

Bluebeam File Upload Instructions

Step 1: Complete the applicable Land Development/Permit Application form, with signatures, and scan it.

Step 2: Complete the B&D Application Upload Form:

- **Select your Application Type:**



Applicants may use this form to submit completed Land Development, Commercial Building Permit, Commercial Trade Permit (e.g., electrical, gas, plumbing, mechanical), Residential Building Permit, and Grading Permit Applications. Staff will process your application and e-mail you an application/permit number and the Bluebeam Project Number, which will allow you to upload electronic files.

- Application Type ***
- Land Development Application
 - Commercial Building Permit Application
 - Commercial Trade Permit Application
 - Residential Building Permit Application
 - Grading Permit Application

- **Enter the contact information for the person submitting the form:**

**You may add up to four additional Engineering Firm Contacts/Representatives who may be registered to access the project file by clicking "Add Another Applicant":*

Other Engineering Firm Contacts/Representatives (up to four additional engineering firm contacts/representatives may be registered to access the project file)

Name

Title

Email

Phone (e.g. xxx-xxx-xxxx)

[Add Another Applicant](#)

- **Upload your signed, scanned application form:**

**Please only upload your application. Once your application/permit number has been assigned, you will be able to upload electronic project files in Bluebeam.*

Application Upload * Please only upload your application at this time. Once your application/permit number has been assigned, you will be able to upload electronic project files in Bluebeam.

- **Click "Sign" to type or draw your signature, then click "Submit":**

Confirmation

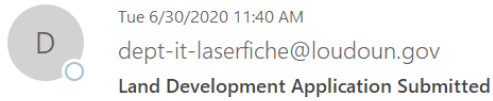
Staff from the Loudoun County Department of Building and Development will contact you once your application/permit number has been assigned, which will allow you to upload the electronic project files.

Signature *

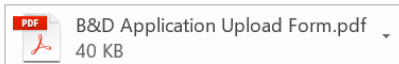
Sign

Submit

- **You will receive an e-mail notifying you that your form has been submitted:**

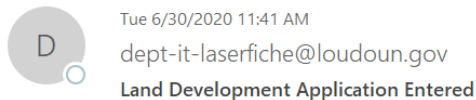


To Edmonds, Laura

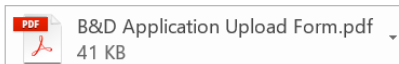


Thank you for submitting your application. Staff will enter your application into the Land Management System and e-mail you an application/permit number and a Bluebeam Project Number, which will allow you to upload the electronic project files.

- **You and any additional contacts you entered on the form will receive an e-mail once your application/permit has been entered into the Land Management System, identifying your application/permit number and your Bluebeam Project ID:**



To Edmonds, Laura



Your application has been entered into the Land Management System. Your Land Development Application number is STPL-2018-0002, KIRKPATRICK WEST DAYCARE. You will receive a Bluebeam Project invitation e-mail to upload the files. Your Bluebeam Project ID is 123-456-789. Please refer to the [Bluebeam file upload instructions](#) for additional information.

Step 3: Upload your Electronic Project Files in Bluebeam:

- **You will receive an email with an invitation to the Bluebeam Project. Once received, please click “Join Project”.**

Join Project to Start Collaborating

eric.blankenship@loudoun.gov has invited you to join a Bluebeam Studio Project.

Project Name: BLAD-2020-0012 Digital Dulles
Project ID: [562-140-498](#)
Server: studio.bluebeam.com

Their message:
"This invitation is in reference to BLAD-2020-0012 Digital Dulles. Please upload the documents into the initial submission folder at your convenience."

Join Project

- Once "Join Project" is selected, an internet browser window will open with multiple options to join the project. Please select "Open in Revu".



Join a Studio Project
Project ID: 319-170-386

Open in:



What is Drawings? [Learn more](#)

