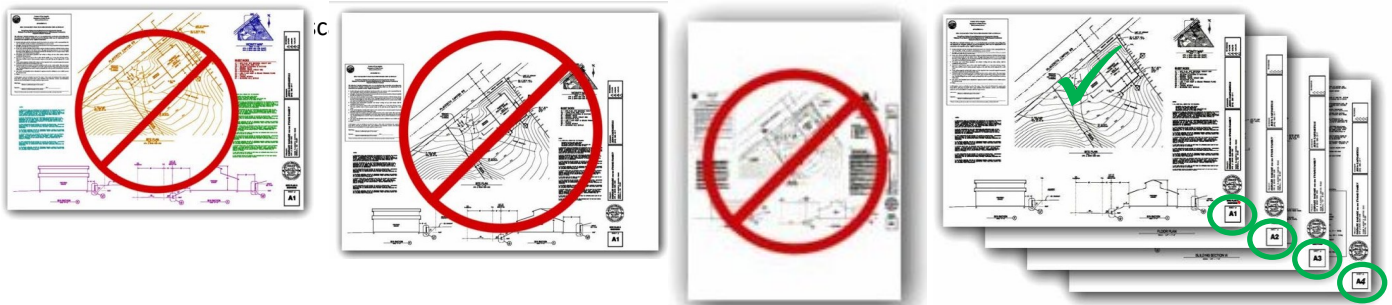


EPermits—Electronic Document Requirements and File Naming Convention

What are the document submittal requirements for EPermits? Here are the basics:

- ✓ PDF ONLY (CAD is accepted for Public Works permits only)
- ✓ Page Numbering **MUST** be on the bottom right of the plan set
- ✓ Documents must not exceed 400 MB
- ✓ Must NOT exceed 30" x 42" or less than 8 1/2" x 11"
- ✓ Must NOT be password protected or locked
- ✓ All plan sheets must be consolidated into one pdf file
 - ⇒ Building Plans = one document
 - ⇒ Truss Specs = one document
 - ⇒ Site plan = one document
- ✓ No color plans



For a complete list of requirements and FAQs, click the following link:

<https://www.cityofenumclaw.net/DocumentCenter/View/6315/EPermits-Documents-Requirements-Master-List>


How do I name my files? Files must be named to accurately describe the contents of the document.


Documents must be named as shown in the "EPermits- Document Naming


Convention".

Documents named otherwise may be rejected.

- BLD APP—LDA APP—SEPA APP—PREAPP—DRB APP
- CIVIL PLANS—BLD PLANS—STRUC CALCS
- SITE PLAN
- SWPPP
- TIA
- STRUC CALCS
- COLOR RENDER

 BLD APPLICATION.pdf ✓

 LOT 14 20-043783E .pdf

 R62009590.20-048688T.pdf

****IMPORTANT:** These special characters cannot be used when naming files:**

!, *, \, (,), ;, :, @, &, =, +, \$, , (comma), /, ?, %, #, [,], " , <, > , |

For a complete list of document names and acronyms, click the following link:

<https://www.cityofenumclaw.net/DocumentCenter/View/6314/EPermits--Document-Naming-Convention-Master-List>



Supporting Documents By Permit Type

These are the minimum requirements for submittal, additional documents may be submitted

Residential Mechanical/Plumbing	No supporting docs necessary	
Commercial Mechanical/Plumbing	Repairs: <ul style="list-style-type: none"> • Appliance Specifications 	New: <ul style="list-style-type: none"> • Appliance Specifications • Construction Plans
Residential & Commercial Building: -New Primary Building -Accessory Structure -Addition	<ul style="list-style-type: none"> • Site Plan • Construction Plans • Structural Calcs • WSEC Calcs • Truss Drawings/Layout 	
Residential & Commercial Re-Roof	No supporting docs necessary	
Commercial Sign	<ul style="list-style-type: none"> • Site Plan • Building Elevation Plan including Rendering 	
Land Use	See checklist on application	
LDA (Grading Permit)	See checklist on application	
Right of Way & Utility	Right of Way: <ul style="list-style-type: none"> • Plans • Traffic Control Plan (TCP) 	Side Sewer: <ul style="list-style-type: none"> • Detailed Description of Work • Layout/Plan

Click [here](#) for the EPermits- Electronic Document Requirements and File Naming Convention.

