

PERMIT PRE-SUBMITTAL QUICK CHECK

This handout was put together to help Applicants avoid common mistakes that result in permits not being accepted by our Department; or causing delays in the permit process after being submitted. The purpose of this handout is to assist the public in complying with detailed permit submittal requirements, and 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.

STEP #1: DETERMINE WHAT PERMITS YOU NEED TO SUBMIT

Determining permit requirements can be tricky and this task becomes even harder when you try to submit one permit only to find out you need to submit others. If you are not sure which permits to submit you need to discuss the full scope of your project with one of our Permit Technicians who can assist you.

STEP #2: DETERMINE WHAT PERMIT SUBMITTAL MATERIALS ARE REQUIRED

The City cannot accept permits that do not contain the items needed for us to verify code compliance. The City has submittal checklists for every different type of permit that someone could be submitting. Most of these checklists are available on the City's website; however, there are a few unusual types of permits that Applicants need to request checklists for. If you do not have a submittal checklist, or if you are unsure about an item on a checklist, please contact one of our Permit Technicians who can assist you.

STEP #3: MAKE SURE YOU HAVE THE CORRECT FORMS

Applicants are required to submit current versions of all permits. This means you will want to check our website and make sure you are filling out the current version of your permit form(s). Following are instructions on how to access our website to check the forms you plan on submitting:

Navigate to the City's website at: www.mountvernonwa.gov once on this website click on 'Departments' and then 'Development Services'. From the Development Services Page click on 'Applications, Forms and Handouts' found on the left side of the webpage and then click on the type of permit you need to access (Building, Engineering or Planning) and scroll down and click on the hyperlinks of the form(s) that need to be downloaded.

STEP #4: CHECK YOUR PERMIT SUBMITTAL MATERIALS FOR THESE COMMON ISSUES

Check to make sure the forms, plans, reports and other items you plan on submitting comply with each of the below-listed requirements. Your permit cannot be accepted if these requirements are not met.

- A. With the exception of signature pages for certain applications, Applicants are required to download applicable application forms, fill them out electronically, and save them as Native PDF files to their computer. With the exception of signature pages, non-native PDF forms cannot be accepted.
- B. Make sure all files are unprotected, unlocked, and have a minimum 300 DPI.
- C. We cannot accept ZIP files.
- D. Supplemental documents (such as technical reports like a wetland delineation or drainage report) shall be saved as individually-named PDF files separate from plans/maps.
- E. Your 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.
- F. Check all application materials (i.e. architectural plans, floor plans, civil plans, technical reports, energy code forms, etc) to make sure they are **NATIVE PDF FILES** versus scanned copies. In addition, check these files to ensure they comply with the following list of requirements:
 - STAMPS/SIGNATURES: all required stamps and signatures must be provided on plans.
 - GROUPING: multiple sheets within a single PDF document are required to be grouped into a single PDF file
 - SIZE: the minimum sheet size is 11" by 17" and sheet sizes are required to be clearly listed.
 - BOOKMARKS: bookmarks need to be retained when preparing plan set PDF's in AutoCAD, Adobe, BlueBeam, etc.
 - FLATTENED: all documents must be flattened and full-size – this is especially important when combining PDF's from others who may not have flattened their work.
 - SCALABLE: all plans must be scalable and the scale must be listed and graphically shown.
 - SHEET ORIENTATION: all sheets in a plan set are required to be rotated such that they are oriented the same way throughout the plan set.
 - OTHER: plans marked "Not for Construction", "Draft", or other similar notations cannot be accepted.