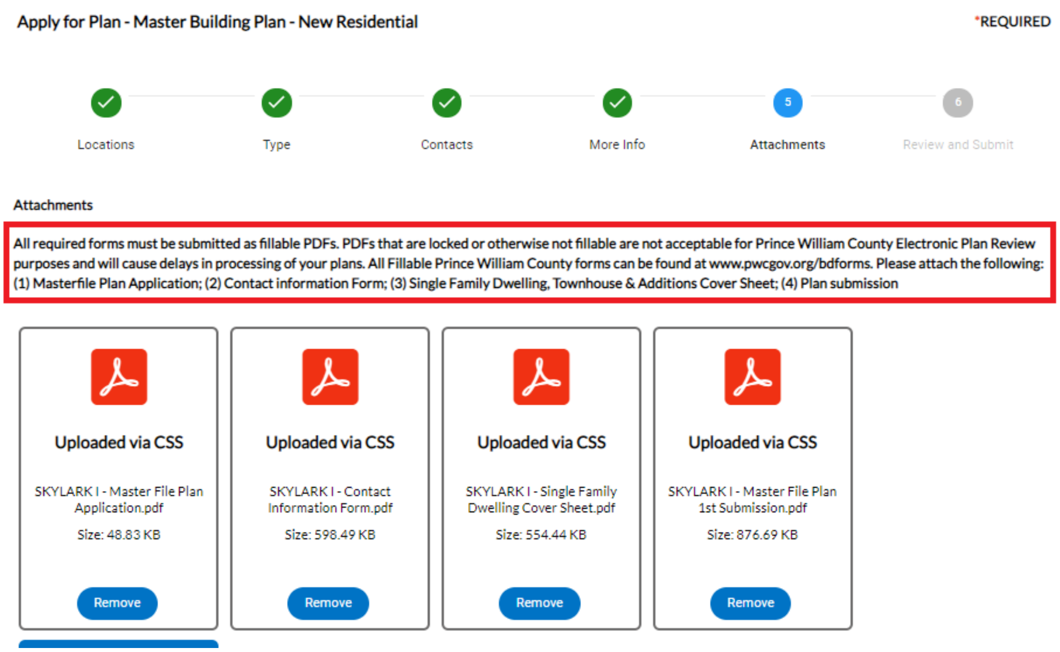
> ***Please note:*** *In some cases, depending on the plan case you selected, you will see fields which are highlighted in "red"… those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.*



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

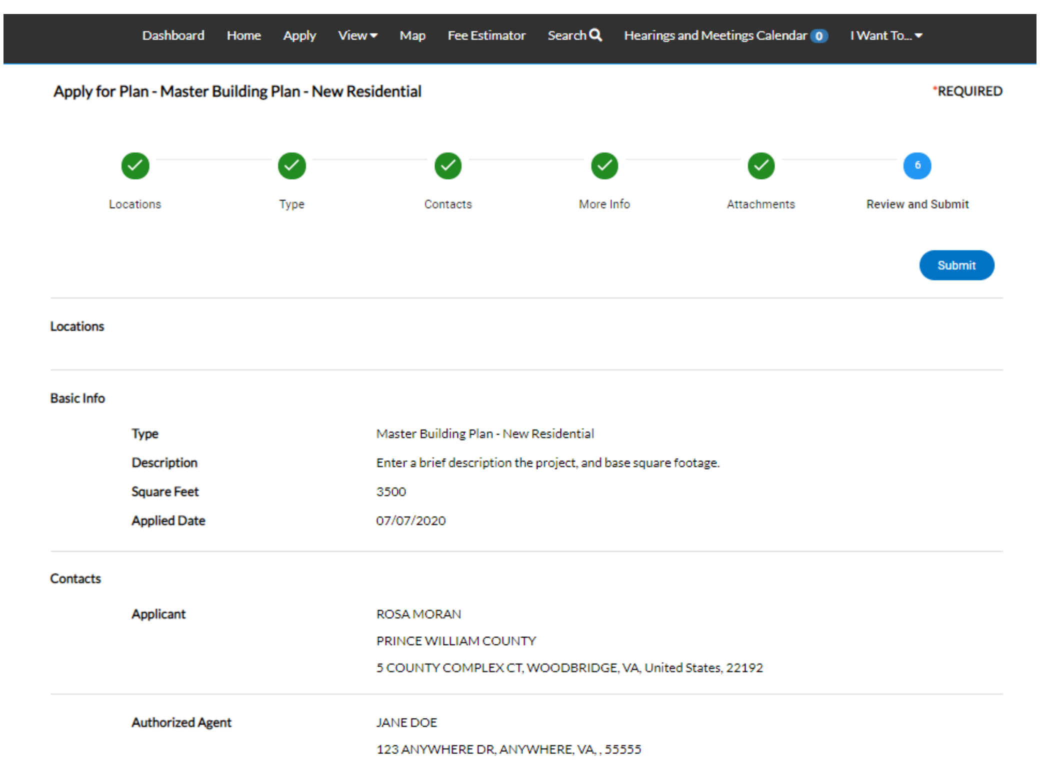
7. The next section are for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the plan in order pass quality control and not delay the review of your application. Select NEXT to continue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

