



Permits Whenever, Wherever

Apply Online at Kitsap County

Submit with success!! Ensure that plans and documents uploaded into the [Online Permit Center](#) are in accordance with the following standards and requirements.

Created PDFs must have:

- ✓ Used PDF Version 1.4 or later – view file properties to check
- ✓ No Layers – Save as a Flattened/Optimized PDF to remove layers
- ✓ No Comments – Save as a Flattened/Optimized PDF to remove comments
- ✓ No signature validation or password

Scanned PDFs must be:

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

Naming and Grouping PDFs:

- ✓ Plan sets need to be combined into one PDF
- ✓ No special characters examples: (+, #, %, /, .)

Size and Orientation:

- ✓ File size: 195 MB maximum – view file properties to check
- ✓ Page Size: 36" x 48" maximum – view file properties to check
- ✓ Proper Orientation of all Pages (Right side up)
- ✓ 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

Combined Plan Sets Examples:

- **Construction Plan Pages**
Example: Pages A1-A10 in one PDF
- **Structural Engineers Plan Pages**
Example: Pages S1-S5 in one PDF
- **Engineered Drainage Plan Pages**
Example: Pages C1-C20 in one PDF
- **Landscape Plan Pages**
Example: Pages L1-L2 in one PDF

Submitting Revisions and Corrected Documents on page 2

Checklist for Submitting Revisions and Corrected Documents

- ✔ ***For required resubmittals:***
Use the **EXACT same filename as the original submittal.**

- ✔ Do not change the filename when submitting a new 'version' of your plans or supporting documents – the system tracks versioning automatically.

For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same order. If new plans are being added to the revision, add the new to the back of the plan set.

- ✔ ***For revisions to previously approved documents:***
Provide a revised file name instead of using the exact same filename as the originally submitted files.

- ✔ **Do not reorder, extract or insert pages in the middle of your corrected plan sets.**