



# Permits Whenever, Wherever

## Apply Online at Kitsap County

Submit with success!! To streamline the online permitting process, make sure the documents you upload into the [Online Permit Center](#) follow the standards below.

### Created PDFs must have:

- ✓ No Secured PDFs that requires signature validation, password protected or a certificate
- ✓ No comments—save as a flattened/optimized PDF to remove comments

### Scanned PDFs must be:

- ✓ Legible
- ✓ Scanner resolution setting need to be between 150-300 dots per inch (dpi)

### Naming and Grouping PDFs:

- ✓ Plan sets need to be combined into one PDF
- ✓ File Name should indicate what submittal document is

*Example: Floor Plans, Engineered Plans, Site Plan*

### Size and Orientation:

- ✓ File size: 195 MB maximum – view file properties to check
- ✓ Page Size: 36" x 48" maximum – view file properties to check
- ✓ Plans with a professional seal must have a copy of the seal and signature

### Plan Scale:

- ✓ All plans must be drawn and saved to a recognizable scale
  - ⇒ Example 1/4" = 1' or 1/8" 1' for Construction Plans
  - ⇒ Example 1" = 20', 30', 40' or 50' for Drainage Plans or Site Plans

### Submitting Revisions and Corrected Documents

- ✓ When resubmitting plans, submit entire corrected set, do not extract and submit single pages

#### Combined Plan Set Examples:

- Construction Plan Pages, Example: Pages A1—A10 = 1 PDF
- Structural Engineers Plan Pages, Example: Pages S1—S5 = 1 PDF
- Engineered Drainage Plan Pages, Example: Pages: C1—C20 = 1 PDF
- Landscape Plan Pages