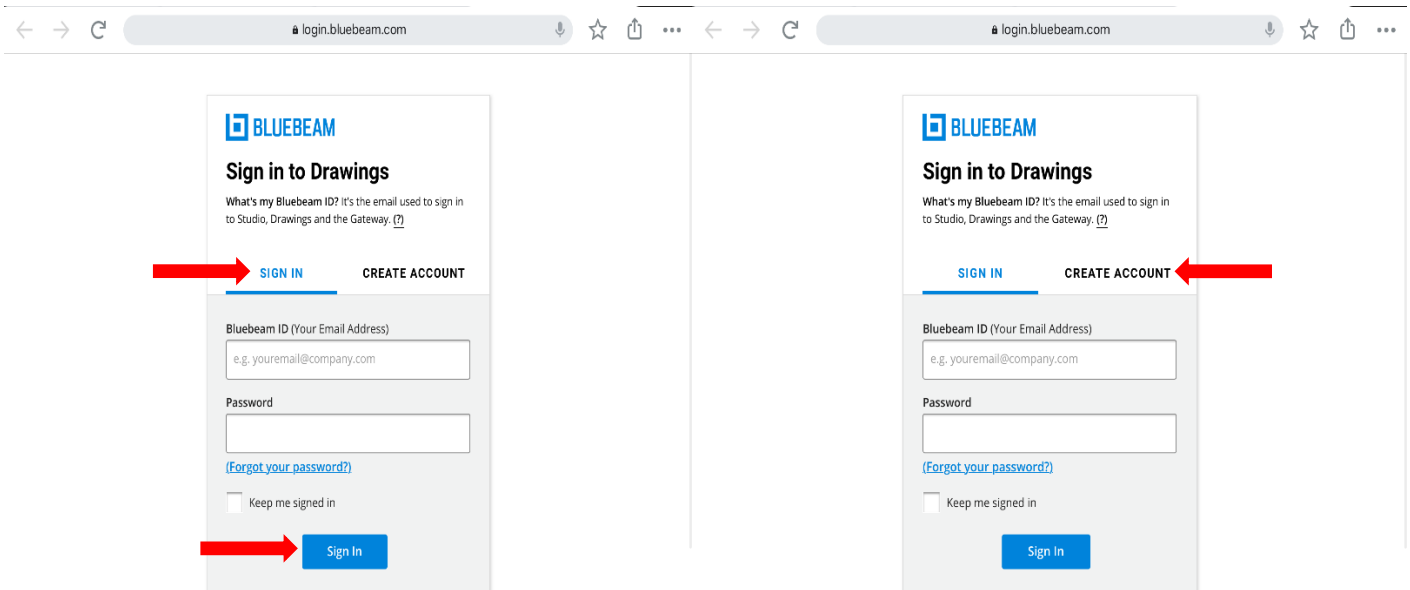


Don't have Revu? [Download a trial](#)

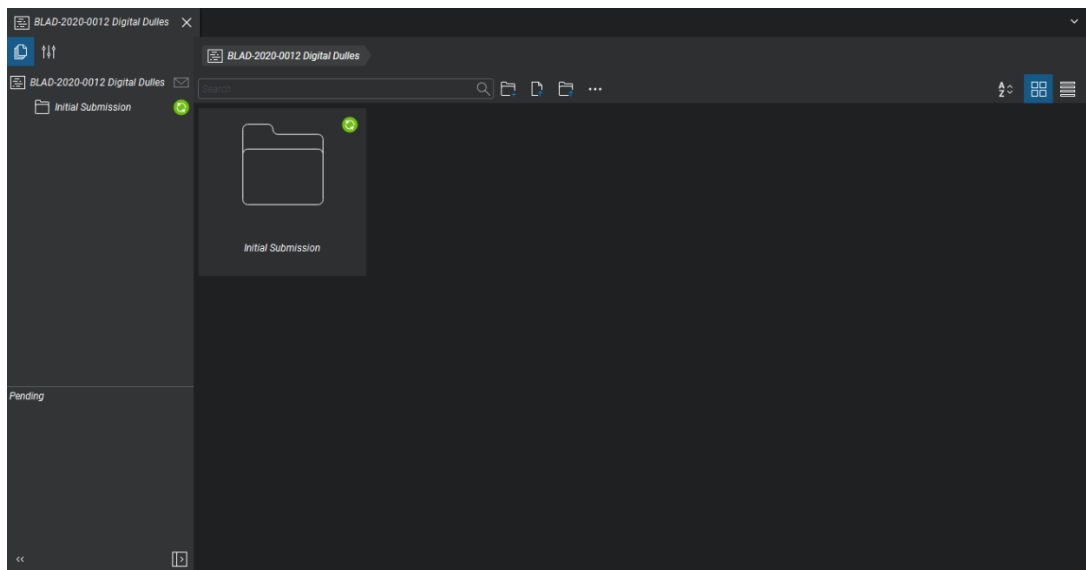


- Once you have selected "Open in Revu", if you haven't already, you will be prompted to download Bluebeam Revu. Please follow the on screen prompts to download the Revu software.

- Once you have opened in Revu, you will be directed to either “Sign In” or “Create Account”. If you already have an account, please sign in. If you do not have an account, please follow the Bluebeam Studio Create Account directions.

