



ELECTRONIC BUILDING PERMIT PLAN SUBMITTAL REQUIREMENTS

All plans for building permits submitted to the City of Bonney Lake Permit Center are eligible for electronic plan review. Applicants are encouraged to participate in this program. The following description serves as the guidelines for the submittal and processing of plans for building plan review in electronic format.

Electronic Application & Plan Requirements

- A copy of the application, building plans and site plan shall be submitted electronically in a pdf format.
- All digital files shall be MS Windows compatible.
- Plans and documents shall be submitted on CD. Emails and thumb drives of building plans will not be accepted. The CD contents shall have separate folders and labeled as follows:
 1. Bookmarks are required on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet (see bookmark requirements).
 2. Engineering Calculations pdf shall include the engineer's seal and signature and other supporting documents in pdf (i.e. energy documents pdf, appliance installation pdf, etc.) shall be one file.
- Site plans shall be scaled at 1" = 30' (see the "Residential General Application Requirements" for information to be shown on the site plan).

Page & File Orientation

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.

Drawing Requirements

- On each drawing sheet, a 3" x 3" area located in the lower right hand corner shall be left blank for the placement of approval stamps.
- Plan drawings shall be sized for 24" x 36" paper, landscape orientation and the building plan scale shall be 1/4" = 1'.
- All text shall be readable and no smaller than 10 point font.

Revisions & Corrections

- Revisions to previously submitted documents and drawings shall be labeled with the file name, date of revision and the addition of "Building Plan Rev 01", "Building Plan Rev 02", etc.

Issuance

- You will receive a copy of the approved plans on a CD at permit issuance.
- You will be required to print paper copies from the approved CD.
- After permit issuance you will be required to have one hardcopy of the approved plans at the building site for the Building Inspector's usage.

Bookmarks

- C-1 Civil/Site Plan
- A-0 Architectural Design and Cover Sheet
- A-1 Architectural pages (A-1 foundations, A-2 underfloor framing, etc.)
- E-1 Electrical
- S-0 Structural Design Criteria
- S-1 Structural
- SD-1 Structural Details
- D-1 Additional Details

Additional pages in each category shall be identified in sequence.

Handouts are available listing the building plan requirements that shall to be detailed on the drawings.

Contact Information

Please contact Lauren Hines regarding all residential electronic plan review submittal inquiries. Her phone number is (253) 447-4344 and her email address is hinesl@ci.bonney-lake.wa.us.

Please contact Jen Francis regarding all commercial electronic plan review submittal inquiries. Her phone number is (253) 447-4354 and her email address is francisj@ci.bonney-lake.wa.us.