Click [here](#) for printable instructions on how to use the Online Application Portal for EPermits.

Click [here](#) to take you to the Online Application Portal.



**COMMERCIAL & RESIDENTIAL
PLUMBING & MECHANICAL
PERMIT APPLICATION FORM**

Return Application To:
Community Development Dept.
1309 Myrtle Avenue
Enumclaw, WA 98022
permits@ci.enumclaw.wa.us

All contractors working within City of Enumclaw need a business license, visit <http://business.wa.gov/BLS>

COMMERCIAL <input type="checkbox"/>		RESIDENTIAL <input type="checkbox"/>		MECHANICAL PERMIT <input type="checkbox"/>		PLUMBING PERMIT <input type="checkbox"/>	
Type of Work:							
<input type="checkbox"/> New Gas Service (if this box checked you will need an additional application) <input type="checkbox"/> New Fixture/Unit/Addition <input type="checkbox"/> Repair, Replacement or Alteration							
Fuel Type:							
<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____							
PROJECT NAME & DESCRIPTION OF WORK, BE SPECIFIC:							
SITE ADDRESS				PARCEL # (REQUIRED)			
APPLICANT NAME/AUTHORIZED AGENT (person/company taking out permit)						PHONE	
EMAIL						CELL	
ADDRESS CITY, ST , ZIP							
CONTRACTOR						PHONE	
ADDRESS CITY, ST, ZIP							
EMAIL						CELL	
CONTRACTOR'S REG #			EXPIRATION DATE			ENUMCLAW BUSINESS LICENSE #	
PROPERTY OWNER						PHONE	
ADDRESS CITY, ST, ZIP							
EMAIL						CELL	

PLEASE READ BEFORE SIGNING

I hereby certify that I have read and examined this application and know the same to be true and correct. Applications may be canceled for inactivity if an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 90 days of the date of request, an extension may be available upon request. This application for permit may be revoked if the work is not in conformance with all laws, rules and regulations of the City of Enumclaw. The duty to insure code conformance rests with the builder, developer, or the homeowner, not the City of Enumclaw. All documents submitted to the City become public record and are available for public inspection and copying. I herein agree to reimburse the City for the cost of professional engineers and other consultants hired by the City to review and inspect this proposal and any other related permits. I represent the owner or contractor as signified above and am acting with the owner's/contractor's full knowledge or consent.

Applicant agrees to comply with all conditions set forth on the issued building permit plus attachments to the permit.
I hereby request that the Building Division review be done parallel with other city department reviews. I understand that review by other departments and/ or changes resulting from these reviews may result in increased or additional charges or fees.

Owner or Owner's Agent Signature: _____

Please Print Your Name: _____ Date: _____

Equipment	New Appliance BTU	Existing Appliance BTU	# of Units	Equipment	New Appliance BTU	Existing Appliance BTU	# of Units
Heating				Outdoor Fireplace			
Water Heater				Gas Fireplace			
Range				Generator			
Dryer				Other (<i>specify</i>)			
TOTAL BTU IN HOME: _____				Gas Load Input (found on a plate affixed to the appliance, or check with your contractor) Enter the total number of appliances and total BTU input. (necessary for proper meter and service size)			