Please note: *Please make sure to follow the "**File Naming Convention**" found on Page 3 of 4 of the "[Customer Electronic Plan Review Guide]". The examples pictured below DO NOT reflect those standards.*



8. 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. (Back)

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.*



Please note: *The system does display "estimated fees". These are just "estimated" and may be subject to change once the application has been reviewed.*

Estimated Fees

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

Fee	Amount
Building - Plan Review Filing - Residential	$121.97

Total: $121.97

More Info

General Plan Items

Next Section | Top | Main Menu

Model Type	Single Family Dwelling
Model Name	SKYLARK I
Date of Plans	07/06/2020
Plan Code Year	2015
Plan Code Book	IRC
Base Square Feet	3500
Maximum Square Feet	4500

Residential Plan Items

Previous Section | Next Section | Top | Main Menu

Bedrooms	4
Full Baths	2
Half Baths	1
Stories	2

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

Plan Options

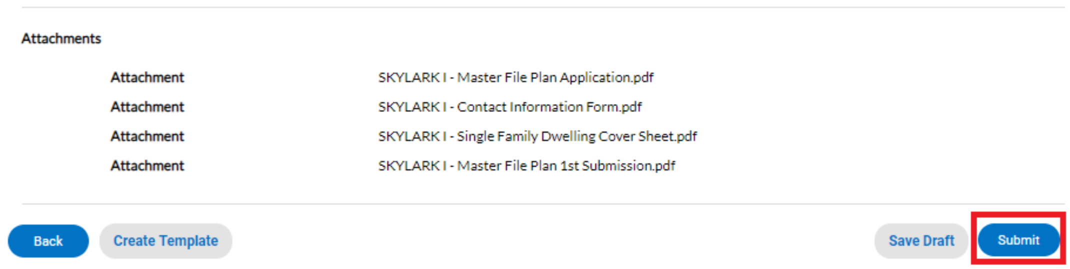
Previous Section | Next Section | Top | Main Menu

Masonary Chimney	☐
Pre-Fab Chimney	☑
Basement	☑
Garage	☑
Carport	☐

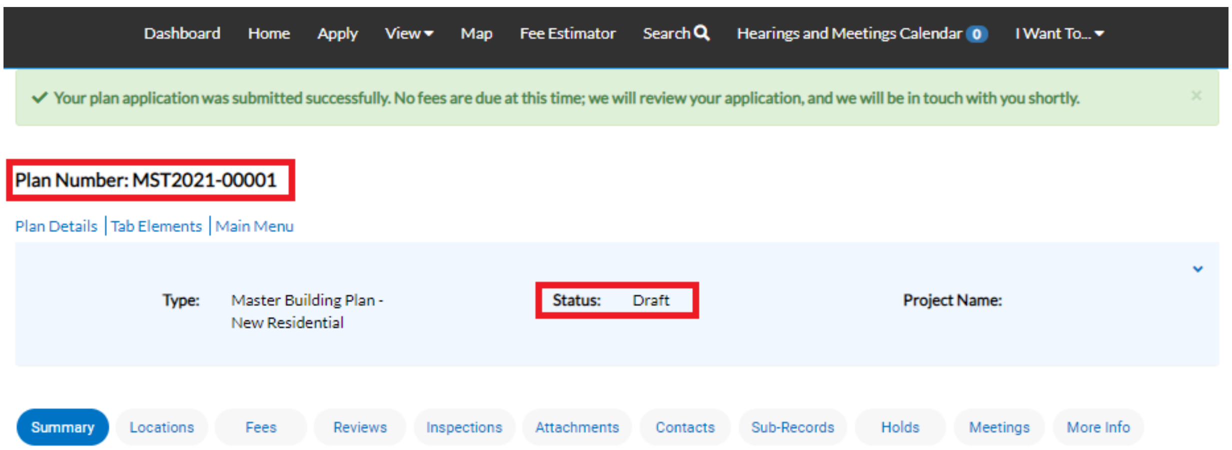
Additional Plan Options

Previous Section | Top | Main Menu

OptionTypeNo	BREAKFAST ROOM
OptionSqFt	100
OptionTypeNo2	OPTIONAL BEDROOM
OptionSqFt2	180
OptionTypeNo3	FINISHED BASEMENT
OptionSqFt3	500
OptionTypeNo4	3rd FULL BATH RATHER THAN 1/2 BATH
OptionSqFt4	50

