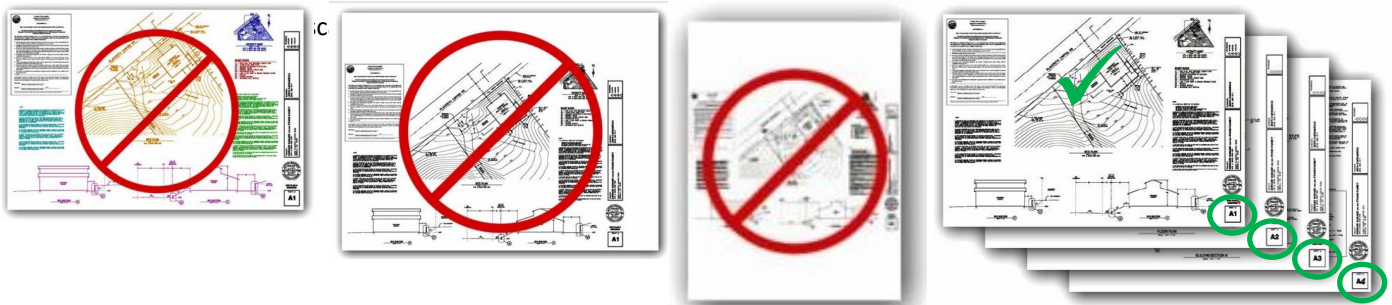


EPermits—Electronic Document Requirements and File Naming Convention

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

- ✓ PDF ONLY (CAD is accepted for Public Works permits only)
- ✓ Page Numbering **MUST** be on the bottom right of the plan set
- ✓ 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



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>



Supporting Documents By Permit Type

These are the minimum requirements for submittal, additional documents may be submitted

Residential Mechanical/Plumbing	No supporting docs necessary	
Commercial Mechanical/Plumbing	Repairs: <ul style="list-style-type: none"> • Appliance Specifications 	New: <ul style="list-style-type: none"> • Appliance Specifications • Construction Plans
Residential & Commercial Building: -New Primary Building -Accessory Structure -Addition	<ul style="list-style-type: none"> • Site Plan • Construction Plans • Structural Calcs • WSEC Calcs • Truss Drawings/Layout 	
Residential & Commercial Re-Roof	No supporting docs necessary	
Commercial Sign	<ul style="list-style-type: none"> • Site Plan • Building Elevation Plan including Rendering 	
Land Use	See checklist on application	
LDA (Grading Permit)	See checklist on application	
Right of Way & Utility	Right of Way: <ul style="list-style-type: none"> • Plans • Traffic Control Plan (TCP) 	Side Sewer: <ul style="list-style-type: none"> • Detailed Description of Work • Layout/Plan

Click [here](#) for the EPermits- Electronic Document Requirements and File Naming Convention.

Click [here](#) for printable instructions on how to use the Online Application Portal for EPermits.

Click [here](#) to take you to the Online Application Portal.