

Building Permit Submittal Requirements

Submit documentation for your permit according to the requirements below. If you do not follow these requirements, you may be required to resubmit your documentation.

1. File Drawing Style:

- a. Use black lines on plans to reduce file size.
- b. Don't use colored pens.
- c. Number every page (i.e. Page 1, Page 2, A1, A2, etc.), ideally in the lower right-hand corner.

2. File Scale:

- a. Draw and save plans "to scale" and identify the scale on each sheet and detail.
- b. Meet the minimum sheet size (at least 11" x 17" for residential, and 8.5" x 11" for minor remodeling or decks).

3. File Type:

- a. Submit all documents in PDF 1.3 format or greater.

4. File Sizes:

- a. Ensure uploads are less than 500 MB.

5. File Orientation:

- a. Orient pages right side up, not sideways or upside down.

6. File Content:

- a. Submit all documents as flattened/optimized PDFs.
- b. Ensure no comments, stamps, or editable content appear in the "comment" panel of the PDF.
- c. Use standard fonts (i.e. Arial, Courier, and Helvetica) with continuous, filled-in bold characters.
- d. Avoid using italics, stencil, or handwriting-like fonts.

7. File Encryption:

- a. Do not submit password-protected or encrypted (locked) documents.

8. File Scanning:

- a. Ensure scanned items are properly aligned on the scanning bed (not askew).
- b. Verify all pages are uniform before submitting the file.

9. Preparing the File Sets:

- a. Submit site plans/survey (if required) with building plans as a combined document (site plans/survey should be at the beginning of the document). Energy compliance and BAM details are submitted here for new houses.
- b. Submit specifications, , structural calculations, and as separate PDFs.

10. File Naming:

- a. Name each file using the appropriate naming guidelines below:
 - i. **Residential** (single family, duplex, townhouse, or their accessory structures):
 1. Format: FileType_AddressPLAN
 2. Do not use pounds (#), pluses (+), periods (.), brackets ([]), or ampersands (&)
 3. Example (for address 111 Hope Ln NW)

File	Prefix	File Name
Main Plan Set with site plan		111HOPELNNWPLAN
Building Permit Application	Application_	Application_111HOPELNNWPLAN
BAM Sheets	BAM_	BAM_111HOPELNNWPLAN
Structural Calculations	Calculations_	Calculations_111HOPELNNWPLAN
Project Manual/Specifications	Specifications_	Specifications_111HOPELNNWPLAN

ii. Commercial and Multi-Family:

1. Format: ProjectName_AddressPLAN
2. Do not use pounds (#), pluses (+), periods (.), brackets ([]), or ampersands (&)
3. Example (for new commercial law office at 4000 Superior Dr NW)

File	Prefix	File Name
Main Plan Set with site plan		LAWOFFICEPLAN
Building Permit Application	Application_	Application_LAWOFFICEPLAN
Specifications	Specifications_	Specifications_LAWOFFICEPLAN
Structural Calculations	Calculations_	Calculations_LAWOFFICEPLAN
Energy Code Compliance Forms	Energycompliance_	Energycompliance_LAWOFFICEPLAN

11. Submitting Revisions and/or Corrected Plans:

- a. Do not use original file name. Instead use the format below, updating the number accordingly when new revisions are submitted:

Cycle	File Name
Original Submittal	111HOPELNNWPLAN
1st Revision	111HOPELNNWPLANrevised
2nd Revision	111HOPELNNWPLANrevised2

- b. Do not re-order, extract, or insert pages in the middle of your corrected plan sets. This ensures that the plan review comments and sketches are properly carried forward to the newer submittals version by the electronic plan review software, resulting in a more accurate, expedited review.
- c. Place new pages at the end of the corrected plan set document.
- d. Do not revise plans using documents with stamps/comments on it.
- e. To remove pages, replace it with a blank page stating "DELETED SHEET" across it.
- f. New pages should be inserted at the end of the plan set.

