



ELECTRONIC APPLICATION SUBMITTAL PROCESS

Updated
May 2019

Physical Address: Auburn City Hall Annex 1 E Main St, 2 nd Floor	Mailing Address: 25 W Main St Auburn, WA 98001-4998	Webpage & Application Submittal www.auburnwa.gov applications@auburnwa.gov	Phone & Email: (253) 931-3090 permitcenter@auburnwa.gov
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In an effort to streamline the plan submittal process, reduce paper waste and expense and inconvenience of printing and shipping multiple copies of the construction documents, the City of Auburn is now accepting electronic (.pdf) submittals.

BEFORE YOU SUBMIT	<ul style="list-style-type: none"> Verify if the project address is within the City limits: https://www.auburnwa.gov/permits Download your application(s): https://www.auburnwa.gov/forms
ELECTRONIC DOCUMENT REQUIREMENTS	<ul style="list-style-type: none"> Electronic documents must be in .pdf format Electronic Submittal Standards: Building (www.auburnwa.gov/permits)
HOW TO SUBMIT YOUR ELECTRONIC DOCUMENTS	<p>Email: Application(s) are accepted via email to: applications@auburnwa.gov</p> <p>Size Limit: Attachments should not exceed 20MB total per email. Emails can contain multiple .pdf attachments, but please do not 'zip' files. For files that exceed the 20MB maximum size, see instructions for DropBox below.</p> <p>Subject Line: Email subject lines shall include specific information about the project and attachments and should indicate if the email is part of multiple emails.</p> <p><i>Example:</i> <i>Email #1: Auburn City Hall – New Construction – Building Application & Plans (1of2)</i> <i>Email #2: Auburn City Hall – New Construction – Civil & Grading Application (2of2)</i></p> <p>Attachments: For ease of understanding your transmittal(s), please separate your submittal documents by type/discipline (building plans, grading plans, structural calcs, site plan, etc.). File name shall be as follows [Project Name] [Scope] [Document Type] <i>Example: Auburn City Hall – New Construction - BuildingPlans.pdf</i></p>
DROPBOX (if applicable)	<p>DropBox is a cloud-based service that allows for simple electronic transfer for large files to the City.</p> <p>If the file size of your documents exceeds the max size of 20MB, please email the application(s) only to applications@auburnwa.gov. In your email, inform the Permit Center that your documents exceed 20MB and you will be provided with a DropBox link dedicated to your project.</p>
WHAT TO EXPECT AFTER YOU HAVE SUBMITTED YOUR APPLICATION	<p>Receipt: Allow the Permit Staff until the end of next business day to finish processing your application. The Permit Technician assigned to your application will contact you to:</p> <ul style="list-style-type: none"> Confirm receipt of submitted documents Provide you with DropBox link to upload your plans to complete your submittal (if applicable) Provide you with the estimated plan review time Arrange for payment of fees <p>Fees: Applicable application and plan review fees are due prior to review completion. Review comments will not be returned to the applicant if outstanding fees are due. We accept the following methods of payment: cash, check, Visa, and MasterCard (3% service fee applies to all Visa and MasterCard transactions).</p>
REVIEW	<p>Review Comments: Upon completion of detailed review, a staff member will contact you if approval of your application requires additional information or revisions. Details will be conveyed through email and marked-up plan sheets.</p> <p>Approval: If the information in the submittal is sufficient and the City can issue a permit, a staff member will provide instruction for next steps.</p>