

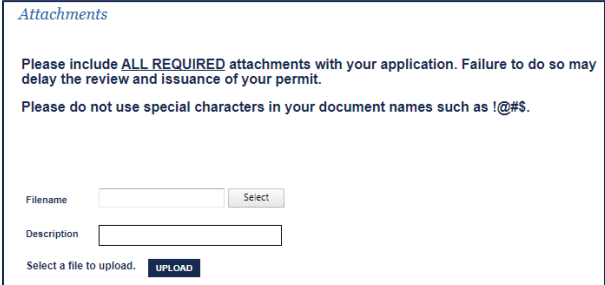
PERMIT DOCUMENT UPLOAD STANDARDS & INSTRUCTIONS

UPLOAD STANDARDS:

- All files uploaded must be in Portable Document Format (PDF).
- Must upload one PDF for each document type (i.e., upload plan set and drainage report as two separate PDFs).
- Each separate document must be one compiled PDF (i.e., upload plan set instead of separate drawing sheets).
- The Online Permitting Portal's upload limit is 2GB per upload.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All sheets must be numbered, labeled, and/or titled. Use title blocks on larger plan sets.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
 - **IMPORTANT NOTE:** Items with digital signatures that are un-flattened do not allow City approval stamps or other markups to be added and will be considered an incomplete submittal.
- Naming convention of the document must be as follows:
 - **Initial Submittals:** 1stReview_DocumentType_MM.DD.YYYY (i.e. 1stReview_CivilPlans_08.01.2023)
 - **Re-Submittals:** Re-Review_DocumentType_MM.DD.YYYY (i.e. 2ndReview_StructuralCalcs_08.01.2023)

UPLOAD INSTRUCTIONS & TIPS:

- **For new permit applications:** Within the [online permitting portal](#) application at the Attachments section,
 1. Click the Select button next to Filename to choose files.
 2. In the Description box, name the document with the required naming convention above.
 3. Click the UPLOAD button.
- **Tips:** If you have issues with upload speeds timing out, select one document at a time to upload.
 - If necessary, the required documents can be uploaded as soon as the permit application is submitted and appears on your dashboard. See resubmittal upload instructions below for this option.
 - If your documents are unable to upload after following the above tips, please contact PermitServices@everettwa.gov with the permit # and request an ftp link to upload your documents.
- **For re-submittals & uploads after permit application submission:** From your [online permitting portal](#) dashboard, click on the permit number to get into the subject permit.
 1. Click on the Attachments link (paperclip symbol).
 2. Click the Select button next to Upload Permit Attachment.
 3. In the Description box, name the document with the required naming convention above.
 4. Click the UPLOAD button.



Attachments

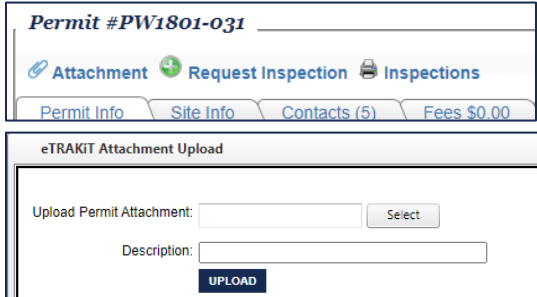
Please include **ALL REQUIRED** attachments with your application. Failure to do so may delay the review and issuance of your permit.

Please do not use special characters in your document names such as !@#\$.

Filename

Description

Select a file to upload.



Permit #PW1801-031

[Attachment](#) [Request Inspection](#) [Inspections](#)

[Permit Info](#) [Site Info](#) [Contacts \(5\)](#) [Fees \\$0.00](#)

eTRAKT Attachment Upload

Upload Permit Attachment:

Description:

IMPORTANT FOR RE-SUBMITTALS: The online permitting portal does not notify staff when documents are uploaded. To keep your permit moving forward you must submit a [Transmittal Sheet](#) to permitservices@everettwa.gov following all [Resubmittal Instructions](#). Failure to do so will delay your permit review.



