



County of Fairfax, Virginia

POLICY

DATE: Updated February 10, 2011

TITLE: **Electronic Signature Requirements for Plans Submitted to Building Plan Review**

To facilitate the convenience of electronic signatures for plans submitted to Building Plan Review during the permit application process, Land Development Services has developed the following policy.

At the time of plan submission, an electronic cover sheet shall be e-mailed to the Building Plan Review mailbox at bprmail@fairfaxcounty.gov. The cover sheet must include, at a minimum, the following information.

- Project name.
- Project address.
- Designer name.
- Designer address.
- Table of contents of electronically sealed drawings.
- Date of most recent changes/revisions to plans.
- The name and version number of the software used to apply the electronic signature.
- The electronic seal and signature with software watermark.

The cover sheet may be monochrome or color in a PDF or TIF format; other formats may be added to this policy as required. A paper copy of the cover sheet shall be attached to each set of the plans submitted to the county for review. The size of the electronic cover sheet may be as small as 8 ½ inches by 11 inches and shall be no greater than 10 megabytes.

The Building Plan Review mailbox is monitored several times a day during normal business hours.

More information regarding this policy can be obtained by calling 703-222-0114, TTY 711 or by e-mailing bprmail@fairfaxcounty.gov.

