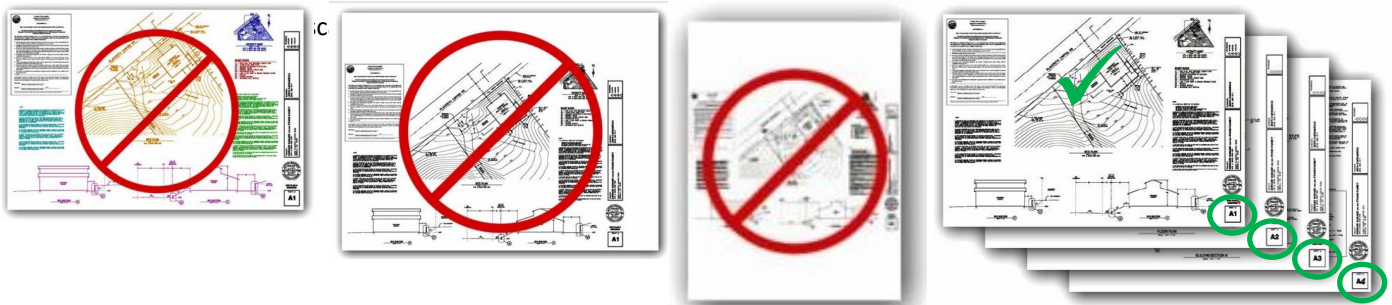


EPermits—Electronic Document Requirements and File Naming Convention

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.



SIGN PERMIT APPLICATION & CHECKLIST

Return Application To: Community Development 1309 Myrtle Ave. Enumclaw, Wa 98022 (360) 825-3593 Phone Permits@ci.enumclaw.wa.us	For City Use:
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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"/> SIGN PERMIT <input type="checkbox"/> MASTER SIGN PLAN		
BUSINESS NAME		
DESCRIPTION OF WORK/TYPE OF SIGN (BE SPECIFIC)	ESTIMATED PROJECT VALUATION	
SITE ADDRESS	PARCEL # (REQUIRED)	
APPLICANT/AUTHORIZED AGENT (person/company taking out permit) NAME	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		

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: _____

Sign Permit Application Checklist

Zoning and Design Requirements – Check code requirements before submitting an application.

Enumclaw Municipal Code (EMC) Chapter 19.10 – Sign Code

<https://www.codepublishing.com/WA/Enumclaw/#!/Enumclaw19/Enumclaw1910.html#19.10>

Required information to be submitted with all applications/plans regardless of sign type(s):

- Provide site plan showing property line dimensions, north arrow, address/parcel number, applicant/property owner information, buildings, street names, existing and proposed signage.
- Note work description on cover sheet/first plan sheet.
- Show location/dimensions and sign size (area in square feet) of all existing and proposed signage.
- Note zoning district (zoning map available on City website (<https://www.cityofenumclaw.net/218/Maps-GIS>)).
- Note sign material and material grades.
- Show proposed signage colors on sign elevation drawing or sign detail drawing.

Internally or externally illuminated signage - Refer to EMC 19.10.160 and include:

- Note lighting specifications and details on plans.
- Provide name of electrical contractor responsible for installation if other than sign contractor. A separate electrical permit may be required. Contact WA State Department of Labor & Industries: <https://www.lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/>.
- Provide written certification from manufacturer for Electronic Changeable Copy Signs.

Building-mounted signs (including wall signs, marquee signs, under canopy signs, projecting signs)

- Provide building elevation drawing. Note sign size (area in square feet) of building façade or tenant lease space (multi-tenant buildings), showing existing and proposed sign location, dimensions, and sign size (area in square feet).

Freestanding signs - Add following information (first three boxes) to site plan:

- Show rights-of-way (streets, sidewalk, landscape strips).
- Show locations of any easements (as applicable – utilities, access) and note type of utility.
Examples: Power, cable, water, sewer, storm drainage, gas.
- Show that signage does not obstruct vision of passing cars or cars entering or exiting the intersection or driveway (clear vision triangle).
- Show total sign height (including support structure) on sign detail drawing.

Note: Freestanding signs cannot be placed in, or encroach into, the public rights-of-way. Signs shall be located entirely on private property. Call 811 before any digging - <https://call811.com/>

Structural and Fastening Information – Building-mounted or Freestanding Signs

Note: Signage shall be designed in accordance with Chapter 16 International Building Code:

Basic Wind Speed: 120 MPH with 3 –second gust / Exposure Category: Exposure C

Seismic Design Category: D Soil 1500 IBC Section 1802.2.7 / Ground Snow Loads: 30 pounds

Assigned Frost Depth: 18" below finished grade

- Show methods for fastening signage to building-mounted signage or to freestanding sign support. Note building material or freestanding support material.
- Note fastening method (bolts, screws, lags, nails, welds) and size, spacing, and number of fasteners.
- Provide signage partial cross section showing attachment to building or in ground. Note structural members (studs, beam, post, wall) and materials.

Additional information may be requested during sign permit application review.