



Electronic Document Standards

SKAGITCOUNTYWA.GOV

PDS uses Bluebeam for electronic review and mark-up of documents. The following minimum submittal standards must be met before PDS will consider your application submittal documents sufficient for review. Please ensure your documents meet these standards prior to uploading them to the PDS Civic Access Portal. Failure to meet these requirements may result in delay of PDS accepting your application.

Format:

- All electronic submittals must be in Portable Document Format (PDF). See Security Settings for requirements.
- Ensure all layers are flattened in the authoring program. Scanned files are inherently flattened. PDF authoring tools should be set to Vector, not Raster. For additional information on the differences, click here: [Issues with raster-based PDFs | Bluebeam Technical Support](#)
- Remove all security settings from the document and ensure it is unlocked. PDF documents must be in a state that allows for document markup, file combining and processing. Documents submitted in a way that prevents PDS from completing the review and the permit-issuance process may result in additional review time and/or permitting delays.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- The building orientation and page size should be the same across all architectural, structural and MEP drawings.
- All sheets must be numbered, labeled or titled. A title block should be located on the right-hand side of each page. Locate the title block in the same location on all drawings – this allows approval stamps to be applied more efficiently. The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.
- Leave a 4"x 6" open space, per page, for stamps and notes.
- File size for any single PDF must not exceed 500 MB.
- Please submit separate PDF documents for each item required for the selected permit type (noted in the drop-down menu on the Document Upload screen in the PDS Civic Access Portal).

Drawing Size:

- The minimum sheet size is 11"x17" for minor residential remodel permit applications and 24"x36" for commercial applications. Sheet size must not reduce the required minimum drawing scale.
- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact PDS for specific approval prior to submittal.

- Note: Approved plans that are provided onsite for the field inspector must be printed at full size and to scale.

Scale:

- The minimum allowed scale for submittal drawings is 1/4" = 1'.
- The use of a 1/8" = 1' scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of 1/4" = 1'.
- The minimum allowed scale for site plans is 1:20.
Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- A smaller scale may be acceptable in certain cases. Please contact PDS for specific approval prior to submittal.
- As much as practical, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
- Maintain output scale; please do not use "Fit to Page." Provide a graphic scale in the title block for verifying output scale.

Content:

- All code information must be conveyed in a clear and legible manner for review and field inspection purposes. Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details must not be included in the plan set.
- Remove all references to "NOT FOR CONSTRUCTION", "PRELIMINARY", or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will not be accepted.
- For residential projects, the site plan must have a north arrow. Where the orientation of the floor plan(s) does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects, a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East, and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and engineering must correspond to the site's topographic conditions.
- Plot location should be consistent throughout each drawing set or document, and consistent between original submittals and resubmittals.
- The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.
 - The drawing index provided on the cover page should be specific to the drawing submittal.
 - Bookmarks should match the index sequence.
 - Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
 - Bookmark settings should be set to open each page at full view.

- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

Quality:

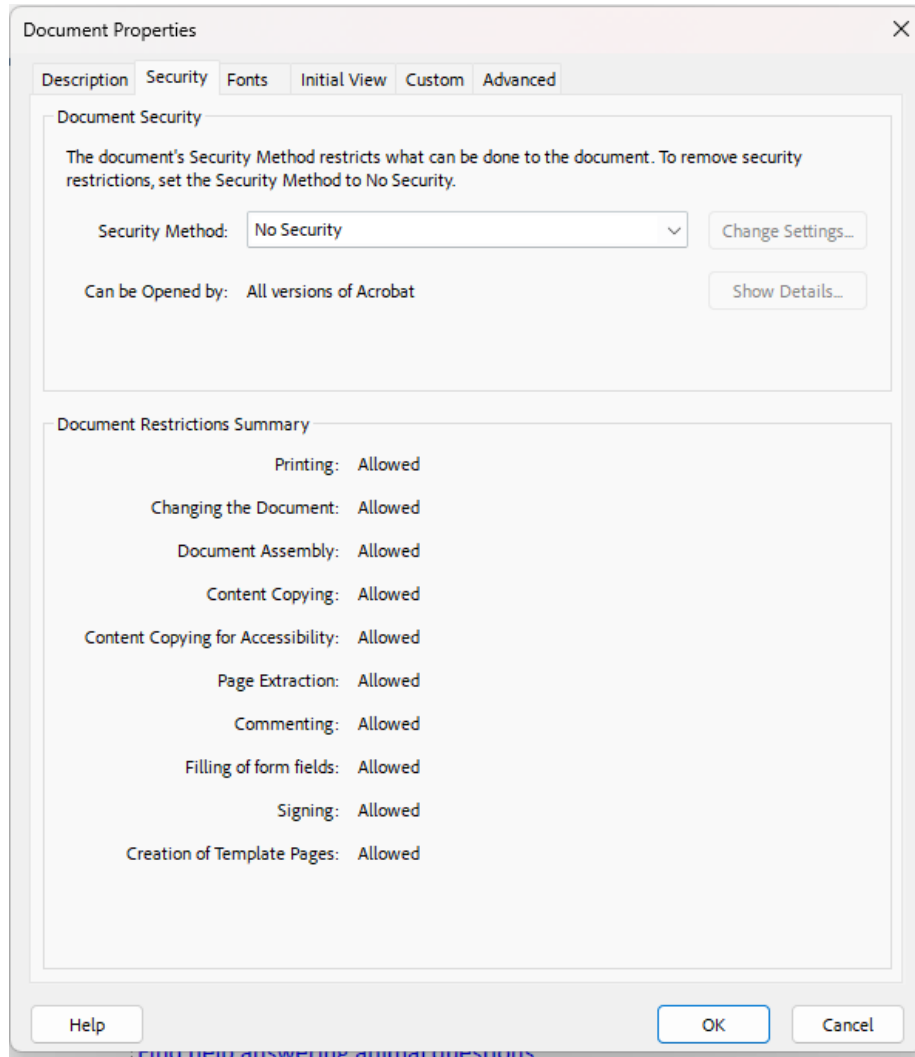
- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. ‘Boilerplate’ font style may be per applicant’s standard, but font size for text must be a minimum of 10 pt. or 3/32” for CAD prepared documents.
- Font Type should be TrueType (SHX fonts are typically in Raster format and not preferred). Please do not embed fonts.
- Do not include layer information from the drafting program.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Use of Cross-Hatching Fill Patterns should be minimized. Where hatch fill is required, please use efficient parallel line fill patterns as much as practicable. Provide a legend to explain what each fill pattern represents.
- Scanned documents:
 - PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed.
 - Scanned hand-drawn documents must be legible in font and drafting.
 - Scanning must be done at a minimum of 300 dpi as required by [WAC 434-663-305](#). Full-photo scan settings for copies must be avoided.

Signatures:

- Permit submittals which require the signature of a licensed design professional may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity.
- See [WAC 196-23-020](#) for more information on requirements for engineers and land surveyors.
- See [Stamps and seals: Architects](#) | Washington State Department of Licensing for more information on licensed architects.

Security Settings:

PDF Security Protection must meet the following, or the document will not be accepted.



IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).