



CUSTOMER SERVICE BULLETIN

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Prince William County Development Services Releases How-To Guide for Building Development ePlan Submissions

Online & Automated Services

ePortal

ePlan Guide

ePlan How To Guide

Online & Phone Systems

*Affiliated Agencies

Prince William County Department of Development Services today released “A How-To Guide for Building Development ePlan Submissions,” a comprehensive guide for commercial developers, project managers and homeowners. This follows the launch of the latest version of the Citizen Self-Service ePortal last month and adds to our growing portfolio of online electronic services.

“Our Building Development Division of technical experts have created this guide to make the migration from paper to electronic services - with quick and customizable solutions that are easy to implement, cost effective and most important, with the health and safety of our community in mind,” said Wade A. Hugh, Director Department of Development Services.

“Customers can now access the ePortal, ePlans Guide and the How-To Guide in the convenience of their business or home office,” added Hugh.

We are proud to release this comprehensive How-To Guide and look forward to connecting with you to learn more about how we can help. Please visit www.pwcgov.org/DDS and click on the “Online & Automated Services” on the Menu Bar to download the How-To Guide video presentation.

Development processes are designed to be effective and efficient, and ensure compliance with federal, state and local regulations. As we continue to forge more technology-driven solutions to support the business community and residents, customers now have access to the latest updates via Customer Service Bulletins and a dedicated COVID-19 Response webpage; Remote Video for Construction Inspections and for Special Inspections; a COVID-19 Self Certification form; and commercial business guidance on the use of temporary signs.

For more information or assistance on the ePortal please contact us at 703-792-6875 or DMS@pwcgov.org. and for the ePlans please contact us at 703-792-6930 or BDD@pwcgov.org.



CORONAVIRUS-RELATED DELAYS

Click here for the latest update

COMMERCIAL DEVELOPMENT COMMITTEE

to be held

Wednesday, July 15, 2020 @ 2:30pm via Webex

RSVP to JWillis2@pwcgov.org

to receive meeting invitation details.

AS A PUBLIC FACILITY WE ARE REQUIRING SOCIAL DISTANCING AND WEARING FACE MASKS OR COVERINGS

In accordance with the Governor's Executive Order 63, all patrons in the Commonwealth aged ten and over shall cover their mouth and nose with a face covering as described and recommended by the CDC when entering, exiting, traveling through, and spending time inside Prince William County government facilities for the purpose of securing public services.



MAXIMUM OCCUPANCY

The Development Services Building Atrium

Maximum Occupancy is

40



Special Inspection Reports and Shop Drawings

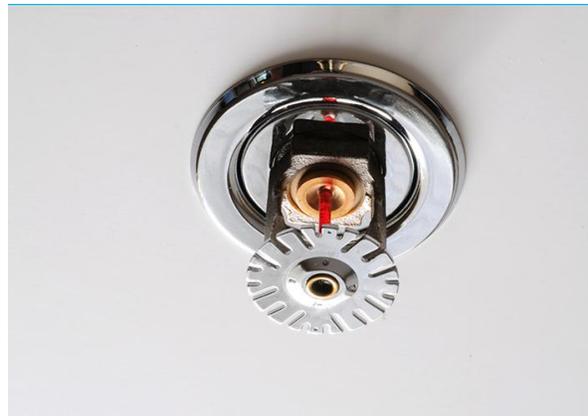
Effective August 1, 2020, Special Inspection Reports and Shop Drawings for new projects will be mandatory required to be submitted electronically to SpecialInspections@pwcgov.org.

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.

[Click here for archived Customer Service Bulletins](#)

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