



Electronic Submission Guidelines

Plan & Document Format

Site plans and plan sets must be submitted in PDF, CAD/CAM, or image (e.g., GIF, JPEG, TIFF, or Windows bitmap) format. Other required documents may be submitted in PDF or Microsoft Office formats.

Note that construction documents and plans must meet the requirements of section 106.5.2 of the 2009 Seattle Building Code Section, including the requirements for seal and the signature of the a registered design professional before the permit is issued. DPD does not require “wet” stamps on building permit submittals.

Plan Submission Requirements

Follow these guidelines for submitting site plans and plan sets:

- Unless your plan set is very large (over 200 pages or 200 MB), submit the entire plan set as one document. Large plan sets may be submitted in plan sections (e.g., architectural, site, structural)
- Ensure pages display at the correct orientation and do not require rotation
- Include an index of plan sheets and use bookmarks to distinguish different sections of the plan set (e.g., architectural, site, structural)
- Leave a space at the lower right corner for DPD's approval stamp
- When submitting corrected plans, insert new sheets at the end of the plan set and insert blank sheets to replace deleted sheets

Submitting Corrections

- While you may receive corrections from individual reviewers when each review is complete, you cannot submit corrected plans until all reviews for that cycle are complete.
- When submitting corrected plans, insert new sheets at the end of the plan set and insert blank sheets to replace deleted sheet.
- Please submit corrected plans by uploading them to the EPlan System. Do not e-mail them directly to the reviewer.

Submitting Plats

Plats may be submitted and reviewed via the electronic system. However, **you will be required to bring a hard copy of the final plat to DPD** for recording with King County.

Printing the Approved Plan Set

When DPD issues your permit, we will upload the final approved cover sheet and plan set to your Project Portal. You are responsible for printing the cover sheet and approved set and ensuring they are available at your project site. The issued permit will also be uploaded to your Project Portal and must be printed and signed.