

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## General Standards for Plans and Drawings

Updated July 9, 2018

This Tip provides the general standards for electronic plans and drawings. Use the following guidelines to prepare them.

### Drawing Quality

- Drawings must be easy to read.
- Lines and lettering must be dark enough to provide good contrast with the paper when printed. Lettering must be at least 1/8" high for manually drafted drawings. Computer drawings may have lettering 3/32" high with a minimum width factor of 0.80".

### Drawing Scale

- For site plans, minimum scale is 1/8" = 1' (or engineer's scale equivalent, 1" = 10'). Minimum scale means when plans are printed at full scale.
- Minimum scale of all other drawings for single-family, duplex, townhouses, small multifamily, and small commercial projects is 1/4" = 1'. Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8" = 1' when unit plans, core plans, and detail plans are provided at a minimum scale of 1/4" = 1'.

**NOTE:** In certain cases, we may allow you to use a smaller scale before you prepare your plans.

### Sheet Size

- Drawings must be primarily of one size.

### Additional Plan Requirements:

- The plans must be in PDF format.

- Please retain bookmarks when preparing your plan set PDF's in AutoCAD, Adobe, BlueBeam, etc - because these often speed up your plan review.
- Also, please "flatten" out objects and markups (especially when combining PDF's from consultants who may not have flattened their own work), and check that your flattened PDF's have successfully removed ACAD.SHX and other objects in Adobe acrobat's Tools>Comments view before uploading.
- Space for approval stamps should be in the same location on each sheet.
  - The space can be in your title block or in the drawing space, but the lower right corner is preferred.
  - The space should be approximately 4.5" wide and 1" tall, or 2.5" wide and 2" tall (or rotated 90 degrees).

### Related Resources

More detailed application, guidance, checklists, and standards are available online at [www.seattle.gov/dpd/permits](http://www.seattle.gov/dpd/permits) or from our Applicant Services Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8850.

### Access to Information

Links to electronic versions of SDCI **Tips**, **Director's Rules**, and **Forms** are available on the "Tools & Resources" page of our website at [www.seattle.gov/sdci](http://www.seattle.gov/sdci). Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

**LEGAL DISCLAIMER:** *This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.*

