

# Electronic Permit Submittal Instructions



In an effort to streamline the plan submittal process, reduce paper waste, expense, and inconvenience of printing and shipping multiple copies of the construction documents, the City of Maple Valley is now accepting electronic (.pdf) submittals.

<p><b>BEFORE YOU SUBMIT</b></p>	<ul style="list-style-type: none"> <li>• Verify if the project address is within the City limits: <a href="https://gismaps.kingcounty.gov/parcelviewer2/">https://gismaps.kingcounty.gov/parcelviewer2/</a></li> <li>• Download your application(s): <a href="https://www.maplevalleywa.gov/departments-services/community-development/building-and-land-use-applications">https://www.maplevalleywa.gov/departments-services/community-development/building-and-land-use-applications</a></li> </ul>
<p><b>HOW TO SUBMIT YOUR APPLICATIONS</b></p>	<p><b>Email:</b> Application(s) are accepted via email to: <a href="mailto:permits@maplevalleywa.gov">permits@maplevalleywa.gov</a></p> <p><b>Subject Line:</b> Email subject lines shall include specific information about the project and attachments and should indicate if the email is part of multiple emails.</p> <p><i>Example:</i>  <i>Email #1: Your Project Name (Builder Name, Subdivision Name &amp; Lot #) – New Construction – Building Application (1 of 2)</i>  <i>Email #2: Your Project Name (Builder Name, Subdivision Name &amp; Lot #) – New Construction – Civil &amp; Grading Application (2 of 2)</i></p> <p>Please email the <b>applications only</b> to <a href="mailto:permits@maplevalleywa.gov">permits@maplevalleywa.gov</a>. You will be provided with a Box.com link, a submittal checklist, and the amount of required Plan Check fees associated with your project.</p> <p>Upon receipt of the Box.com link please upload all required documents.</p>
<p><b>WHAT TO EXPECT AFTER YOU HAVE SUBMITTED YOUR APPLICATION</b></p>	<p><b>Receipt:</b> Allow the Permit Staff until the end of next business day to finish processing your application. The Permit Coordinator assigned to your application will contact you to:</p> <ul style="list-style-type: none"> <li>• Confirm receipt of submitted documents</li> <li>• Provide you with the Box.com link to upload your plans to complete your submittal (if applicable)</li> <li>• Provide you with the estimated plan review time</li> <li>• Arrange for payment of fees</li> </ul> <p><b>Fees:</b> Applicable application and plan review fees are due prior to review completion. Review comments will not be returned to the applicant if outstanding fees are due. We accept the following methods of payment: Check, American Express, Visa, and MasterCard (3% service fee applies to all American Express, Visa and MasterCard transactions).</p>
<p><b>REVIEW</b></p>	<p><b>Review Comments:</b> Upon completion of detailed review, a staff member will contact you if approval of your application requires additional information or revisions. Details will be conveyed through <b>Box.com</b> and marked-up plan sheets.</p> <p><b>Approval:</b> If the information in the submittal is sufficient and the City can issue a permit, a staff member will provide instruction for next steps.</p>

**Important:** All PDFs must comply with our Electronic Plan Requirements (see Handout 102). Please verify you have labeled the pages in the PDF to match the sheet number.

Please note that 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 180 days of the date of request in accordance with IRC R105.3.1.1, IBC 105.3.2.



The City of Maple Valley accepts most permit types online through Box.com. To maintain consistency, all documents submitted must be in PDF file format. This document lays out the minimum requirements for a PDF file. Any files not meeting these specifications will not be reviewed and considered incomplete.

### File size and type requirements

- Document must be in Portable Document Format (PDF).
- Individual file sizes should not exceed 200 MB.
- Security settings must be unrestricted. PDF/A (archival) format is not acceptable.

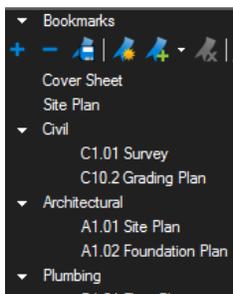
### Drawing Requirements

- Combine all plan set pages into one PDF document.
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen.
- All sheets must be the same size (do not combine 24" x 36" sheets with 8½" x 11")
- Each PDF page label must match the sheet number of the page:



### PDF Bookmarking

New commercial and multi-family plan sets must be fully bookmarked with sheet number and name, grouped by discipline.



### Supplemental Document Requirements

- Each supplemental document must be uploaded as a separate PDF.
- One PDF file per document (do not upload individual pages as separate files).
- Every page must be oriented so the top of the page is at the top of the screen.
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

### Font Type and Size

All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts Arial, Gill Sans or Tahoma. Font size should be minimum 10pt.

### Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed.

Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. All pages must be properly labeled and oriented so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it.

### Upside down and sideways scans will not be accepted

### Flatten markups

All components of the plans including lines, stamps and signatures must be flattened before submittal.