



RESUBMITTAL FORM and Epermits Requirements

<p>PLEASE RETURN TO: permits@ci.enumclaw.wa.us 1309 Myrtle Ave. Enumclaw, WA 98022 Phone: (360) 825-3593 Fax: (360) 825-7232</p>	<p>Date Received</p>
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Revisions/Corrections must be submitted to the Permit Center email: **permits@ci.enumclaw.wa.us**

CITY PERMIT # _____ **STAFF REQUESTING CHANGE:** _____

Additional Permits or Staff Names: _____

REVIEW # _____ (if review # not included in staff correspondence, upload the correspondence with comments/corrections from staff with this form)

Date: _____ Applicant: _____

Project Address: _____

Project Name: _____

Contact Email: _____ Phone: _____

****IMPORTANT– you must complete this section for resubmittal to be accepted****

- Resubmittal Includes just the revised plan sheets: Resubmittal Includes the entire plan set:
- Resubmittal includes pages that need to be removed by putting a **red X** through the plan sheets:
- If you are adding new pages throughout the planset, **DO NOT** re-sequence your page numbering/ index; instead please number by using the example below:
*Example: A new page that you would like to go **in between** page C5 and C6 would be C5.1 (versus resequencing your index); any new pages that are the **end** of the plan set may continue with normal number sequencing.*

Select ONE of the following:	For large files (anything over 25mb) email this form and request a upload link from the permit staff.
Re-Submittal for application currently in review	<input type="checkbox"/> Yes <input type="checkbox"/> No
Revisions/changes to an already issued permit	<input type="checkbox"/> Yes <input type="checkbox"/> No (<i>specify below</i>)

Response to Review Comments must include the following:

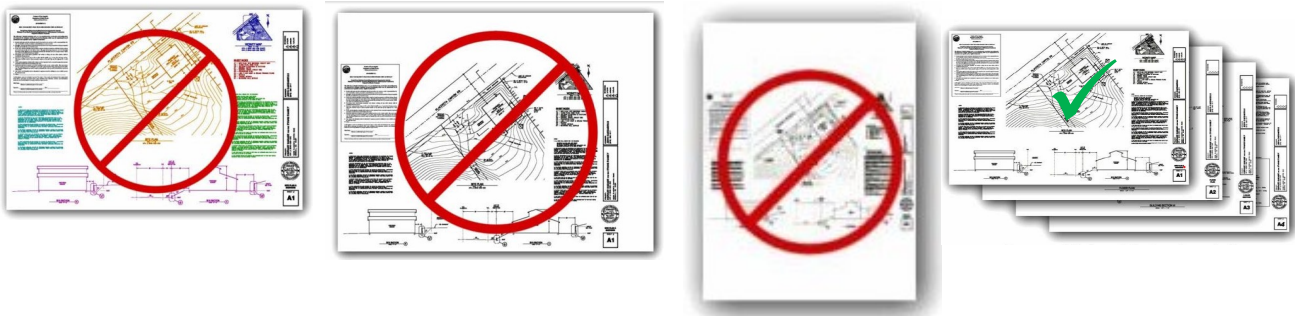
- Copy of staff comments memo
- Response Letter addressing staff comments

TYPE OF SUBMITTAL	SHEET NUMBER & DESCRIPTION OF CHANGE
<input type="checkbox"/> Architectural Plans	
<input type="checkbox"/> Civil Plans	
<input type="checkbox"/> Site Plans	
<input type="checkbox"/> Other– please describe	

EPermits—Electronic Document Requirements and File Naming Convention

What are the document submittal requirements for EPermits? Here are the basics:

- ✓ PDF ONLY (CAD is accepted for Public Works permits only)
- ✓ Documents must not exceed 400 MB
- ✓ Must NOT exceed 30" x 42" or less than 8 1/2" x 11"
- ✓ Must NOT be password protected or locked
- ✓ All plan sheets must be consolidated into one pdf file
 - ⇒ Building Plans = one document
 - ⇒ Truss Specs = one document
 - ⇒ Site plan = one document
- ✓ No color plans
- ✓ Incorrect sheet size, scale, direction, or margins will not be accepted



For a complete list of requirements and FAQs, click the following link:


<https://www.cityofenumclaw.net/DocumentCenter/View/6315/EPermits-Documents-Requirements-Master-List>


How do I name my files? Files must be named to accurately describe the contents of the document.

Documents must be named as shown in the "EPermits- Document Naming Convention". Documents named otherwise may be rejected.

- BLD APP—LDA APP—SEPA APP—PREAPP—DRB APP
- CIVIL PLANS—BLD PLANS—STRUC CALCS
- SITE PLAN
- SWPPP
- TIA
- STRUC CALCS
- COLOR RENDER

 BLD APPLICATION.pdf ✓

 LOT 1, 20-048783E .pdf

 R62019590.20-048688T.pdf

****IMPORTANT:** These special characters cannot be used when naming files:**

!, *, \, (,), ;, :, @, &, =, +, \$, , (comma), /, ?, %, #, [,], ", <, >, |

For a complete list of document names and acronyms, click the following link:

<https://www.cityofenumclaw.net/DocumentCenter/View/6314/EPermits--Document-Naming-Convention-Master-List>