



Loudoun County, Virginia

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Department of Building and Development

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Technical and Procedural Newsletter

September 30, 2020

TO: Members of the Land Development and Engineering Design Community

FROM: Gary Clare, Land Development Engineering Division Manager

The purpose of this correspondence is to inform the Land Development and Engineering Design Community of technical and procedural updates that have recently transpired. Please distribute this information to applicable personnel within your organization.

IN THIS EDITION:

Electronic Land Development Application Update

On August 3, 2020, the Department of Building and Development (B&D) launched online applications on the B&D website, allowing a scanned pdf file of a signed Land Development Application, Commercial Building Permit Application, Commercial Trade (e.g., electrical, gas, plumbing, mechanical) Permit Application, Residential Building Permit Application for Custom Single Family Dwelling or Masterfile House Type, or Grading Permit Application to be submitted on the B&D website. At that time, online application was limited to first submission and any project already submitted and processing in the Land Management Information System (LMIS) continued to be processed via paper copies.

In response to industry requests, this effort has been expanded to allow Land Development Applications (e.g., STPL, CPAP, SPBR) to be converted from the paper to the electronic process following first submission (e.g., second, third submission). This change only applies to Land Development Applications. Commercial Building Permit, Commercial Trade, Residential Building Permits for Custom Single Family Dwelling or Masterfile House Type, and Grading Permit applications may only be submitted electronically at first submission.

Effective immediately, and until further notice, Land Development Applications (e.g., STPL, CPAP, SPBR) may be submitted online at first submission or subsequent submission (e.g., second, third submission) using the B&D Application Upload Form available on the B&D website: www.loudoun.gov/bdapplyonline. The online application only has to be submitted one time, either at first submission or a subsequent submission, to establish the Bluebeam Project. Once the Bluebeam Project ID has been established, all subsequent submissions will be uploaded directly to Bluebeam.

The B&D Application Upload Form is available under the “For Developers, Builders, Engineers & Architects” tab. When “Land Development Application” is selected, a First Submission, Yes/No, prompt appears. The Land Development Application is the required upload when the response is Yes, and the Comment Response Letter is the required upload when the response is No. The remaining project files, including the Comment Response Letter uploaded to the form, will be submitted in Bluebeam once the Project ID has been created and e-mailed to the applicant.

 **B&D Application Upload Form**

Developers, engineers, contractors or architectural firms may use this form to submit the following Land Development and Permit Applications. Please complete and sign the corresponding Application form, scan it, and upload it to this form. Staff will review your application form and contact you if additional information is needed on the application form. Once the application form is complete, staff will assign an application/permit number and you will receive an invitation to upload the project files in Bluebeam. Due to file size limitations, project files may only be uploaded in Bluebeam and may not be uploaded to this form.

Land Development Applications (Site Plans, Construction Plans and Profiles, Preliminary/Record Subdivision, Easement Plats, etc.): These applications are submitted by engineers who upload project files using Bluebeam.

Please enter the bond amount for CPAP and CRCP under “Calculations of Bond” and the land disturbance for STPL and STMP under “Estimated Square Feet of Land Disturbance.”

Application Type *

- Land Development Application
- Commercial Building Permit Application
- Commercial Trade Permit Application
- Custom/Masterfile House Type Permit Application
- Grading Permit Application

First Submission Yes No

Application Upload * Please only upload your application at this time. Once your application/permit number has been assigned, you will be able to upload electronic project files in Bluebeam.

First Submission Yes No

Comment Response Letter * Please only upload your comment response letter with a reference to your application number at this time. Once you receive your Bluebeam ID, you will be able to upload project files in Bluebeam.

APPLICABLE STANDARDS:

Loudoun County Facilities Standards Manual, Chapter 8, Section 8.101.A.18 Seal and Signature, FSM Sections referencing “Seal and Signature (See 8.101),” and Section 111.1 of the Virginia Uniform Statewide Building Code (USBC) and Loudoun County Facilities Standards Manual, Chapter 8, Section 8.101.A.15 Land Development Application Form, FSM Sections referencing “Land Development Application Form (See 8.101),” and Section 108.3 of the Virginia Uniform Statewide Building Code (USBC).

Paper Land Development Applications, engineering plans, and digital copies of submission materials provided on CD/DVD, as required by FSM 8.100.1, may continue to be submitted via mail or drop-off at the designated B&D collection area in the Government Center in lieu of submitting applications and fees electronically. However, applicants are encouraged to submit new applications online to reduce the number of visitors in the Government Center and reduce the risks associated with COVID-19.

If you have any questions regarding this Newsletter, please contact Paul Brown, Deputy Director, at Paul.Brown@loudoun.gov or (703) 777-0293.