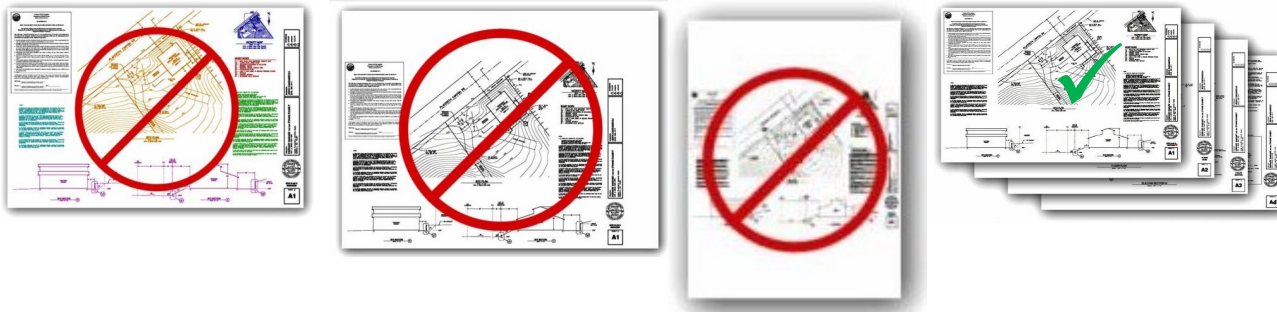


EPermits—Electronic Document Requirements and File Naming Convention

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 14 20-043783E .pdf

 R62009590.20-048688T.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>