



QUICK START GUIDE FOR BUILDING PERMITS

PREPARE FILES FOR SUBMITAL

- ✓ Each page of the drawing must be submitted as a single file. *Supporting documents such as truss reports and soil analysis can be submitted as a multiple page files.*
- ✓ File name guidelines must be followed. *See chart below.*
- ✓ All required plans and documents must be uploaded for reviews to begin.

SUBMIT YOUR APPLICATION

Required fields on the application;

- ✓ **Applicant Type; Owner, Contractor, or Agent.** *Notarized Affidavit of Owner is required for owner/applicants. Signed Contractors Affidavits are required for all other submittals.*
- ✓ **Job Site Address or Parcel ID.** *If no address has been assigned, enter "N/A" in the Street Name field.*
- ✓ **Work Type & Occupancy Type.** *Select one from options listed.*
- ✓ **Declared Valuation.** *Estimated Construction cost.*
- ✓ **Project Name.** *The Project Name should be the subdivision name and lot number for new homes, or the business name for commercial projects.*
- ✓ **Description of Work.** *Outline the scope of work.*
- ✓ **Details.** *Provide the details of your project, including the code cycle and the Planning and Zoning project number (when required).*

INVITATION TO UPLOAD PLANS AND DOCUMENTS

You will receive an email inviting you to upload the plans and supporting documents. First time users will

also receive an email with a temporary password for login.

UPLOAD PLANS, PLATS & DOCUMENTS

- ✓ Upload plans and plats to the Plans-Plats folder.
- ✓ Upload supporting documents to the documents folder.

COMPLETE APPLICANT UPLOAD TASK

When you have uploaded all of your construction documents, complete the applicant upload task to notify the CDSC that you've applied for a permit.

1. Select Workflow Portals
2. Select Applicant Upload Task
3. Accept the Task
4. Click Upload Complete – Notify Stafford

PRESCREEN REVIEW

CDSC staff will complete a Prescreen Review to make sure the application is complete.

- ✓ If your application is accepted you will receive an email notifying you to pay the submittal fees.
- ✓ If your application is rejected you will receive an email for Prescreen Corrections.

PRESCREEN CORRECTIONS

1. Select Workflow Portals
2. Select Prescreen Corrections Task
3. Accept the Task
4. Select Click Here for Prescreen Checklist
5. Make any necessary corrections
6. Click Return to Stafford

SUBMITTAL FEES

Reviews will not begin until the submittal fees are paid.

1. Log into Dynamic Portal
2. Add fees to your cart *You can pay for a single permit by opening the permit and selecting the fees link, or pay for multiple permits by selecting the My Building Fees link on the home page.*
3. Review your cart and click Next
4. Enter your payment information *You can pay with credit card (there is a fee of \$1.00 + 2% of your payment amount for credit card payments), or by eCheck.*
5. Click Submit Payment

PROJECT STATUS

You can log into ePlans and check the status of your project at any time. You will be notified by email if your plans have been rejected, or when your permit fees are due. *Please note that all reviews will be completed before you are notified of any rejection comments.*

1. Select Project Reports Tab
2. Select Changemark Report and Department Review Status Report to view comments and review status

APPLICANT RESUBMIT

You will be notified via email if corrections are required and assigned an Applicant Resubmit Task.

1. Log in to ePlans and accept the Applicant Resubmit Task.
2. View Changemarks and Checklist Items. *If needed you can add or remove read-only team members at this point.*
3. Prepare & upload corrected files. *Revised files must be properly named. DO NOT change the file names when resubmitting; the file names MUST be the exact same name as the original. Revised files that are uploaded correctly will show the version number behind their file name.*

4. Once the revised files are uploaded, check the conformation boxes on the task screen and click Resubmit Complete. *Your plans will not be reviewed until you have completed this task.*

PERMIT FEES

All fees must be paid in full before the plans are released and the permit is issued.

See Submittal Fees section for fee payment instructions.

DOWNLOADING YOUR PLANS

Once your fees have been paid your plans will be stamped and you will receive an email directing you to log in to ePlans and download your approved documents.

1. Log into ePlans.
2. From within the approved project select the Approved Drawings folder.
3. Select the drawings you would like to download.
4. Click the download icon. ePlans will convert multiple files into a zip file, click Download Zip File.
5. Click Save.

PRINTING YOUR PERMIT

Your permit must be displayed on-site for inspections.

1. Log in to Dynamic Portal
2. Search for your permit using the permit number, address, or application date.
3. From the search results screen, select the Print Permit link.

AMENDMENTS

To amend your application or permit;

1. Send an email to eplans@staffordcountyva.gov include the permit/project number and a complete description of the amendment.
2. A CDSC Associate will update your application, add any additional fees, and open the Amendment folder in the ePlans system for you.

3. Log in to Dynamic Portal and pay the fees if applicable.
4. Log into ePlans and upload the amended plans to the Amendments folder.
5. You will be notified if corrections are needed or any additional inspection fees are due.

FILE NAMING GUIDELINES

The first character must start with the **Discipline Header** followed by the **Sheet Number** and a **Brief Detailed Description** of the information depicted on the individual sheets, such as the drawing title depicted on the corresponding plan sheet.

Drawing Type	Discipline Header	Sheet Number	Example File Names
General	N/A	001	0001-Cover Sheet 0002-Code Analysis
Architectural	A	001-999	A001-First Floor Plan
Structural	S	001-999	S003-Third Floor Framing Plan
Zoning	Z	001-999	
Electrical	E	001-999	E007-Seventh Floor Electrical Riser Diagram
Fire Alarm	FA	001-999	
Fire Protection	F	001-999	
Mechanical	M	001-999	M013-Thirteenth Floor Electrical Riser Diagram
Plumbing	P	001-999	
Energy	EN	001-999	EN001-Energy Verification Sheet
Life Safety	LS	001-999	
Elevator	ELV	001-999	
Systems Furniture/ Racking	SR	001-999	SR001- Cabinet Layout
Demolition	D	001-999	D001-Demolition Plans

