



## Document Standards

This document is intended to help an applicant better understand what is expected in preparing electronic files to be included with applications for submittal, review and approval. Documents that do not meet the requirements below will not be reviewed until correct. To complete an application, upload plans and submit documents, please go to the Permit Center website. If you have questions regarding submittal documents, contact the Permit Center, 206 -431-3670 or email us at [permits@tukwilawa.gov](mailto:permits@tukwilawa.gov).

## Resources:

- Permit Center
  - [Permits@tukwilawa.gov](mailto:Permits@tukwilawa.gov)
  - **206- 431-3670**
- [Combo Permit for New Single-Family Residence](#)
- [Construction Permits](#)
- [Land Use Permit Portal](#)
- [Permit Fees](#)

## Formatting Documents

### All Documents Must Be:

- ✓ **Oriented correctly.** This means we shouldn't have to tip our head to read the document.
- ✓ **Uploaded separately.** If there are multi-page documents, it should be a single upload  
*e.g., If there are three pages to a form, all three pages should make up one document.*
- ✓ **PDF format (TIP:** Stores like Fed Ex, Complete Office, etc. will scan and save documents as a PDF file. Check with a business of your choice for their pricing and availability.)
- ✓ **Flattened** (i.e., able to receive stamps or markups). This includes electronic signatures. See TIPS AND TRICKS at the end of this document.
- ✓ **Named correctly** according to the corresponding permit checklist\*, and **WITHOUT** special characters, the tracking system will give an error if any of the following characters are used; i.e., **!@#\$%^&\*() <>/?\|~`+=.**

**\*EXAMPLE:** According to the [Combo Permit for New Single Family Residence](#) checklist located on our [CONSTRUCTION PERMITS](#) website, a Certificate of sewer availability document should be named **Sewer availability.pdf**.

**\*\***The State in RCW 18.08.410 requires any and all plans to be drawn by a licensed professional (architect). The two notable exceptions are, "... residential building of up to and including four dwelling units ..." and, "... a building where the project size is not more than four thousand square feet ..." conditionally.

## How to Attach Documents

### Access Your Application or Permit

The screenshot shows the City of Tukwila Permit Center interface. On the left is a navigation menu with links: Home, Search for Construction Permit, Permit Detail, Permit Contacts, Permit Fees Due, Schedule Inspection, Scheduled Inspections, Plan Review, and Attachments. The main content area is titled 'Attachments' and displays details for a permit with Permit Number: EL24-0700, Address: 3022 S 142ND PL, Permit Type: ELECTRICAL OTC, and Permit Date: 08/15/2024. Below this is a table of attachments:

Description	File Name	Created
EL24-0700 Owner Affidavit.pdf	EL24-0700 Owner Affidavit.pdf	08/26/2024
Building Details	Building Permit.pdf	08/26/2024

Below the table, it says 'Showing 1 to 2 of 2 entries'. There is an 'Add Attachment' section with a text input for 'Description' (marked with an asterisk and 'Must not be empty') and a file upload button labeled 'Choose File' and 'Upload'. An 'Attach' button is at the bottom right.

Documents are uploaded directly to your application or permit. You do not have to be logged in to upload documents, so anyone can upload. Only city staff can delete a file. Once your documents conform to our standards, go into your permit or application and click on the "Attachments" tab on the left to upload your documents for review

# Document Standards

## Upload Each File Separately

1. **Enter a Description.** This is a required field and should be the same name as your file name but should not include the ".pdf" extension. **Again, avoid any special characters such as !@#\$\$%^&\*() <>/?\|~`+=**
2. **Browse** to select your file.
3. Click on **Attach**
4. Repeat steps 1 through 3 for each file you want to upload.

**NOTE:** As stated previously, applicants are **not able to delete** files once they are uploaded. If you want a file removed from your application, the contact person listed in the application may send an email to [Permits@tukwilawa.gov](mailto:Permits@tukwilawa.gov). Please put your Permit number in the subject field. In the body state the File name with description you want to be removed.

