



DPD Project Portal: Submitting Permit Applications & Plans

(exerpt only; to see the whole HELP sheet, see [Submitting your Permit Application & Plans](#))

Step 4: Plans

Plan Set Requirements

We require that you follow these guidelines on electronically submitted plans:

- 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., site, architectural, structural).
- Leave a space, preferably in the lower right corner, for DPD's approval stamps, in the same exact place on each sheet of the plans. The minimum size for this space is 4½" wide X 1" tall, OR, 2 ½" wide X 2" tall.
- Upload the cover sheet as a separate document from your plan set.
- 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.