



QUICK START GUIDE FOR BUILDING PERMITS

PREPARE FILES FOR SUBMITAL

- ✓ All required plans and documents must be uploaded for your application to be accepted. *Please visit our website for checklists and additional information.*
- ✓ Incomplete applications will not be accepted or reviewed.

SUBMIT YOUR APPLICATION

- ✓ For Building Permits choose the Building and Zoning Applications and Permits menu.
- ✓ Choose the application type that corresponds with your project.

Required fields on the application;

- ✓ Title. *The Title should be the subdivision name and lot number for new homes, or the business name for commercial projects.*
- ✓ Work Type & Occupancy Type.
- ✓ Declared Valuation. *Estimated Construction cost.*
- ✓ Square Footage. *Gross square footage of involved area.*
- ✓ Description. *Outline the scope of work*
- ✓ Applicant Type; Owner, Contractor, or Agent. *Notarized Affidavit of Owner is required for owner/ applicants. Signed [Contractors Affidavits](#) are required for all other submittals and should be uploaded as an attachment.*
- ✓ Job Site Address or Parcel ID. *If no address has been assigned, enter "N/A" in the Street Name field and include the tax map and parcel number in the Location Details.*
- ✓ Details. *Provide the details of your project, including the code cycle and the Planning and Zoning project number (when required).*

UPLOAD PLANS, PLATS & DOCUMENTS

- ✓ Plans, plats, supporting documents, and affidavits should be uploaded to Attachments. *The documents should be named so that they're easily identifiable. Document Type will be Plans-Plats for Plans and Plats, and Rhythm for all other document types.*

CERTIFICATION OF INFORMATION

- ✓ Enter your name in the Your Name field and check the certification box below.
- ✓ Click the Save and Continue box and review the application information.
- ✓ Click Submit to submit your application. *An application number will be provided to you after the application is submitted.*

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. *Reviews will not be completed until the fees have been paid.*
- ✓ If your application is rejected you will receive an email requesting additional information.

PRESCREEN CORRECTIONS

1. Log on to ePLANS, choose the correct application from your list, and click View Details.
2. Find the review resulted "Applicant action required" click View Details.
3. Make any necessary corrections or upload required documents.
4. Click Corrections Completed enter comments and click Corrections Completed to resubmit.
IMPORTANT – *if you do not complete the Corrections Completed step, the application will not be sent back to staff for review.*

SUBMITTAL FEES

1. Log into ePLANS and choose the correct application from your list and click Pay Balance
2. From the My Fees screen you can select all of your fees to be paid for all of your applications, or you can select each of the fees for a specific permit. *We will not accept partial payments, when only paying for a specific project, please make sure all fees for that project are selected.*
3. Enter your payment information and click submit payment. *You can pay with credit card (there is a service fee of 2.3% of your payment amount for credit card payments), or by eCheck.*

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 the correct application
2. Click View Details to view review or inspection comments.
3. A Corrections Required report will be included in your attachments. *This report will include all of the review comments from the specified review cycle, and will not be available until the last review for that cycle is complete.*

APPLICANT CORRECTIONS

You will be notified via email if corrections are required. *You can only respond to comments after all reviews in the current cycle have been completed.*

1. Log in to ePLANS and select the application.
2. Click View Details.
3. Prepare & upload corrected files.
1. Once the revised files are uploaded, click Corrections Complete and enter any comments. ***IMPORTANT*** – *if you do not complete the Corrections Completed step, the application will not be sent back to staff for review.*

PERMIT FEES

All fees must be paid before the plans are released and the permit is issued. See Submittal Fees section for fee payment instructions.

DOWNLOADING YOUR PERMIT AND PLANS

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

1. Log on to ePLANS and select the application.
2. Scroll down to the Attachments heading to locate and download the permit and construction documents. *Permits must be posted and approved plans on site for inspection.*

AMENDMENTS

To amend your application or permit;

2. Send an email to eplans@staffordcountyva.gov include the permit/project number and a complete description of the amendment. *Do not include your revised documents in the email.*
3. A Permit Technician will update your application, add any additional fees, and send you an email notification to upload any required documents.
4. Log on to ePLANS and select the application, pay the review fees, and upload the required documents.
5. Click Corrections Completed enter comments and click Corrections Completed to resubmit. ***IMPORTANT*** – *if you do not complete the Corrections Completed step, the application will not be sent back to staff for review.*