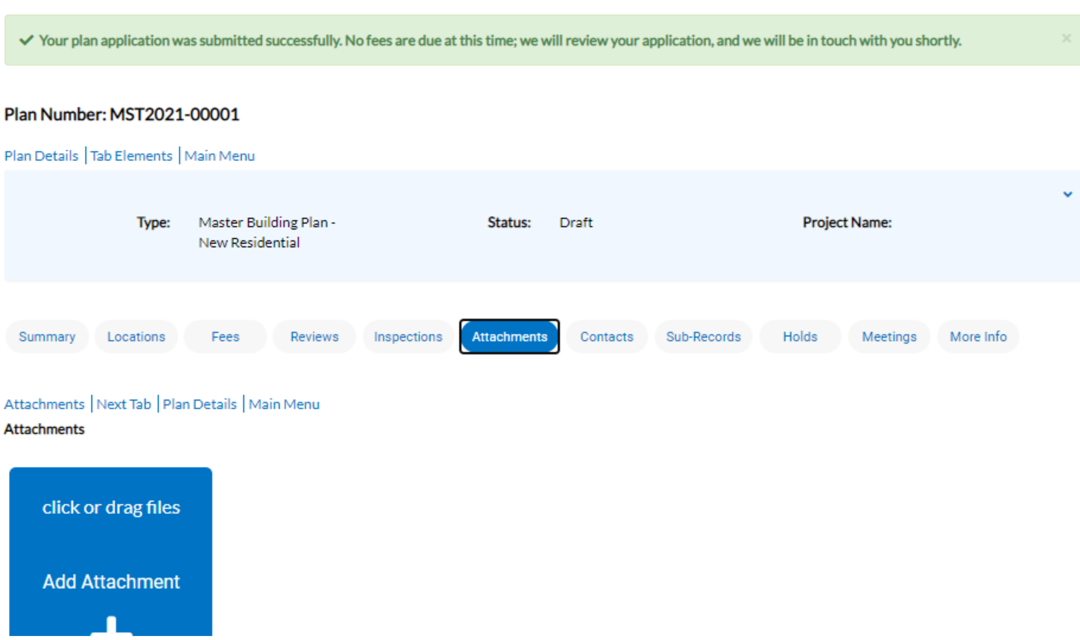


9. After a short wait, the plan screen will re-appear with a plan number and all the information that was submitted. Note that the plan Status is shown as Draft.



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 fee has been invoiced for payment. **The plans will not be distributed for review until payment is received.**

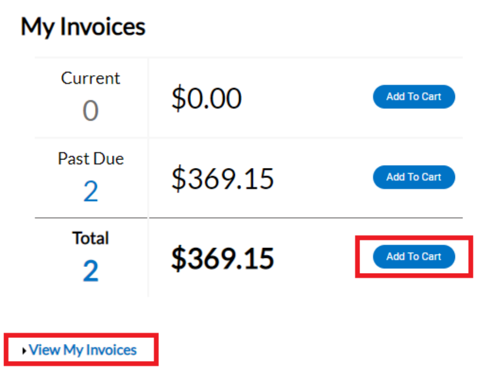
Please note: *If you review your case online after submitting it and do not see any of your attachments, don't worry. They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case.*



