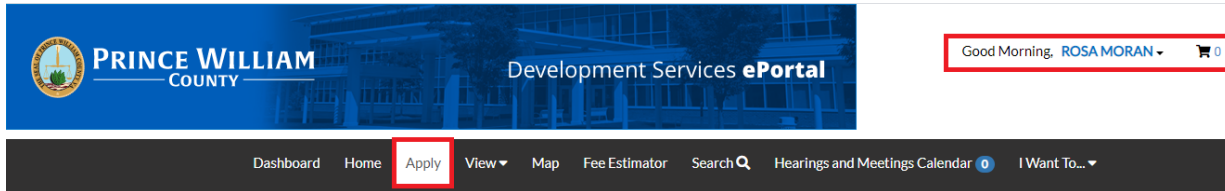


# SUBMITTING A RESIDENTIAL MASTER BUILDING EPLAN

Updated 8/5/2020

## Submitting a Residential Master Building ePlan

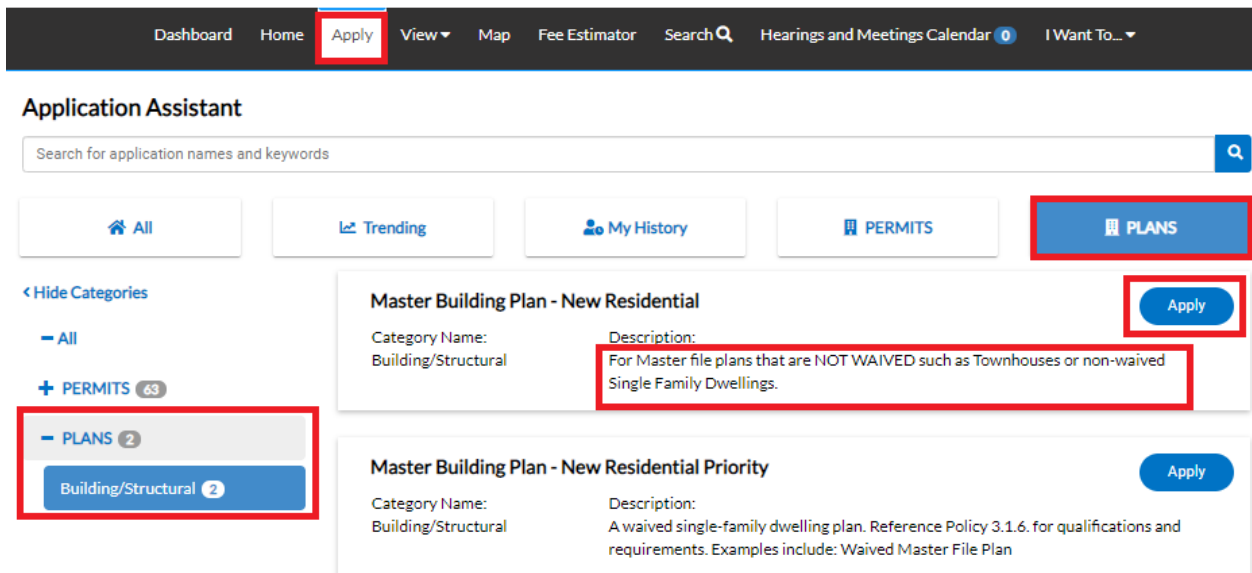
1. Please log into your ePortal account, and click on the APPLY menu item.



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.

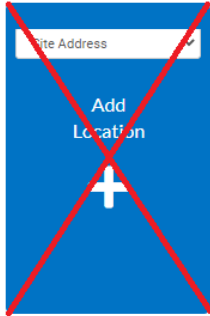


**Please note:** There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.



LOCATIONS

DO NOT ENTER ANY ADDRESS! This is a Master plan and will be used at multiple locations.



Create Template

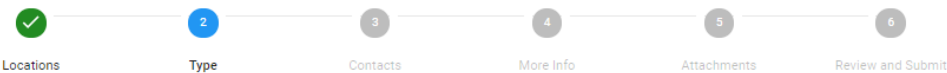
Save Draft

Next



**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.

- 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.



PLAN DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work.

\* Plan Type: Master Building Plan - New Resident

\* Description: Enter a brief description the project

\* Square Feet: 3500

Back

Create Template

Save Draft

Next

- 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.

Apply for Plan - Master Building Plan - New Residential \*REQUIRED



CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwcgov.org) so that 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.

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.

**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.

Back to Application

Add Contact

Add Contact As Authorized Agent

Search My Favorites

Search

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.

Search My Favorites

Search

Sort Relevance

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



**Pro Tip!** If you add the contact to your favorites  JANE (ANONYMOUS) DOE, 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.

Search

My Favorites

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

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

Apply for Plan - Master Building Plan - New Residential

\*REQUIRED



CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwg.gov) so that 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...

Applicant ▼


Add  
Contact

+

Back Create Template

Save Draft

- 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.

