



Community Development

Date: Monday, June 2, 2025

RE: Electronic Permit Application Policy

As part of the COVID 19 Pandemic, the city implemented a paperless application process. This would facilitate the application to be submitted via our application portal; Citizen Connect/PermitTrax, or through the permit counter email, permits@ci.enumclaw.wa.us.

EMC section 15.04.020 states: “Application” means, at a minimum, a complete project description, site plan, and, if applicable, SEPA checklist. The community development director, building official and/or the city engineer may require additional elements at their discretion.

Routing and review of applications does not begin until permit counter staff deems the application submittal complete for intake and the intake fee is received. If the application is incomplete, permit counter staff will inform the applicant of the items to complete intake. If the application submittal is complete, permit counter staff will inform you of your intake fee to be paid within 10 business days of the notification. Once the intake fee is paid, an application is deemed complete for intake and routed to staff for review.

If an applicant applies for a permit through the permit counter email and files exceed 25 MB, then an upload link via ShareFile will need to be requested. If an applicant applies through portal via Citizens Connect, files can be uploaded directly to the portal regardless of size.

Intake fee shall be paid within the required 10 business days, otherwise the application will be deemed incomplete. The applicant will receive notification that their application has been withdrawn, and all documents will be returned. The applicant will need to reapply when ready to complete the application and pay the intake fee.

If an application is deemed incomplete due to missing items prior to notification of intake fee requirement, the applicant has 10 business days to submit the required documents and supplemental items. If the required documentation is not received within 10 business days, the application submittal will be deemed incomplete and will be withdrawn and returned to applicant.

Hours of Operation: Community Development/Public Works office is open Monday through Friday, 9am to 4:30pm. The permit counter is open 9am to 4pm. Applications made after 4pm shall be considered applied for when permit staff determines that the application is complete for intake and the applicant pays the intake fee.

Chris Pasinetti
Community Development Director