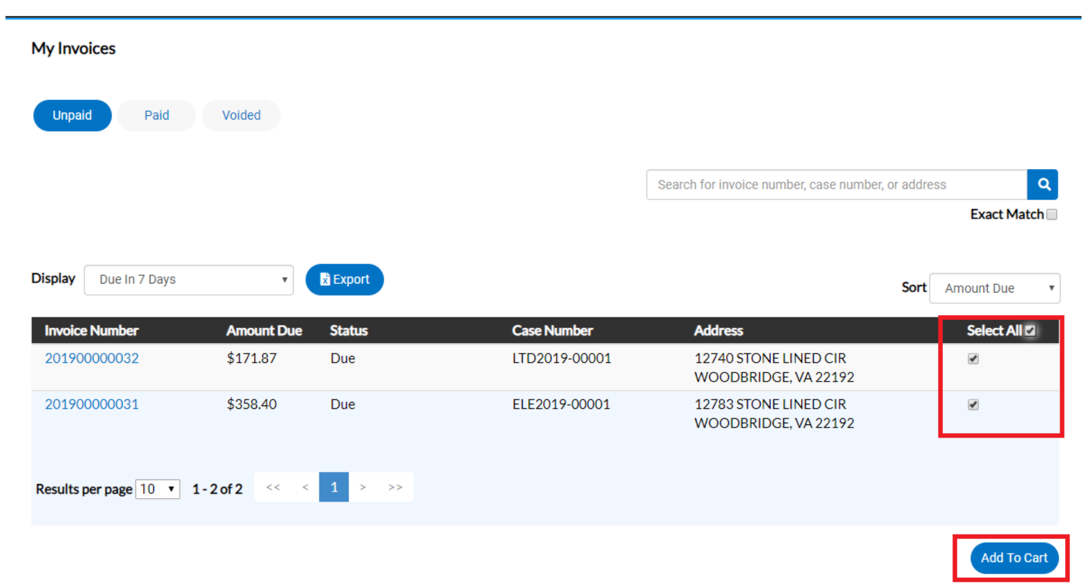
How to Pay for the Plan Filing Fee (or any other fee related to any case)

When your filing fee is ready for payment, you will receive an email to let you know that payment can now be made. To do so, log into ePortal and go to your DASHBOARD.

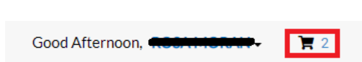
1. Scroll down to MY INVOICES on the DASHBOARD. You can add all due fees at the same time by adding the total to the cart. Or if you wish to view the invoices first, click on VIEW MY INVOICES.

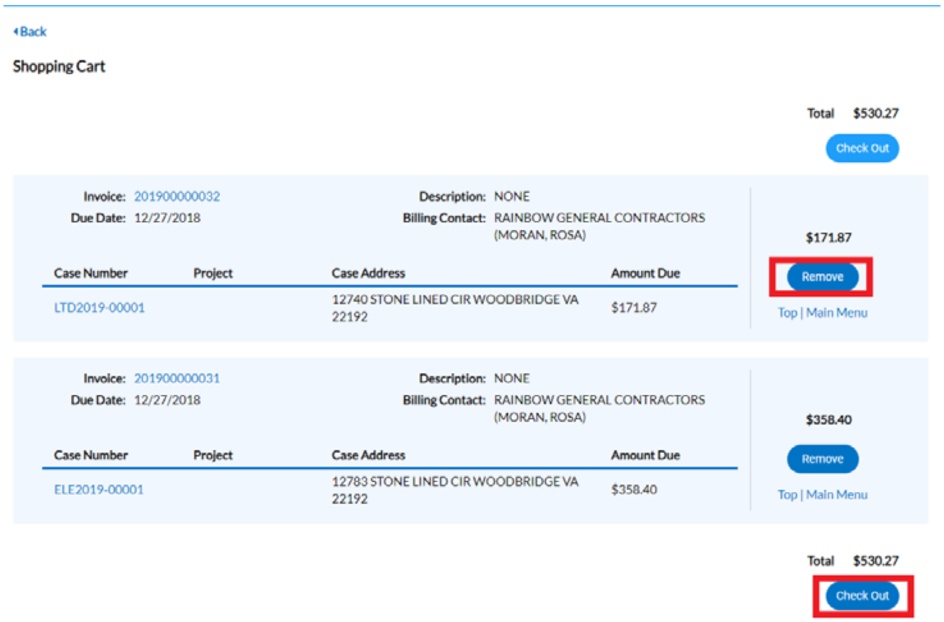


2. From the list of invoiced fees, you may select all you wish to pay for. From this screen you can select to pay for more than one invoice at a time.