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

Apply for Plan - Master Building Plan - New Residential \*REQUIRED

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

MORE INFO

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. Remember to select the Code Book and Year. Any "RED" field you see is a required field and must be populated before you can continue.

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

 **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.

\*Type of Improvement

Type of Improvement is required.

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 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.

Apply for Plan - Master Building Plan - New Residential

\*REQUIRED



Attachments

All required forms must be submitted as fillable PDFs. PDFs that are locked or otherwise not fillable are not acceptable for Prince William County Electronic Plan Review purposes and will cause delays in processing of your plans. All Fillable Prince William County forms can be found at [www.pwcgov.org/bdforms](http://www.pwcgov.org/bdforms). Please attach the following: (1) Masterfile Plan Application; (2) Contact information Form; (3) Single Family Dwelling, Townhouse & Additions Cover Sheet; (4) Plan submission

 <b>Uploaded via CSS</b> SKYLARK I - Master File Plan Application.pdf Size: 48.83 KB <a href="#">Remove</a>	 <b>Uploaded via CSS</b> SKYLARK I - Contact Information Form.pdf Size: 598.49 KB <a href="#">Remove</a>	 <b>Uploaded via CSS</b> SKYLARK I - Single Family Dwelling Cover Sheet.pdf Size: 554.44 KB <a href="#">Remove</a>	 <b>Uploaded via CSS</b> SKYLARK I - Master File Plan 1st Submission.pdf Size: 876.69 KB <a href="#">Remove</a>
---	--	--	---

- 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.

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

Apply for Plan - Master Building Plan - New Residential \*REQUIRED

[Submit](#)

---

**Locations**

---

**Basic Info**

Type	Master Building Plan - New Residential
Description	Enter a brief description the project, and base square footage.
Square Feet	3500
Applied Date	07/07/2020

---

**Contacts**

<b>Applicant</b>	ROSA MORAN PRINCE WILLIAM COUNTY 5 COUNTY COMPLEX CT, WOODBRIDGE, VA, United States, 22192
<b>Authorized Agent</b>	JANE DOE 123 ANYWHERE DR, ANYWHERE, VA, , 55555



**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

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

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

#### Residential Plan Items

Bedrooms	4
Full Baths	2
Half Baths	1
Stories	2

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

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

#### Plan Options

- Masonry Chimney
- Pre-Fab Chimney
- Basement
- Garage
- Carport

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

#### Additional Plan Options

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

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

Attachments	
Attachment	SKYLARK I - Master File Plan Application.pdf
Attachment	SKYLARK I - Contact Information Form.pdf
Attachment	SKYLARK I - Single Family Dwelling Cover Sheet.pdf
Attachment	SKYLARK I - Master File Plan 1st Submission.pdf

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

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.

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

✓ Your plan 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.


**Plan Number: MST2021-00001**

Plan Details | Tab Elements | Main Menu

Type: Master Building Plan - New Residential      **Status: Draft**      Project Name:

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

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.

✓ Your plan 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.

Plan Number: MST2021-00001

Plan Details | Tab Elements | Main Menu

Type: Master Building Plan - New Residential      Status: Draft      Project Name:

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

Attachments | Next Tab | Plan Details | Main Menu

Attachments

click or drag files

Add Attachment



## 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.

### My Invoices

Current 0	\$0.00	<a href="#">Add To Cart</a>
Past Due 2	\$369.15	<a href="#">Add To Cart</a>
<b>Total</b> 2	<b>\$369.15</b>	<a href="#">Add To Cart</a>

[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.

The screenshot shows the 'My Invoices' dashboard. At the top, there are buttons for 'Unpaid', 'Paid', and 'Voided'. Below these is a search bar with the placeholder text 'Search for invoice number, case number, or address' and a search icon. To the right of the search bar is an 'Exact Match' checkbox. Below the search bar, there is a 'Display' dropdown menu set to 'Due In 7 Days' and an 'Export' button. To the right of the 'Export' button is a 'Sort' dropdown menu set to 'Amount Due'. The main part of the dashboard is a table with the following columns: 'Invoice Number', 'Amount Due', 'Status', 'Case Number', 'Address', and 'Select All'. There are two rows of data in the table. The first row has an invoice number of 201900000032, an amount due of \$171.87, a status of 'Due', a case number of LTD2019-00001, and an address of 12740 STONE LINED CIR WOODBRIDGE, VA 22192. The second row has an invoice number of 201900000031, an amount due of \$358.40, a status of 'Due', a case number of ELE2019-00001, and an address of 12783 STONE LINED CIR WOODBRIDGE, VA 22192. Below the table, there is a 'Results per page' dropdown menu set to 10, and a pagination control showing '1-2 of 2' with navigation arrows. At the bottom right of the dashboard, there is an 'Add To Cart' button.

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.

Good Afternoon, [User Name]

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

- 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.



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](#)

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powered by 

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

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

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 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.