



County of Roanoke

DEPARTMENT OF COMMUNITY DEVELOPMENT

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BUILDING PERMITS/ INSPECTIONS
DEVELOPMENT REVIEW
ENGINEERING
ENVIRONMENTAL MANAGEMENT
PLANNING & ZONING
TRANSPORTATION

Digital Plan Submission Guide

Plans and calculations may be submitted digitally using various methods. Digital media can be submitted on a CD, flash/thumb drive, or the County's FTP (file transfer protocol). With any of the methods, the information must be submitted as Adobe Acrobat (PDF) format only and without password protection using the following file naming. In addition, one paper set of plans, calculations, and associated paperwork must be submitted.

The files on your digital submission should be in the following order:

- Associated Paperwork Review # (i.e., Associated Paperwork Review 1)
- Development Application (First Submittal Only)
- Development Review Transmittal - Review # (i.e., Development Review Transmittal – Review 1)
- Plans and Calcs Review # (i.e., Plans and Calcs – Review 1)
- VSMP Registration Statement (If Required)

Descriptions:

1. **Associated Paperwork Review #** (Insert review number for #)
This consists of any associated paperwork (transmittal letter, waiver request, etc.) necessary for the review of the project.
2. **Development Application**
3. **Development Review Transmittal Review #** (Insert review number for #)
This is an entire record of what is submitted for a specific review consisting of the transmittal letter, development application, associated paperwork, plans, and calculations in one file. This is the original record copy for each review.
4. **Plans and Calcs Review #** (Insert review number for #)
This consists of all plan sheets and all calculations sheets, in that order.
5. **VSMP Registration Statement**
If required, the registration statement should be submitted unsigned. An 8 ½" x 11" or 11" x 17" disturbance limits area map shall also be submitted in this file. Once the documents have been reviewed and approved by Roanoke County, a signed original document shall be submitted.

Tips:

- Plan sheets and calculation pages must be scanned or printed as a PDF to their original size (24" x 36" for plans; 8 ½" x 11" for calculations and 11" x 17" or 24" x 36" for maps in calculations)
- All scanned plans and calculations must be in a single PDF file (Plans and Calcs Review #)
- All PDF documents must be rotated properly for viewing
- All PDF documents must be saved in a manner to minimize the file size
- No comments or annotations should be in the submitted PDF documents which would show up in the comments list in the PDF
- All calculation pages must be numbered consecutively (not using annotations in the PDF)
- Fees must be submitted to the County either by phone or in person using a check, Visa, MasterCard, or cash prior to plan processing. Mark the appropriate block on the development application to indicate the form of payment you are choosing. If the plan is submitted via the FTP or the credit card option is chosen for a CD or paper submittal, the permit technician responsible for processing the plan will call the applicant noted on the application to obtain a credit card number to collect fees within 24 hours, except for holidays and weekends.
- **Plans submittals that are incomplete, do not have payments, or do not have the VSMP Registration Statement (if required) and map will not be processed until all items are submitted.**

**Should you have any questions or concerns, please contact
Roanoke County Community Development at 540-772-2190.**