Fire Protection ePlan Process

This presentation is intended to provide guidance on the Fire Protection ePlan Process. It will cover Plan Intake, Review, and Return processes. For more updates, please visit the pwcgov.org website.
Agenda

- Goal
- Background
- Process Overview
- FMO ePlan Checklist
- Plan Intake Process (BDD)
- Plan Review Process (FMO)
- ePortal Overview
Goal

- To improve the efficiency and transparency of the Fire Protection ePlan (electronic plan) Submission Process.
Background

- County originally targeted 2021 for ePlan Submission Process Implementation
- COVID-19 caused county offices to close on March 23, 2020
- County Drop-Off Bins were inefficient and plans were lost
- Fire Protection ePlan Submissions were implemented on May 26, 2020
  - FPPs associated with paper BLD can be submitted as paper or electronically on 1st submission
  - New FPP projects require ePlan submissions
- Development Services Counters opened with limited services on July 6, 2020
- ePlan Submissions is a permanent change & improvements are needed
FMO ePlan Checklist

- FMO ePlan Checklist
  - Project Information
  - Submission Requirements
  - General Requirements
Plan Intake Process (BDD)

- From the Development Services home page go to Building Development Division
- Click on the Development Services ePortal button (red box below)

For comments or questions please contact the Building Department.
Plan Intake Process (BDD), Cont.

- Login or register your email address
- Go to the home page
- Go to Building Development Forms Management System (red box on right)
- Complete the correct forms

For comments or questions please contact the Building Department.
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Plan Intake Process (BDD), Cont.

- Fire Protection Permit Application
  - Save the PDF fillable form to your computer and fill it out
  - The first boxes on the form are the most critical and must be filled out correctly (see right)

For comments or questions please contact the Building Department.
Plan Intake Process (BDD), Cont.

• If your FPP permit is linked to a Building Permit, put that in the field called MasterPlan/Shell # or if your permit is a standalone permit then please fill out the Address Validation (ADR) value with the information you received from the GIS OFFICE.

• If you don’t have a Building Permit tied to your project and it is a standalone, you MUST get an ADR or Address Validation form. An ADR is easy and free to get, just email our GIS office at PWCMAPS@PWCGOV.ORG to make arrangements to get an ADR.

• Complete the Fire Protection Permit (FPP) Application making sure to include all the “Applicant” Information and “Value of Work or Contract Cost” fields
  • Check which type of FPP work you are applying for and complete the “Description/Scope of Work”
  • Electronically sign your application and save the application for attachment to email.

For comments or questions please contact the Building Department.
Plan Intake Process (BDD), Cont.

- FMO ePlan QA Checklist
  - Save the PDF fillable form to your computer and fill it out
  - Designed to help submission to the FMO be accepted on the first attempt
- Grounds for rejection of submission:
  - Missing documents
  - Extra documents
  - Plans in multiple PDFs

For comments or questions please contact the Building Department.
Plan Intake Process (BDD), Cont.

• Submit your plans and documents to FMOSUBMISSIONS@PWCGOV.ORG
  • Application (FPP Application completed, signed, and not locked)
  • FMO ePlan Submission QA Checklist
  • Plan is properly named in accordance with the designated naming convention per item number 2 of the QA checklist “Customer ePlans Guide” for naming (see Table 4 below).
  • OPTIONAL to include – Virginia State Contractors License and Prince William County Business License (this will help speed up the out-processing of your permit).

For comments or questions please contact the Building Department.

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<thead>
<tr>
<th>Table 4. File Naming Conventions</th>
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<tbody>
<tr>
<td>Document</td>
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<tr>
<td>Fire Protection Plans</td>
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Plan Intake Process (BDD), Cont.

- Email submissions will be reviewed (in-processing) within 2-3 business days.
- If your submission is successful, you will receive a response that your submission has been uploaded to the FMO for review.
  - An FPP number will be issued and is critical for use with any future project related submissions.
- If your submission is unsuccessful you will receive one of the following:
  - Submission was not accepted or uploaded and will be returned via email due to significant errors. Errors will be communicated so the necessary corrections can be made for plan resubmission.
  - Submission will be uploaded but it will be QC denied. A QC Denied report outlining the deficiencies found in your submission will be issued.
- If submission was successfully uploaded to the FMO, the 20 business day review time will commence.
  - You will receive a notice showing Approval or Rejection with deficiencies noted from the FMO.
  - Only as a contact listed on the case can you view your permit and plan status via the Development Services ePortal.

