

Document Standards

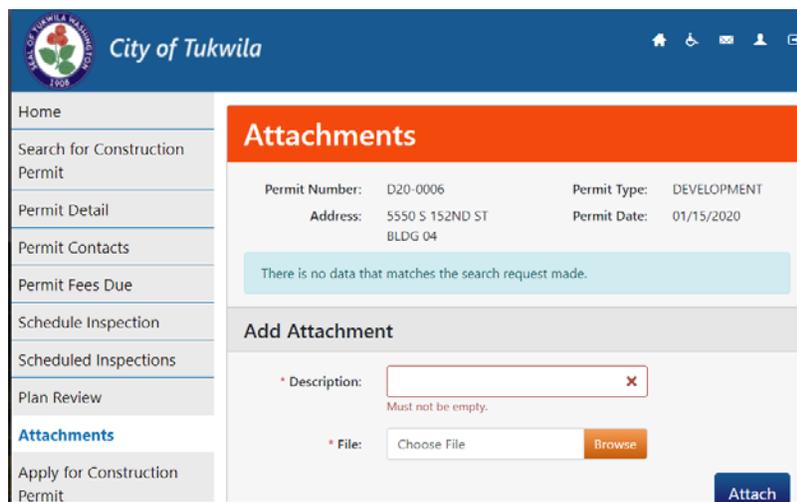
Your documents must meet certain criteria as follows:

- ✓ Be in 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.)
- ✓ Be able to receive markups
- ✓ Plans must be:
 - Saved at full scale
 - Be signed
 - Be flattened – no layers
- ✓ Be named according to the convention detailed in the Checklist that corresponds to the permit or project type. All Checklists are contained on our Permit website.

TIP: Avoid any special characters such as !@#%&*() <>/?\\|~`+=

To Attach Documents

Once your documents conform to our standards, go to your permit, if you are not already there, and click on the “Attachments” tab on the left.



The screenshot shows the City of Tukwila permit website interface. The header includes the City of Tukwila logo and name. A navigation menu on the left lists various permit-related actions, with "Attachments" highlighted in blue. The main content area is titled "Attachments" and displays permit details for permit number D20-0006, address 5550 S 152ND ST BLDG 04, permit type DEVELOPMENT, and permit date 01/15/2020. Below the details, a message states "There is no data that matches the search request made." The "Add Attachment" section contains a required "Description" field (marked with a red asterisk) and a "File" field with a "Browse" button. An "Attach" button is located at the bottom right of the form.

Follow these steps to 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: 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. Put your Permit number in the subject field. In the body please specify the Description and the File name you want to be removed.