

Requirements for Electronic Documents when Submitting a Permit Application

Format:

- All electronic documents must be compatible with MS-Windows.
- All electronic documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat version 9.0 or later.
- Word version documents may be required in some cases as listed on the application form.
- PDF drawings converted from AutoCAD (DWG) or other vector-based programs are preferred.
- Security settings shall be set to allow reviewers to markup digital documents, create notes, and insert/remove sheets.
- Scanned documents: PDFs produced by scanning paper documents are inherently inferior to those produced from an electronic source. Original documents must be as clean as possible and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed at 11" x 17". Documents with small fonts, engineered drawings, maps and similar documents with fine detail or poor contrast must be scanned at a minimum of 300 dpi. Electronic documents which are not of sufficient quality for review shall be rejected.

Drawing Requirements:

Drawings must accurately represent what is proposed for construction. Drawings must be easy to read and free of unrelated information or markings. Line weights must provide sufficient contrast with the background and other drawing elements.

- Sheets shall be set to landscape with the top of the page at the top of the computer monitor.
- Pages shall be numbered, indexed, bookmarked and labeled clearly to identify contents.
- Locate title block in the same location on each page, preferably on the right-hand side.
- Plans prepared by a licensed/registered design professional must be signed and sealed/stamped on each sheet. The signature must include a seal bearing the registrant's name and title, signed and dated, per WAC 196-23. It must be 'flattened' such that all layers of text, graphics and content are merged into a single graphic entity.
- Each plan sheet shall be scaled.
- Building plan sets shall be fully dimensioned, including framing plans.
- Site plan drawings shall meet the Site Plan Checklist requirements.
- All plans (engineering, building, elevation, site) must be scalable when printed 11" x 17".
- All text shall be easily readable when printed at 11" x 17". Clarity must be equivalent to or better than Arial with a font size of 10pt.

Submittal Requirements:

- Each document or plan set must be submitted as a separate PDF.
- Name all documents to clearly identify the type.
- All required documents are listed on the application forms.

Hard Copy Submittal:

Electronic documents can act as 'placeholders' for up to two (2) business days while awaiting required originals. Original signatures are required for:

- Any document that requires a notarized signature.
- Any document to be recorded.
- Sureties (bonds, cash set asides, assignment of funds and covenants).
- Bill of sale.