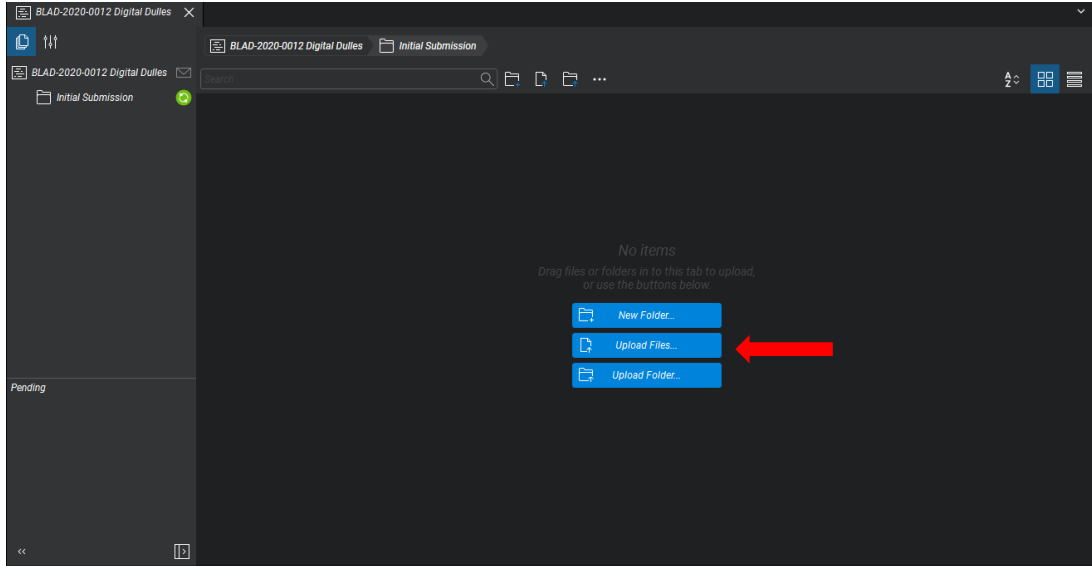


- Once logged in, your screen will look like the following:

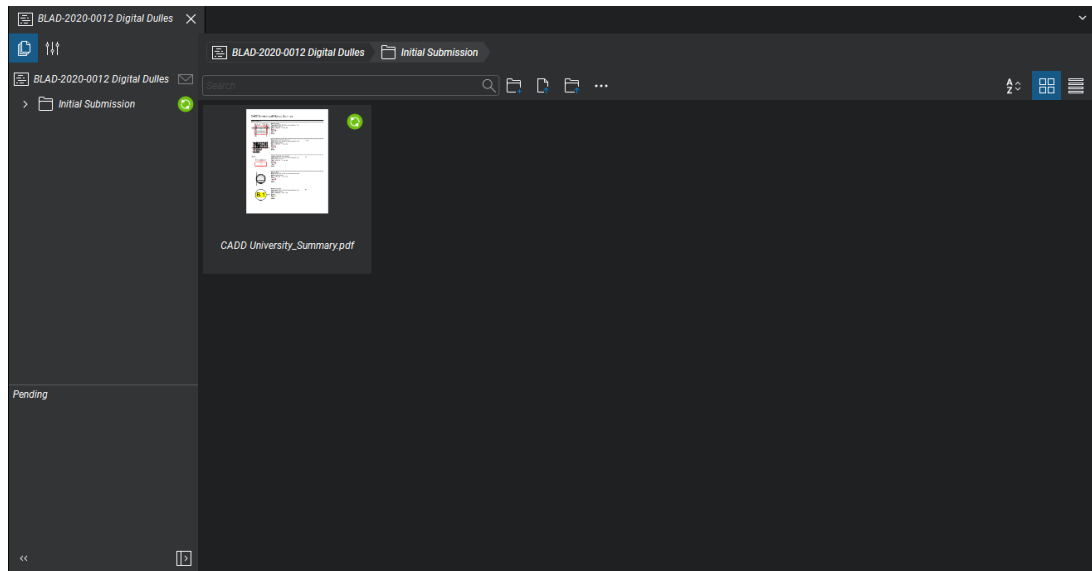


- Navigate to the “Initial Submissions” Folder.

- Once in the “Initial Submissions” folder, please select “Upload Files”.



- Once all files have been uploaded, your screen will look like the following:



- Once all files have been uploaded, your initial document submission is complete. The project will then be assigned to a Project Manager. After a Project Manager has been assigned and has complete their minimum submission checklist, you will receive communication with further instructions.