



DEVELOPMENT SERVICES DEPARTMENT

910 Cleveland Ave, Mount Vernon, WA 98273
360-336-6214 | PermitTech@mountvernonwa.gov

ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

GENERAL INFORMATION

In a *concerted effort* to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of City Staff, the Development Community and residents, the City has developed an Electronic Plan Review Program.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the Plans, Maps, and Technical Documents are submitted meeting the following requirements. **FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A REQUEST FOR RESUBMITTAL AND/OR DELAY THE START OF THE PERMIT REVIEW PROCESS.**

NATIVE PDF FILES

Below you will see that virtually all of the documents our Department receives as part of a permit are required to be Native PDF files. Native PDF files have software coding embedded within them that allows our staff to review, comment, and approve these files in software we use named Bluebeam. Scanned files do not contain electronic code, which means the functionality of our Bluebeam software is lost.

DOCUMENT REQUIREMENTS

- But for a handful of narrow exceptions, all application materials including but not limited to: plans/maps (i.e. architectural plans, floor plans, civil plans, design review plans, this includes plans/maps located within technical documents), application forms, technical reports (i.e. wetland report, drainage report, etc), structural calculations are required to be **NATIVE PDF FILES** (i.e. PDF documents that are not scanned copies).
- Zip files cannot not be accepted.
- Each submittal document shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.). Supplemental documents (such as technical reports like a wetland delineation or drainage report) need to be saved as individually-named PDF files separate from plans/maps.
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing (i.e. unprotected and unlocked).
- Electronic signatures need to be in compliance with the standards of their respective professional licensing board.
- File names need to meet certain requirements so they can be loaded into our permit software. File names need to match the name of the submittal requirement provided by the City, e.g. Construction Plans, Building Permit Application, Drainage Report, Structural Calculations, SEPA Checklist, Critical Area Report, etc. Do not add any other words to the name of your file(s) and do not use special characters (*!@#%&, etc) in your file names. If you are not sure what to name something, please ask us.

PLAN FORMATTING

- All plans shall be created on Washington State Plane NAD83, and vertical control datum NGVD 29.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

PLAN FORMATTING CONTINUED

- Plans shall be prepared to an industry standard scale of a clearly legible size.
 - Site plans shall be drawn to a minimum scale of 1" = 20'
 - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.
- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.
- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

ADDITIONAL PDF DETAILS

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- PDF authoring tools must be set to Vector and not Raster.
- Maintain output scale – please do not use "Fit to page".
- Viewports used during the drafting process should not be included in the final output for submittal.
- Font type must be TrueType. (SHX fonts are typically found in Raster format and should not be used). Please do not embed fonts.
- Do not include layer information from the drafting program. All layers should be flattened in the authoring program prior to export and submittal.

AS-BUILTS AND PLAT MAPS

- Final As-builts and plat maps shall be provided to the city in both PDF format, and drawing file (DWG) format as an AutoCAD 2013 or earlier version.

REVISIONS AND RESUBMITTALS

- Every resubmittal is required to include a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with and additional documents in a separate PDF.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes shall be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Please note partial resubmittals can not be accepted.