If your submission is unsuccessful and a FPP and FPR were not created, you will need to resubmit your entire application and files to meet the minimum requirements. If your submission was “QC Denied” but was uploaded and a FPP and FPR were created, a “QC Denied Report” will be issued to the Permit Applicant. The report will state the errors found in the original submission. This could include a new QA Checklist and/or plan file depending on the situation, etc. Address all comments and resubmit to FMOSubmissions@pwcgov.org referencing your FPP and FPR number. For comments or questions please contact the Building Department.
Plan Review Process (FMO)

- FMO receives FPP and FPR from Building Department and is assigned to a Reviewer
  - New Submission (20 business days): FPP Application, FMO ePlan QA Checklist, Single Plan file (including cutsheets, calculations, etc.)
  - Resubmission (20 business days): Plans, documents, or forms submitted for review to address comments prior to approval, whether in response to original submission comments or comments on a revised plan.
  - Revision (10 business days): Amended plans or documents due to items such as, owner changes, field conditions, or similar that is submitted for review after the initial plan set has been approved.

Weekends, holidays, and county closures are not included in “Business” days. New Submission (Initial) and Resubmissions (Follow-up) will have a 20 business day review time due to a comprehensive review being performed once all items have passed the QA Checklist. For comments or questions please contact the Fire Marshal Office.
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<th>Plan Review Process (FMO), Cont.</th>
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<td><strong>When the submission is approved</strong></td>
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<td>• The plans will be electronically stamped by county staff and sent to permits</td>
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<tr>
<td>• The plan and permit are emailed to the Contractor by BDD.</td>
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<td><strong>When the submission is Rejected</strong></td>
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<td>• Contacts associated with the plan case will be notified through the ePortal</td>
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<td>• Resubmissions should be complete drawings, not just the revised sheets</td>
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If you are listed as a contact in the FPR, contact the Contractor for a copy of the approved plans as you will not be able to see them in the ePortal. For comments or questions please contact the Fire Marshal Office or the Building Department.
ePortal Overview
Out-Processing (BDD)

• Permit staff will contact the customer with additional requirements, fees due, and return the plans
• Once payment is received, the Building Department makes the plan and permit available to the Contractor through email to view or download

An invoice will be created in ePortal for permit fees due. Payments may be made via ePortal (preferred), by credit card over the phone at 333-752-0214, or by mailing a check. Paying fees with a check via mail will delay the permitting checkout process. No cash is accepted.

After all required documents listed in the conditional approval letter are received and payment is processed, all submission documents will be returned to the applicant. This includes all forms, documents, and plans.

The permit is available to print through the Customer ePortal.

If you are listed as a contact in the FPR, contact the Contractor for a copy of the approved plans as you will not be able to see them in the ePortal. For comments or questions please contact the Fire Marshal Office or the Building Department.
ePortal Overview

Internal and External Access

- Register in ePortal by using your email address
- You will have access to all plans and permits where you are a contact
- BDD can internally verify you are an ePortal contact when the globe shows blue

For comments or questions please contact the Building Department.
ePortal Overview, Cont.

- Log in to ePortal and find your plan from within the Dashboard (marked in red below)

For comments or questions please contact the Building Department.
ePortal Overview, Cont.

- Open the plan

For comments or questions please contact the Building Department.
ePortal Overview, Cont.

- Open a specific plan to review the “Status”

For comments or questions please contact the Building Department.
ePortal Overview, Cont.

- Select the “Review” tab
- Select the “FMO Plan Submission” for your permit

For comments or questions please contact the Building Department.
ePortal Overview, Cont.

- Reviewer’s comments will be found under the “Comments” sections

For comments or questions please contact the Building Department.
For Further Assistance by Department

Plan Intake  703-792-4040  
FMO Review  703-792-6360  
Permits  703-792-6924  
General  703-792-6930