



City of Tukwila

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Department of Community Development

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EPSD #000

Electronic File 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 by the Permit Center, Department of Community Development.

*Electronic plans that do not meet the requirements below will result in the application being deemed incomplete and will not be reviewed until complete. **The electronic plans MUST be in a pdf format as described below.** To complete an application, upload plans and submit documents, please go to the Permit Center website at <https://www.tukwilawa.gov/departments/permit-center/>*

If you have questions regarding submittal documents contact the Permit Center, 206-431-3670 or email us at permits@tukwilawa.gov

Electronic Formatting Requirements and Submittal Standards

Portable Document Format (PDF) is the industry standard for electronic review. **The Permit Center only accepts PDF files.** Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project. PDF files must be properly formatted as described below.

PLAN SETS:

MAKE SURE PLANS ARE:

- Saved as only PDF (no other document types are allowed).
- Correctly oriented – not requiring rotation to be legible.
- Compatible with IBC 2018.
- Have a north arrow.
- Drawn to scale, and each sheet states the scale.
- Legible with no font smaller than 10 points or equivalent.
- Flattened, layers merged and full-size, one-to-one format.
- Smaller or equal to 60MB file size.
- Bookmarked and labeled to clearly identify the content of each page.
- All pages and details referenced on plans are to have hyperlinks to their location.
- Unlocked and unprotected so that comments and stamps can be made by City staff.
- Resolution set at minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.
- Only black and white PDF documents.

- Consolidated so plans and maps are one plan set. *Due to file size limitations, you may provide separate PDF documents for the different portions of the plans (e.g. architectural, structural, civil, energy, etc.) if needed.*
- Allowing a 5" x 5" blank space in the bottom righthand corner of the first sheet/cover sheet of the drawings for the City of Tukwila to insert an approval stamp.
- Complete with a title block containing; plan sheet number; project name and address; name of design professional(s); design professional(s) digital stamp and seal (again – flattened).

MAKE SURE PLANS ARE NOT:

- Multiple layers – including signatures. Layers must be merged or flattened.
- ZIP, PNG, DOC files – these are **NOT** accepted.
- Scanned documents - **NO EXCEPTIONS!**
- Designated as “**Not for Construction**” or “**Bid Set**” or other.
- Named with any special characters (# & %, etc.)

REPORTS:

- Reports and other documents must be submitted as a separate PDF’s for each type (e.g. reports on drainage, geotechnical, wetland, calculations, specifications, studies, etc.).
- All reports must be rotated with the pages in the upright (portrait) position - except for 11” x 17” sheets within the document.
- Figures within reports shall be a maximum size of 11” x 17”, unless part of a separate appendix.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor.

Electronic File Naming Requirements

Files must be named concisely to describe the contents of the file document. Applications with files not named consistent with examples listed below **may be rejected**:

- | | |
|-------------------------|---------------------------------------|
| • Pre-Application Notes | Geotech |
| • Architectural | Plumbing (Separate Permit Required) |
| • Structural | Mechanical (Separate Permit Required) |
| • Landscape | Electrical (Separate Permit Required) |
| • Civil | Fire (Separate Permit Required) |
| • Specifications | Energy Forms |
| • Memo | Traffic Generation |
| • Hydrology | Specifications |
| • Delineation | Wetland |
| • SEPA Checklist | |

CORRECTION OR REVISION SUBMITTALS:

- Correction submittal file names should start with COR1 (or COR2, etc. according to the increment).
- Revisions or deferred submittals should start with REV1 (or increment) or DEF1.