## Tips and Tricks

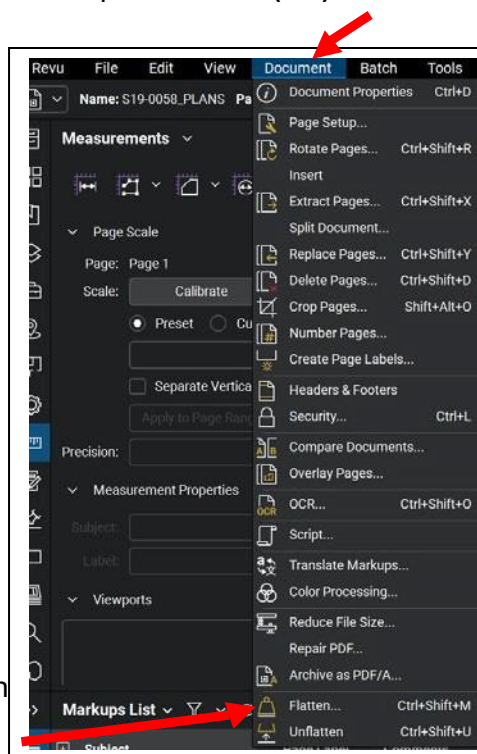
### Flattening:

Here are some quick tips for Bluebeam and Adobe Acrobat on flattening a document. If you need further instructions for your specific software, please search the web for, "How to flatten a PDF" or "How to orient PDF pages" as there are instructions for most software types, or you may consult a professional for assistance.

**NOTE:** Flattening should occur **after** all signatures are applied as these must also be flattened. Also, ensure your document is CORRECTLY oriented so that rotation is not necessary to view.

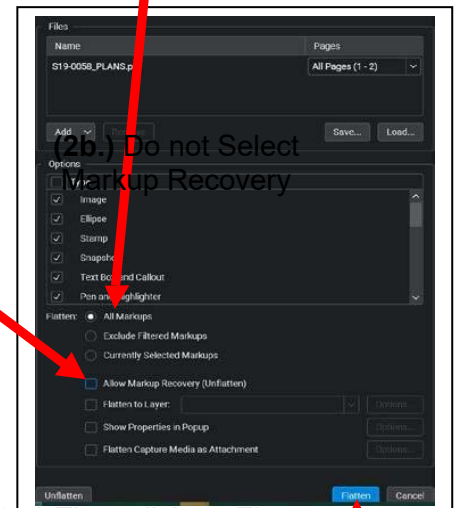
## BLUEBEAM REVU:

**#1** With your document open, click on **(1a.) Documents**



**(1b.)** Then Flatten

**#2 (2a.)** Select All Markups



(Unflatten)

**(2c.)** Then click on Flatten

# Document Standards

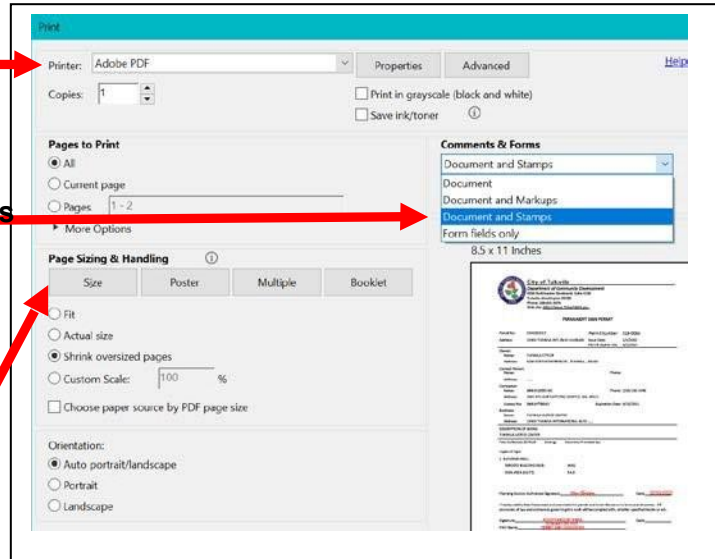
Select **Save As**, name your document **WITHOUT** special characters (#\$%, etc). Upload the flattened document to your permit attachments.

## ADOBE ACROBAT:

The easiest way in any version of Adobe is to Print to pdf. So, with your document open, click on File then Print.

Make your printer Adobe PDF

Ensure Comments & Forms includes signatures



Check your document size as there are several size selections. Shrink oversize pages is selected here, but that may not be correct for your document. Save your document **WITHOUT** special characters (#\$%, etc.) and upload the flattened document to your permit attachments.