3200 Cedar Street
Everett, WA 98201



425.257.8810
8am-12pm, 1pm-3pm



PermitServices@everettwa.gov
everettwa.gov/permits

PUBLIC WORKS PERMIT – REQUIRED DOCUMENTS BY SUBTYPE

Refer to the table below for the required documents categorized by permit subtype. For definitions and details about the listed documents, see the 'Document Type Information' section below.

SUBTYPE	REQUIRED DOCUMENTS
MINOR SITE WORK (UNDER 2,000SF HARD SURFACE)	<ul style="list-style-type: none"> • Site Plan - See 'Minor Projects' category below
SMALL PROJECT SITE WORK (2,000SF TO 5,000SF HARD SURFACE)	<ul style="list-style-type: none"> • Site Plan - See 'Small Projects' category below • Small Project Stormwater Site Plan/Report <ul style="list-style-type: none"> ○ Combined Area 200SF-1,999SF ○ Separated area 2,000SF-4,999SF)
LARGE PROJECT SITE WORK (OVER 5,000SF HARD SURFACE)	<ul style="list-style-type: none"> • Civil Plans - See 'Large Projects' category below • Landscape/Irrigation Plans • Drainage Report (Stormwater Site Plan/Report) - Prepared and stamped by WA State Licensed Civil Engineer <ul style="list-style-type: none"> ○ Combined Area – Follow DCSS Volume 1, Ch. 6-10 Standards ○ Separated area – Follow current WA State Dept. of Ecology's Stormwater Management Manual for Western Washington (SWMMWW) • SWPPP • O&M Manual • Calculations (if applicable) • Geotechnical Report - May be required if steep slopes, or if stormwater analysis requires soil testing or infiltration testing • Traffic Analysis (May be required) • TDM Plan (May be required)
FENCE IN RIGHT-OF-WAY	<ul style="list-style-type: none"> • Site Plan – Basic site plan from MapEverett showing property lines, utilities and proposed fence location with fence height and materials shown/labeled.
RETAINING WALL OVER 4FT, OR W/SURCHARGE, OR IN RIGHT-OF-WAY	<ul style="list-style-type: none"> • Site Plan - See 'Minor Projects' category below
MISC RIGHT-OF-WAY WORK (TEST PIT, MONITORING WELLS, ETC)	<ul style="list-style-type: none"> • Site Plan - See 'Minor Projects' category below
STRUCTURAL VAULT	<ul style="list-style-type: none"> • Site Plan - See 'Minor Projects' and/or 'Large Projects' category below
EV CHARGING STATIONS – SITE WORK	<ul style="list-style-type: none"> • Site Plan - See 'Minor Projects' category below
CRITICAL AREA WORK (RESTORATION, MITIGATION, BUFFERS, ETC)	<ul style="list-style-type: none"> • Site Plan - See 'Minor Projects' category below • Critical Area/Mitigation Report
CLEARING & GRADING ONLY	<ul style="list-style-type: none"> • Site Plan - See 'Large Projects' category below (Demo, TESC, Grading sheets) • SWPPP • Calculations (if applicable for sediment pond/baker tank sizing)



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DOCUMENT TYPE INFORMATION:

