



# CITY OF BLAINE

## COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

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### Electronic Permit Submittal Instructions


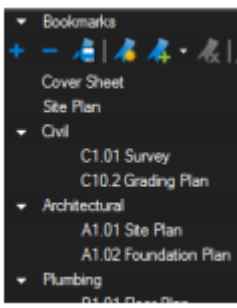
In an effort to streamline the plan submittal process, reduce paper waste, expense, and inconvenience of printing and shipping multiple copies of the construction documents, the City of Blaine is now accepting electronic (.pdf) submittals.

<p><b>BEFORE YOUR SUBMIT</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify if the project address is within the City limits: <a href="https://www.ci.blaine.wa.us/DocumentCenter/View/12475/Study-Area?bidId=">https://www.ci.blaine.wa.us/DocumentCenter/View/12475/Study-Area?bidId=</a></li> <li><input type="checkbox"/> Download your application(s) and checklist(s). Application(s) and checklist(s) are available for review here:             <ol style="list-style-type: none"> <li>1) For Building Permits such as single family, mechanical or plumbing permits: <a href="https://www.ci.blaine.wa.us/162/Building-Permit-Applications-Handouts">https://www.ci.blaine.wa.us/162/Building-Permit-Applications-Handouts</a></li> <li>2) For Land Use Applications such as land divisions, site plans, or variances: <a href="https://www.ci.blaine.wa.us/325/Land-Use-Applications">https://www.ci.blaine.wa.us/325/Land-Use-Applications</a></li> </ol> </li> </ul>
<p><b>HOW TO SUBMIT YOUR APPLICATIONS</b></p>	<p><b>Email:</b> Application(s) are accepted via email at: <a href="mailto:cdspermits@cityofblaine.com">cdspermits@cityofblaine.com</a></p> <p><b>Subject Line:</b> In the subject line of the email, please include specific information about the project. For example: <i>Your Project Name, Address (or Parcel # is address not assigned), Brief Description of Project (e.g., Residential, Commercial, Re-roof, Plumbing, Mechanical, Demolition)</i></p> <p><b>Attachment Size Limitation:</b> Maximum 200 MB</p> <p><b>PDF Instructions:</b> All PDFs must comply with our PDF File Format Requirements (see backside)</p>
<p><b>WHAT TO EXPECT AFTER YOU HAVE SUBMITTED YOUR APPLICATION</b></p>	<p><b>Confirmation and permit number:</b> Staff will reply to your email confirming receipt and the assigned permit number(s).</p> <p><b>Completeness review:</b></p> <ol style="list-style-type: none"> <li>1) If the application is determined to be incomplete, staff will reply to your email with the list of items needed to make the application complete. You will be required to resubmit the materials for additional review to <a href="mailto:cdspermits@cityofblaine.com">cdspermits@cityofblaine.com</a>.</li> <li>2) If the application is determined to be complete, staff will email you instructions for payment of reviews fees and/or deposit, whichever is required<sup>1</sup>.</li> </ol> <p><b>Deposit or review fee:</b> You may pay by check or by credit card. Please be sure to include your permit number on your check or credit card payment.</p>
<p><b>REVIEW</b></p>	<p><b>Review Comments:</b> Should there be review comments, they will be communicated to you via email. Please wait until you have received all comments from the City before you submit revisions.</p> <p><b>Revision submittal:</b> Revised materials are accepted via email at: <a href="mailto:cdspermits@cityofblaine.com">cdspermits@cityofblaine.com</a></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>

<sup>1</sup> No deposit is required for the following building permit types: Commercial re-roof, mechanical, plumbing, demolition

## PDF File Format Requirements

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.

<b>FILE SIZE AND TYPE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Document must be in Portable Document Format (PDF).</li> <li><input type="checkbox"/> Total file sizes should not exceed 200 MB.</li> <li><input type="checkbox"/> Security settings must be unrestricted. PDF/A (archival) format is not acceptable.</li> <li><input type="checkbox"/> All text should be easily readable when printed. Font size should be minimum 10pt</li> </ul>
<b>SCANNED DOCUMENTS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Whenever possible, export the PDF from the original source (do not scan).</li> <li><input type="checkbox"/> Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed.</li> <li><input type="checkbox"/> Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.</li> <li><input type="checkbox"/> All pages must be properly labeled and oriented so the top of the page is at the top of the computer screen.</li> </ul>
<b>SUPPLEMENTAL DOCUMENTS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit separate PDF document files for each of the following (if required): Application form, Submittal Checklist, Utility Request, Owner Consent form, Site Plan, and Plan Set.</li> <li><input type="checkbox"/> One PDF file per document (do not upload individual pages as separate files).</li> <li><input type="checkbox"/> Every page must be oriented so the top of the page is at the top of the screen.</li> </ul>
<b><i>For new multifamily and commercial building permits only</i></b>	
<b>DRAWING REQUIREMENTS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Combine all Plan Set pages into one PDF document.</li> <li><input type="checkbox"/> Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.</li> <li><input type="checkbox"/> Orient all sheets so the top of the page is at the top of the screen.</li> <li><input type="checkbox"/> All sheets must be the same size (do not combine 24" x 36" sheets with 8½" x 11")</li> <li><input type="checkbox"/> Each PDF page label must match the sheet number of the page</li> </ul> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.</li> <li><input type="checkbox"/> All components of the plans including lines, stamps and signatures must be flattened before submittal</li> </ul> <div style="text-align: center; margin-top: 10px;">  </div>