

## General Requirements

Participating MBP jurisdictions have determined that the following minimum submittal standards must be met to consider permit application submittal documents sufficient for review.

For additional submittal guidelines, see the [Increased Review Efficiency Guidelines](#).

**Q: Which file types are acceptable for electronic submittals?**

A: All electronic submittals must be in Portable Document Format (PDF).

**Q: Are there any specific requirements for my PDF submittal documents?**

A: Yes, please refer to the list below when creating your PDF submittal documents.

- Each submittal document uploaded to the MBP dashboard must be a separate PDF.
- The file size for any single PDF submitted must not exceed 500 MB.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All sheets must be numbered, labeled or titled.
- Submitted plans should be bookmarked to allow for efficient navigation. Instructions for how to bookmark plan sets can be found on the internet by searching for “Creating bookmarks in a PDF”.

**Q: What are the requirements for design professional signatures on electronic documents?**

A: Permit submittals, which require the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity. See security settings below for more information.

See [Guidelines for Electronic Documents](#) on the [DOL website](#).

Refer to [18.43 RCW](#), [18.210 RCW](#), [196-23 WAC](#) and [196-33 WAC](#) for more information.

**Q: May I apply security settings to my submitted documents?**

A: Electronic documents submitted to a jurisdiction for plan review and permit issuance must be provided in a state that allows for document mark up, file combining and processing.

Documents submitted in any manner that prevents the jurisdiction from completing the review and permit-issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

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NOTE: All electronic documents submitted to jurisdictions and online through MyBuildingPermit.com are subject to public disclosure laws.

**Q: Are there any specific drawing scale requirements?**

A: Yes, please refer to the following list when considering your drawing scale.

- The minimum allowed scale for submittal drawings is 1/4" = 1'.
  - The use of a 1/8" = 1' scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of 1/4" = 1'.
  - The minimum allowed scale for site plans is 1:20.
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- A smaller scale may be acceptable in certain cases. Please contact your local jurisdiction for specific approval prior to submittal.

**Q: Are there minimum drawing quality standards?**

A: Yes, please refer to the list below when preparing your PDF submittal documents.

- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

**Q: Are there any specific drawing size requirements?**

A: Yes, please refer to the following list when considering your drawing size.

- The minimum sheet size is 11"x17" for minor residential remodel permit applications and 22"x34" for commercial applications. Sheet size must not reduce the required minimum drawing scale.
- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact your local jurisdiction for specific approval prior to submittal.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale.

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**Q: Are there any other specific drawing requirements?****A: Yes, please refer to the following list when considering your drawing orientation and layout.**

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts (except those allowed in Registered Basic Plans<sup>1</sup>), irrelevant notes and unused details must not be included in the plan set.
- Remove all references to “NOT FOR CONSTRUCTION” or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will not be accepted except those required in Register Basic Plans<sup>1</sup>.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and engineering must correspond to the site topographic conditions.

**Q: Is it acceptable for my PDF submittal to be a scanned document?**

A: PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed.

Scanning must be done at a minimum of 300 dpi as required by WAC 434-663-305. Full-photo scan settings for copies must be avoided.

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<sup>1</sup> Not all jurisdictions participate in the MBP Registered Basic Program. Please check with your local jurisdiction.

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