- **Site/Civil Plans:** A site plan is required for all permit types. See the categories below for detailed site plan information per project type.
 - **Minor Projects** – [See Design & Construction Standards Standard Drawings 101 and 102](#) for site plan example and requirements.
 - **Small Projects** – [See Design & Construction Standards Standard Drawings 101 through 104](#) for site plan, TESC, and drainage plan examples.
 - **Large Projects** – A full civil plan set is required for Large Projects. See DCSS Volume 1, Chapter 1 for City Standards. Required Plan Sheets are as follows:
 - Cover Sheet (with Sheet Index)
 - Demo Plan (Optional)
 - Temporary Erosion and Sedimentation Control (TESC) Plan (with Excavation Plan optional)
 - See DCSS Volume 1, Chapter 2 and 200 series drawings for City Standards
 - Include TESC Standard Notes 2-5 from DCSS
 - Grading Plan
 - Paving, Signage and Channelization/Striping Plan
 - Stormwater Plans and Profiles
 - See DCSS Volume 1, Chapter 4 and 400 series drawings for City Standards
 - Include Drainage Standard Notes 4-2.7 from DCSS
 - Water Plan and Profiles
 - See DCSS Volume 1, Chapter 5 and 500 series drawings for City Standards
 - Include Water Standard Notes 5-2.1 from DCSS
 - Sewer Plan and Profiles (See DCSS Volume 1, Chapter 6)
 - See DCSS Volume 1, Chapter 6 and 600 series drawings for City Standards
 - Include Sewer Standard Notes 6-3.1 from DCSS
 - Frontage Improvements within Right-of-Way
 - Landscape/Irrigation Plans
- **Drainage Report (Stormwater Site Plan): Stormwater/Drainage Management is required for the following:**
 - **Combined Sewer Area:**
 - Adding 200sf – 1999sf of net new impervious surfaces in the Combined Sewer Area. – Complete and submit the [“Small Project Stormwater Report Template for Combined Area \(PDF\)”](#).
 - Adding 2000sf or more of net new impervious surfaces in the Combined Sewer Area – Complete and submit and engineered drainage report meeting City Standards (Design & Construction Standards 6-10). Link: <https://www.everettwa.gov/DocumentCenter/View/7038/Vol-1--Design--Construction-Standards--Specifications?bidId=>
 - **Separated Storm Area:**
 - Graveling or Paving 2000sf – 4999sf of new/replaced hard surfaces in the Separated Drainage Area or Converting $\frac{3}{4}$ of an acre from native vegetation to lawn or landscaping – Complete and submit the [“Small Project Stormwater Report Template for Separated Area \(PDF\)”](#).
 - Graveling or Paving 5000sf or more of new/replaced hard surfaces in the Separated Drainage Area – Complete and Submit an Engineered Drainage Report for MR1-9 complying with the WA State Dept of Ecology’s 2019 Stormwater Management Manual for Western Washington (2019 SWMMWW). See the [“Supplemental Guidance and Project Forms for Minimum Requirements #1-9”](#) handout for guidance.
 - See the [Drainage Basin Map](#) to determine which standards apply to your project based on the basin it resides in/discharges to.



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- **SWPPP:** A Stormwater Pollution Prevention Plan (SWPPP) is required for all projects in the Separated Storm Area triggering MR1-9. This is MR2.
 - A Construction Stormwater General Permit, administered by the Department of Ecology, will be required for this project if it will disturb an acre or more of land. Additional information as well as an application form can be found on the DOE website at: www.ecy.wa.gov/programs/wq/stormwater/construction/. Everett Permit Services needs a copy of the Ecology Coverage Letter prior to issuing the Public Works Permit.
- **O & M Manual:** An Operation & Maintenance (O&M) Manual is required for all projects in the Separated Storm Area triggering MR1-9. This is MR9. Everett Permit Services requires this document to be submitted as a standalone document for future use by the owner.
- **Geotechnical Report:** A Geotechnical Report may be required on some small projects or large projects if there are steep slopes, or the stormwater management analysis requires soil or infiltration testing.
- **Calculations:** A calculations package for any of the following may be required, specific to the project:
 - Sediment Pond Calculations
 - Structural Calculations
 - Retaining Wall Calculations
 - Vault Calculations
 - etc.
- **Traffic Analysis:** A Traffic Analysis is required for any project creating 50 PM Peak Hour trips or more, or as specified in the Land Use Decision document requirements. A Traffic Analysis can also be submitted voluntarily for projects that do not require one, if beneficial to the project.
 - Link to [EMC 19.51.040](#)
- **TDM Plan:** A Transportation Demand Management (TDM) Plan is required as defined in EMC19.34.080 or as determined in the Land Use Decision Document requirements. Contact Planning@everettwa.gov with any questions.
 - Link to [EMC 19.34.080](#)
- **Landscape/Irrigation Plans:** Required to meet Planning's standards per [EMC 19.35](#). Contact this project's Planner or the Planner on Duty at planning@everettwa.gov or 425-257-8810 for further information.
- **Critical Area/Mitigation Report:** For any projects with critical areas, buffers, or mitigation work, a Critical Area Report is required per [EMC 19.37](#). Contact this project's Planner or the Planner on Duty at planning@everettwa.gov or 425-257-8810 for further information.



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