

Document Standards

Your documents must meet certain criteria as follows:

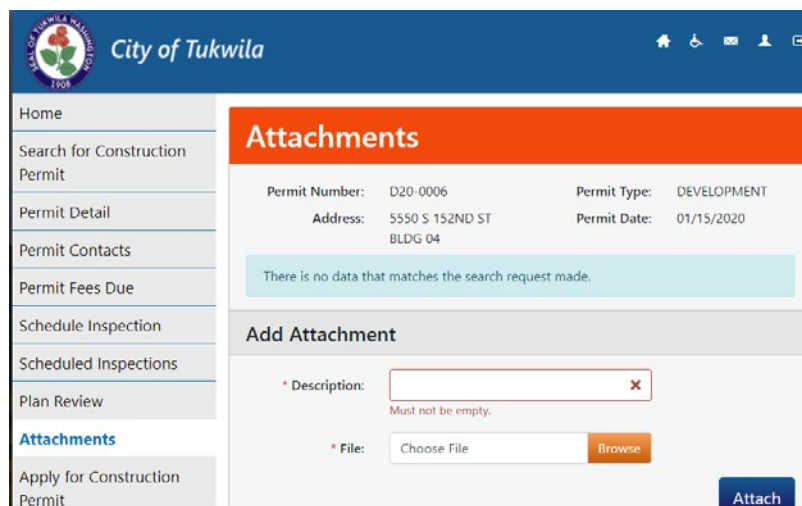
- ✓ Be in PDF format (**TIP:** Stores like Fed Ex, Complete Office, etc. will scan and save documents as a PDF file. Check with a business of your choice for their pricing and availability.)
- ✓ Be able to receive markups.
- ✓ Plans must be:
 - Saved at full scale
 - Be signed
 - **Be flattened – i.e., no layers, no unflattened signatures (See FLATTENING Procedures Quick Tips below)**

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. Documents with any special characters are not able to be opened and will delay the processing of your application.

TIP: Avoid all 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: Permit Number: D20-0006, Permit Type: DEVELOPMENT, Address: 5550 S 152ND ST BLDG 04, and Permit Date: 01/15/2020. Below this, a message states "There is no data that matches the search request made." The "Add Attachment" section contains a required "Description" field (marked with an 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.

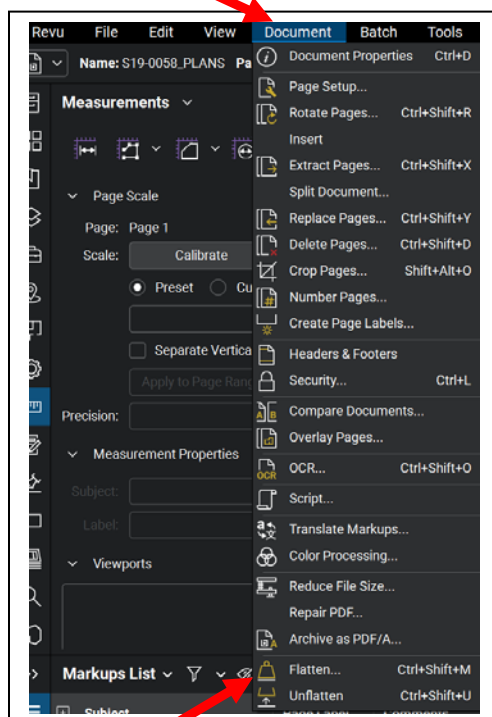
FLATTENING Procedures Quick Tips:

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 oriented so that rotation is not necessary to view.

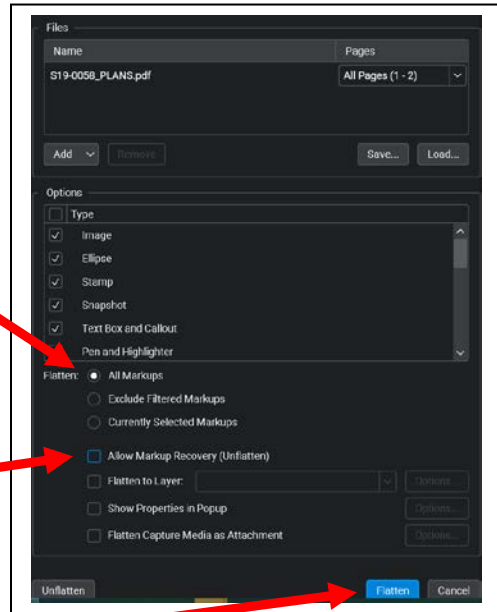
BLUEBEAM REVU:

With your document open, click on Documents



Then Flatten

Select All Markups



Ensure Allow Markup Recovery (unflatten) is **NOT** selected

Click on Flatten
(This may take awhile for large documents)

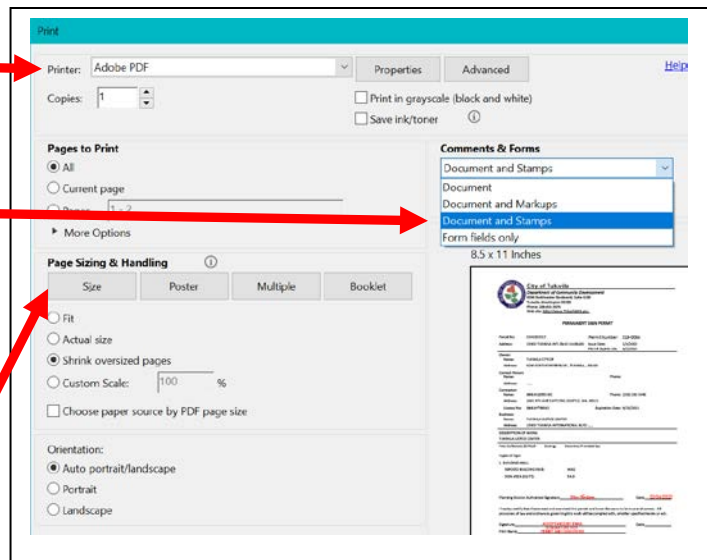
Select Save As, name your document **WITHOUT** special characters (#\$%, etc). Upload the flattened document to your permit attachments.

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 oversized 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.