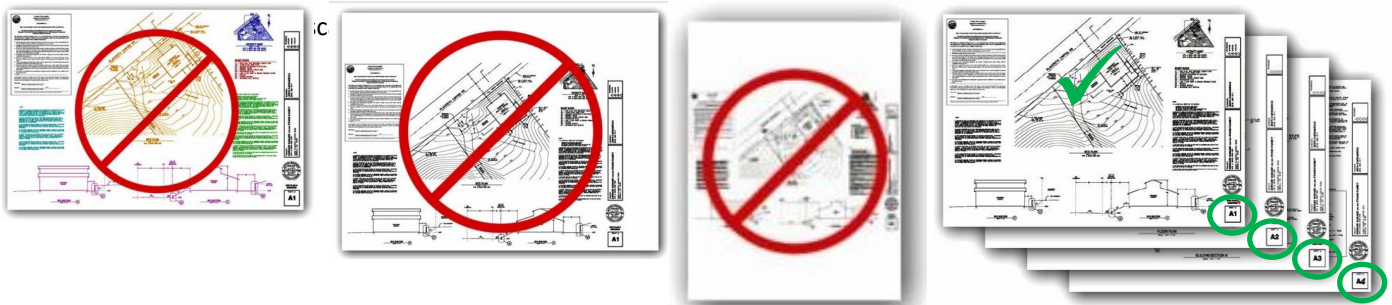


## EPermits—Electronic Document Requirements and File Naming Convention

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

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 AND RESIDENTIAL UNIVERSAL PERMIT APPLICATION

For City Use

All Contractors working within City of Enumclaw will need a business license <http://business.wa.gov/BLS> or 1.800.451.7985

<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL		REQUESTING GAS SERVICE: YES <input type="checkbox"/> NO <input type="checkbox"/>	GROSS SQ FT OF PROJECT AREA
BUSINESS NAME/PROJECT NAME (IF APPLICABLE)		IF COMMERCIAL - CITE PERMITTED USE IN EMC <a href="#">18.05</a>	
DESCRIPTION OF WORK, BE SPECIFIC		ESTIMATED PROJECT VALUATION	
SITE ADDRESS		PARCEL NO. (REQUIRED)	
APPLICANT NAME/AUTHORIZED AGENT (person/company taking out permit)		PHONE	
EMAIL		CELL	
ADDRESS CITY, ST, ZIP			
CONTRACTOR		PHONE	
EMAIL			
ADDRESS CITY, ST, ZIP		CELL	
CONTRACTOR'S REG NO	EXPIRATION DATE	ENUMCLAW BUSINESS LICENSE NO	
PROPERTY OWNER		PHONE	
ADDRESS CITY, ST, ZIP		CELL	
EMAIL			
ENGINEER		PHONE	
ADDRESS CITY, ST, ZIP		CELL	
EMAIL			
ARCHITECT		PHONE	
ADDRESS CITY, ST, ZIP		CELL	
EMAIL			

If you are building a new residence or commercial structure, you will need to complete and submit current Energy Code worksheets. Follow this link to the energy code worksheets:

- Residential projects: <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>
- Commercial projects: <http://www.neec.net/energy-codes>

***PLEASE READ BEFORE SIGNING***

**All construction jobs within the city shall comply with the applicable provisions with the current IBC and IRC as amended by the State of Washington.**

Applicant agrees to comply with all conditions set forth on the issued building permit plus attachments to the permit.

**RCW 19.27.095**, The requirements for a fully completed application shall be defined by local ordinance **but for any construction project** costing more than **five thousand dollars** the application shall include one of the following as a minimum:

(Please attached to this application) The name, address, and phone number of the office of the lender administering the interim construction financing, if any; or

(Please attach to this application) The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project.

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.

**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:** \_\_\_\_\_