



LAND USE APPLICATION

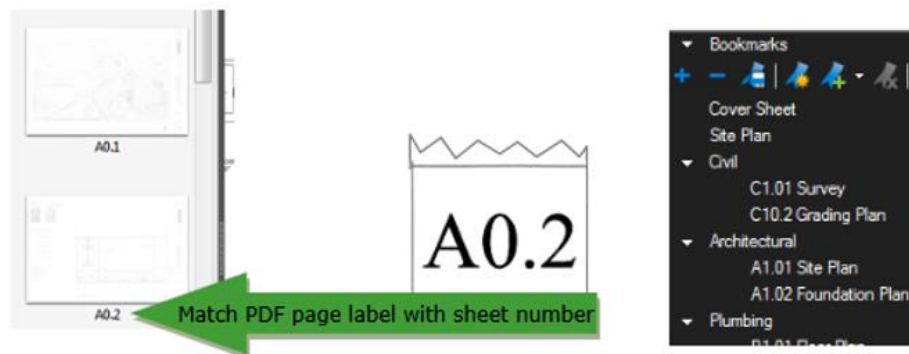
Electronic Submittal Procedures

The electronic plans MUST be submitted via a Sharepoint Link provided by the Permit Center. Please use the steps below to begin the process, then submit, pay and review your application. Skip to the bottom for Revision/Correction submittal procedures.

1. **BEGIN:** Reach out to our office via these methods
 - a. Email (shana.markstrom@tukwilawa.gov or permits@tukwilawa.gov)
 - b. Phone 206.431.3670 or 206.605.2144
 - c. Provide **either** a completed application or this information:
 - ✓ Site Address
 - ✓ Contact Information:
 - Name
 - Address
 - Phone and email
 - ✓ Description of your project
2. **SUBMIT:**
 - a. Fill out the application form for your project. Find our fee schedule and application forms here: <https://www.tukwilawa.gov/departments/permit-center/>
 - b. A Permit Tech will email a Sharepoint link to upload your files. **NOTE: Please provide the email address for all who will be uploading files as access is specific.** To ensure your plans are accepted and your process moves quickly and smoothly, your files must conform to the following standards.

Files shall be:

- ✓ Searchable (non-scanned) PDF, unlocked.
- ✓ Have TRAKIT filename as prefix (L20-0000_application.pdf, L20-0000_plans.pdf)
- ✓ Be to scale, full size, one-to-one format (layer must be merged and flattened). Each sheet should state the scale.
- ✓ Individually labeled and bookmarked sheets/pages to clearly identify the content.





- ✓ Include spare reserved for City approval stamps.
 - PLANS shall be in “Landscape” format in the horizontal position.
 - REPORTS must be rotated with the pages in the portrait (upright) position.
 - Zip files are not accepted.

3. **PAY:** You may pay your permit fees with a card (VISA or MC only) with 3% fee or by check. Work with your Permit Tech for guidance (See contact methods in Step 1 above). Your receipt will be sent electronically.
- a. Access Seamless.gov (VISA or MC, 3% fee)
 - b. Call 206-433-0179 with Converge payment (VISA or MC, 3% fee)
 - c. Send a check (include the TRAKiT permit number XXX-XXXX) to:

Department of Community Development - Planning
6300 Southcenter Blvd, Suite 100
Tukwila, WA 98188

4. **CORRECTIONS/REVISION SUBMITTAL:** When submitting correction or revision documents, follow all the conventions above. Some additional requirements are:
- a. Add “COR” or “REV” to the file name with the TRAKiT file number (XXX-XXXX) as follows:
 - ✓ Corrections (changes the City wants) – Example: L20-0000_COR#_plans.pdf*
 - ✓ Revisions (changes you want) – Example: L20-0000_REV#_plans.pdf*
 - b. Submit only the new documents added or plan sheets that have changed.
 - c. Submit a resubmittal form and state whether this is a correction# or revision#. *

*(Where # is the number of the correction or revision, eg., correction 3 or revision 1).

5. **REVIEW:** You may view your uploaded files and follow your application’s progress via eTRAKiT here:

<https://www.tukwilawa.gov/departments/permit-center/>

THAT’S IT! Your Planner will reach out to you for any additional documents needed or changes required. Keep these numbers handy if you have any questions:

206.431.3670 or 206.605.2144