



**City of Harrisonburg, Virginia**  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
409 South Main Street, P.O. Box 20031  
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TO: Architects, Engineers and Contractors

FROM: Wayne A. Lilly, Building Official

DATE: October 21, 2010

SUBJECT: Electronic Plans

It is almost impossible to maintain copies of paper plans indefinitely because of the storage space required. With the advent of the electronic age has come an opportunity to maintain a library of project plans for future reference and information. **Therefore, effective November 1, 2010, when a building permit application is made for a project that has plans that are developed and sealed by an architect or engineer, paper copies as well as an electronic copy of those plans are to be submitted. This also applies when a permit is already obtained and the plans are for parts of the project, such as raised decks, suspended slabs, beams or girders, etc.**

The submitted electronic version is to be a "PDF" file. It is to be submitted at the time the permit application is made or any time prior to the permit being issued. Please note that permits will not be issued until the electronic version is delivered. In those cases where a permit is already issued and some part of the construction requires an architect or engineer to provide a design, the paper copy and electronic copy are to be provided prior to inspection by the Building Inspection Division. If revisions are made to the plans prior to or after permit issuance an electronic version is to be provided to the Building Inspection Division. The "PDF" file may be on a disk that can be downloaded into our system or an E-mail to our plan reviewer. His E-mail address is [mikew@harrisonburgva.gov](mailto:mikew@harrisonburgva.gov).

Should you have any questions please feel free to contact me at 540-432-7700 or come by the office at 409 S Main St here in Harrisonburg, VA.