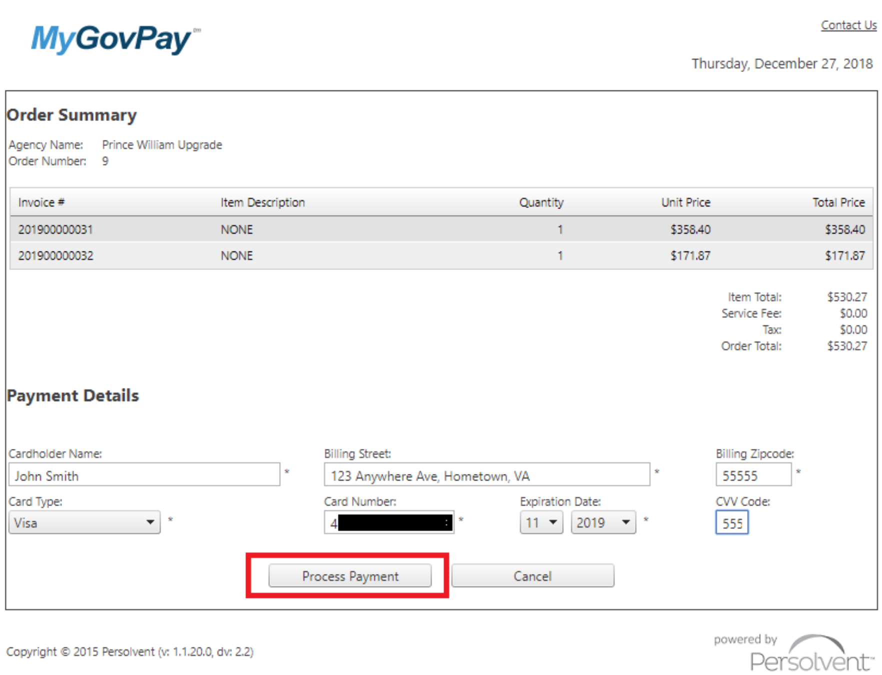
3. Once you have added fees to your cart, you'll notice that the cart icon next to your name appears with the number of invoices in the cart. If you click on that cart, the list of what is in your cart displays. From this list you can remove invoices from the cart or proceed with check out.



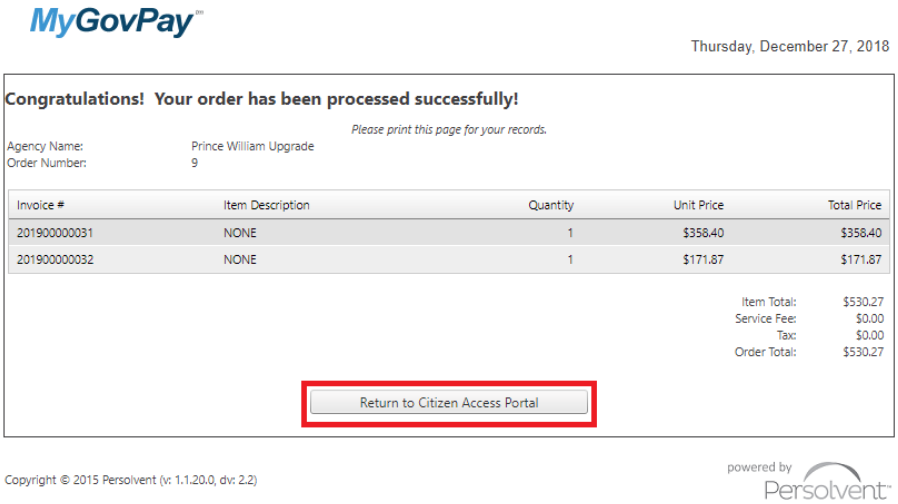


4. Click on "Check Out" button… the MyGovPay screen will open. Fill in the required fields, then select Process Payment.

Please note: *At this time we are only accepting Credit Card payments but hope to expand that to eChecks in the near future.*



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



MyGovPay

Thursday, December 27, 2018

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

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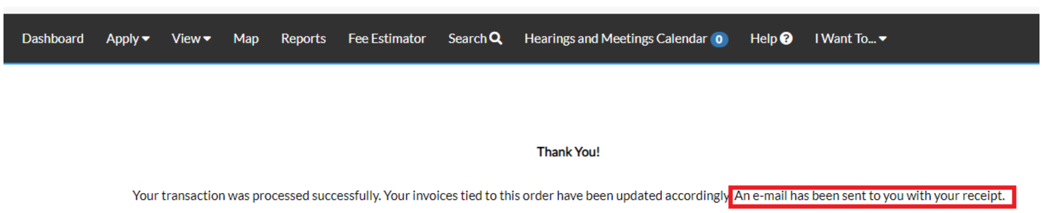
You should receive a copy of your receipt in your email.



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 case(s) and Dashboard. Please be patient and refresh your browser screen after a couple of minutes and you'll see that the screen updates.*

Please note: *Although the application allows you to create "Template" plans/permits for those instances where you want to save time when applying. At this time we do NOT recommend you create any templates due to a bug in this version of the application which causes issues when trying to update or use your permit/plan template.*