



ELECTRONIC SUBMITTAL STANDARDS: BUILDING

Updated May 2019

Physical Address:
Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:
25 W Main St
Auburn, WA 98001-4998

Webpage & Email:
www.auburnwa.gov
permitcenter@auburnwa.gov

Phone:
(253) 931-3090

ELECTRONIC SUBMITAL

Our goal is to facilitate the application, review, and approval process for projects as efficiently and effectively as possible. To contribute to that goal, the Department of Community Development has continued to develop an electronic review process. In an effort to help applicants prepare and be more successful with their electronic submittal, below are some guidelines and standards for electronic submittals.

PLANS

Plan sets must be legible, uncluttered, neat, and provided in PDF file format as follows:

- All plan sheets listed in the sheet index collated into one complete plan set document
- All plan sheets should be landscape oriented and not require rotation
- Minimum plan sheet size is 24-in X 36-in (other sizes accepted upon request depending on scope and scale)
- Plan sheet shall be scaled
- Text shall be readable with a minimum font size of 10 pt.
- A 4-in X 4-in empty space shall be provided in the same bottom right location of all sheets for City approval stamps
- Sheets should include page number references including totals (example: *Sheet 13 of 38*)
- Include a sheet index with bookmarks to different sections (architectural, structural, etc.)
- PDF sheet label should be complete and consistent with index numbering (e.g. A-1.0, S-2.1, C-3.2, etc.)
- All sheets should be bookmarked and labeled to clearly identify contents (e.g. "A2.10 Architectural First Floor")
- Plan sheets should be flattened, unlocked, and should not contain any scaled viewpoints
- Plans shall be stamped and signed to meet electronic document requirements of RCW Chapters 18.43, 18.210, and WAC Chapters 196-23 and 196-33. More information can be found here: <http://www.dol.wa.gov/business/engineerslandsurveyors/docs/eDocsInterpretiveGuideline.pdf>.

SUPPORTING DOCUMENTS

Supporting documents and reports should be submitted as PDF files as follows:

- Separate PDF documents should be provided for each document type (e.g. geotechnical report, structural calculations, storm report)
- Files should be named to clearly identify the type of document
- Page numbers referencing total (example: *Page 3 of 12*)

COMPLETE SUBMITTAL

A complete building permit submittal should include the following as applicable:

- Design criteria (snow loads, seismic site class and design category, wind speed, height, stories, floor area, occupancy class, occupancy load, soil bearing, etc.)
- Structural calculations
- Geotechnical report
- Energy calculations
- Floor plans showing new and existing areas and uses
- Building elevations on all sides including footing depth and finished ground
- Plans and details for: Foundation, Roof, floor framing, structural details, cross-sections
- Site Plan showing dimensions, distances to property lines, setbacks, etc.
- Completed utility application for storm, water, and sewer utilities ([link](#))
- Stormwater Site Plan Report
- Civil checklist as applicable ([link](#))
- Transmittal memo outlining all submittal materials