



**PRINCE WILLIAM COUNTY**  
**Development Services**  
**CONTACT INFORMATION FORM**

Version 2020\_0801

<i>Staff Use Only</i>
Date submitted: _____
Date entered: _____
Staff: _____

**Please submit a Contact Information Form for EACH individual contact that you would like associated to the case(s).**

- Create New Contact
  Update Existing Contact
  Remove Contact

**Contact Information**

First Name (Required):	Last Name (Required):
Street Address: (Required)	
City/State/Zip:	
Primary Phone (Required):	Business Phone: (Required):
Email Address (Required):	
Company Name:	
Designate as payment contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Preference: (Required): <input type="checkbox"/> Mail <input type="checkbox"/> Business Phone <input type="checkbox"/> Email	
State Contractor License – ATTACH WITH CONTACT INFORMATION FORM	
PWC Business License – ATTACH WITH CONTACT INFORMATION FORM	

**Permit/Plan Activity (Required)**

Please list all of the permit or plan numbers you would like to be linked to (example: BLD2014-00023 or ZNA2014-00036)

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.

*If more space is needed, please complete an additional Contact Information Form.*

**ePortal Account**

An online ePortal account will give you 24/7 access to all your projects, permits, inspections, and plans.

I already have an ePortal account

*\*\*If you DO NOT have an ePortal account follow the [How to guide](#) to create an account. While the ePortal account must be set up by customer online, any questions can be directed to an administrative team member at 703-792-6875.*

**Authorized Agent**

Name of Person submitting this form:	
Title or Relationship to project (Required):	
Signature:	Date:
<input type="checkbox"/> By checking this box, I agree to electronically signing this form.	

This completed form is required during plan submission. To submit additional contacts at a later time, submit the completed form via email to: [DMS@pwcgov.org](mailto:DMS@pwcgov.org) or deliver to Development Services located at 5 County Complex Court Suite 120, Prince William, VA 22192.