



## 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.*
- ✓ All required plans and documents must be uploaded for your application to be accepted.

### 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 and should be attached to the electronic application in Dynamic Portal.*
- ✓ Job Site Address or Parcel ID. *If no address has been assigned, enter "N/A" in the Street Name field.*
- ✓ Work Type & Occupancy Type.
- ✓ 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. **Please note that if your construction documents are not uploaded by the due date noted in your invitation email, your application will be canceled and you will need to re-apply.**

### 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 and accept Applicant Upload Task
3. 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 and accept Prescreen Corrections Task
3. Select Click Here for Prescreen Checklist
4. Make any necessary corrections
5. 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 exactly the same 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](mailto: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 an applicant upload task for you.
3. Log in to Dynamic Portal and pay the fees if applicable.
4. Log into ePlans and upload the amended plans.
5. You will be notified if corrections are needed or any additional inspection fees are due.

