

Important Reminders for WSSC Plans Review

(for Plumbing and Fuel Gas Design Reviews)

Electronic Submittal Required

Beginning Sept. 1, 2019, **all** projects requiring plan review shall be submitted electronically regardless of the plan size, number of sheets, and/or number of fixtures. Here is how it works:

- 1.) Submit your permit application using the **WSSC ePermitting** system. Do not attach/upload your plans to the permit application.
- 2.) After WSSC staff reviews your application and determines plans are required, you will receive an email invitation to upload plans, into a separate program called **WSSC ePlan Review** (software name is ProjectDox). Expect up to 10 business hours between permit submittal and email invite.
- 3.) First time users (to WSSC's ePlan Review system) must follow the instructions within the email invitation in order to sign in for the first time.
- 4.) All users should refer to the instructions within the email invitation.
- 5.) Additional support is found on the WSSC ePlan Review home page. Prior to signing in, look to the bottom of the home page/sign-in screen to find three very useful tools:
 - a. [ePlan Review Quick Guide](#) – great overview for a beginner and easy, fast reminders for everyone else.
 - b. [Plumbing/Fuel Gas ePlan Review Submittal Guide](#) – more detailed step-by-step instructions, screen shots, troubleshooting.
 - c. [Plumbing/Fuel Gas ePlan Review Tutorial Videos](#) – detailed videos of the submittal guide, with verbal direction, screen shots and troubleshooting. Great for stop, rewind and repeat.
- 6.) We encourage everyone to try the system, using the help tools when needed. The best learning tool is actual fingers on the keyboard and getting to know the system. Should you still need some help, our plan reviewers are more than happy to assist you with any of the steps within the review, approval and/or print-out processes. You can contact WSSC Plumbing Plans Review staff at: PlumbingPlansReview@wsscwater.com or 301-206-8886.

Additional Reminders:

In effect since July 1, 2019, WSSC charges for the following fees relating to inadequate plans review submittals and for repeated disapproved designs:

Inadequate Plan Review Submittals (Prescreening):

- Before a plan is reviewed for code compliance it is prescreened by our permit intake staff. The purpose of the prescreen is to make sure the plans have the minimum information on the plans to allow for a technical review.
- Plan submittals that fail to include the minimum basic requirements will be “rejected” by the Plumbing & Fuel Gas Plans Review Intake staff (Prescreening) and returned to the applicant.
- Refer to the published and attached [Plumbing and Fuel Gas Plan Submittal Checklist](#) for the minimum requirements.
- Note: IF unclear about the Plan submittal minimum requirements, contact the WSSC Intake staff 301-206-8650 for clarification prior to submittal to avoid the rejection fee.
- Beginning with the first rejection and each subsequent rejection, the approved fee of \$365 will be assessed.
- Permit Services staff will generate an invoice for the required fee.
- Subsequent submittals will not be reviewed until each levied fee is paid.

Repeated Disapproved Designs (for technical issues):

- Plans not meeting WSSC code will be disapproved and returned to the applicant for correction.
- Plans receiving three disapproved reviews prior to approval will be assessed the published re-review fee upon the third failed review.
- Re-Review fees will be assessed as follows:
 - 25 Fixtures or less - \$173
 - 26 – 200 Fixtures – \$397
 - Over 200 Fixtures - \$846
- Each additional failed review will be assessed the same assigned charges.

Additional Plans Review Related Information:

Refer to [Spring 2019 Newsletter](#) or [WSSC Plumbing Plans Review Web Pages](#) for detailed information encouraging earlier submittals, plan submittal when ahead of water and sewer service connections, and/or ahead of contract award to the licensed plumber/gasfitter.

Additional ePermitting Related Information:

Additional support for submitting permits is found on [WSSC's ePermitting Homepage](#). Once there, click on the "Home" button, this includes ePermitting FAQ and tutorials.