PLUMBING FIXTURES (Installation, Relocation, or Replacement)	# OF UNITS	RATE / UNIT	MECHANICAL FIXTURES (Installation, Relocation, or Replacement)	# OF UNITS	RATE / UNIT
Each Plumbing Permit Issuance		35.00	Each Mechanical Permit Issuance		35.00
Supplemental Plumbing Permits		15.00	Supplemental Mechanical Permits		10.00
Vats, Tanks, Acid Waste		22.00	Furnace or Burner including ducts & Vents up to and including 40,000 BTU/H		15.00
Water Hammer		10.00	Furnace or Burner including ducts & Vents up to and including 70,000 BTU/H		20.00
Tub, Shower and/or combo		10.00	Furnace or Burner including ducts & vents up to and including 100,000 BTU/H		35.00
Beverage Dispenser (Soda Machine)		22.00	Furnace or Burner including ducts & vents over 100,000 BTU/H		58.00
Sink (laundry, mop, kitchen, bath)		10.00	Misc. Heater		20.00
Dental Chair &/or Unit		10.00	Gas Stove, Fireplace, Gas Fireplace		15.00
Dishwasher, Washing Machine		10.00	Appliance Vents		10.00
Drinking Fountains, Water coolers, &/or Ice Machine		10.00	Other Appliance / Vents		10.00
Waste Receptors, Floor Gutter, Floor Sinks, Floor Drains (shower stall)		10.00	Water Heater and Vent		10.00
Alt/Repair of a vents, drainage piping		10.00	Clothes Dryer and Vent		10.00
Garbage Disposal		10.00	Alteration/Repair of Misc. Mechanical Unit		17.00
Gas Piping (serving 1 to 4 outlets)		10.00	Heat Pump/Compressor up to and including 3hp/100k BTU/H and Mini Split Systems		22.00
Gas Piping for each outlet over 4		4.00	Heat Pump/Compressor up to and including 15hp/500k BTU/H		36.00
Grease Trap		40.00	Heat Pump/Compressor up to and including 30hp/1M BTU/H		50.00
Grease Interceptor		80.00	Heat Pump/Compressor up to and including 50hp/1.75M BTU/H		70.00
Hose Bib/Outside Water Faucets		10.00	Heat Pump/Compressor over 50hp/1.75M BTU/H		120.00
Water Closet (toilet), Urinal, Bidet		10.00	Air Handler		13.00
Medical Gas Piping System		70.00	Air Handler over 10k		24.00
Pool, Spa, Hot Tub (this will also require a Building Permit)		80.00	Evaporative Cooler		20.00
Rain Leaders, Overflows, Roof drains		10.00	Generator		67.00
Pumps (Sump, Sewage, Ejector)		10.00	Vent System		13.00
Surgical Vacuum System (per NFPA-96)		100.00	Vent System of Ducts		14.00
Water Heater (gas or electric)		10.00	Vent Hood		10.00
Unclassified Fixture or Equipment		10.00	Vent Hood Class 1—Fire Hood Suppression		100.00
			Permit Required in addition to this permit.		
			Vent Hood Class 2		80.00
			Cooling Tower		44.00
			Gas Piping (up to and including 4 outlets)		10.00
			Gas Piping (over 4 outlets)		4.00
			Commercial Incinerator		44.00
			Unclassified Fixture or Equipment		10.00

Additional Fees for Plumbing & Mechanical Permits:	
Re-Inspection Fee (1 Hour Minimum Charge)	134.54 Per Hour
Inspection outside normal hours (2 hour minimum charge)	184.00 per hour
Plan Review fee is 65% of the total permit fee	65%
Additional Plan Review (1 Hour Minimum Charge)	134.54 Per Hour

The Plumbing System shall comply with the current UPC as amended by the State of Washington and to the Seismic Restraint Manual by SMACNA. Note: All bathtubs, whirlpools showers, accessible & public lavatories without a single handle mixing valve shall have a mixing valve at the bathtub, whirlpool, shower, lavatory, or at the hot water heater per current UPC. The Mechanical System shall comply with the current IMC as amended by the State of Washington and to the Seismic Restraint Manual by SMACNA.

- Homes on septic systems require King County Health Department approval before any addition can be added to the home.
- An expansion tank is required on all new water heaters with tank installations and dielectric insulators at all water heater connections.
- All bathtubs, whirlpools, showers, accessible and public lavatories without a single handle mixing valve shall have a mixing valve per the current UPC sections 409 through 417.