



King County
Department of Development
and Environmental Services
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eReview - ELECTRONIC SUBMISSION REQUIREMENTS FOR RESIDENTIAL REGISTERED PLAN REVIEW

For alternate formats, call 206-296-6600.

Registered plans submitted as a part of the King County Department of Development and Environmental Services (DDES) Basic program are eligible for electronic plan review service (eReview). Applicants are encouraged to participate in the program. The following description serves as the guideline for the submittal and processing of registered plans submitted for plan review in electronic format. Also see [eReview FAQ](#) on the DDES Web site at www.kingcounty.gov/permits for more information. Electronic plan review is an optional program.

Electronic Plan & Application Requirements:

- A minimum deposit of \$1,275.00 payable to King County Office of Finance.
- A completed Affidavit for Application.
- All digital files shall be MS Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 7.0 or earlier.
- To facilitate the initial review, one paper copy of the building plans (1/2-size set will be acceptable) and one paper copy of the engineering calculations are required.
- One compact disc (CD), containing the plans, calculations and cover sheet. The CD contents shall have separate folders and labeled as indicated below:
 1. "Building Plan PDF". This must include the DDES Register Plan Cover Sheet found on the DDES Web site at www.kingcounty.gov/permits under [eReview FAQ](#).
 2. "Engineering Calculations PDF". Must include engineer's seal and signature
 3. Other supporting documents, (i.e. "Energy Code PDF")

Plan Review Process:

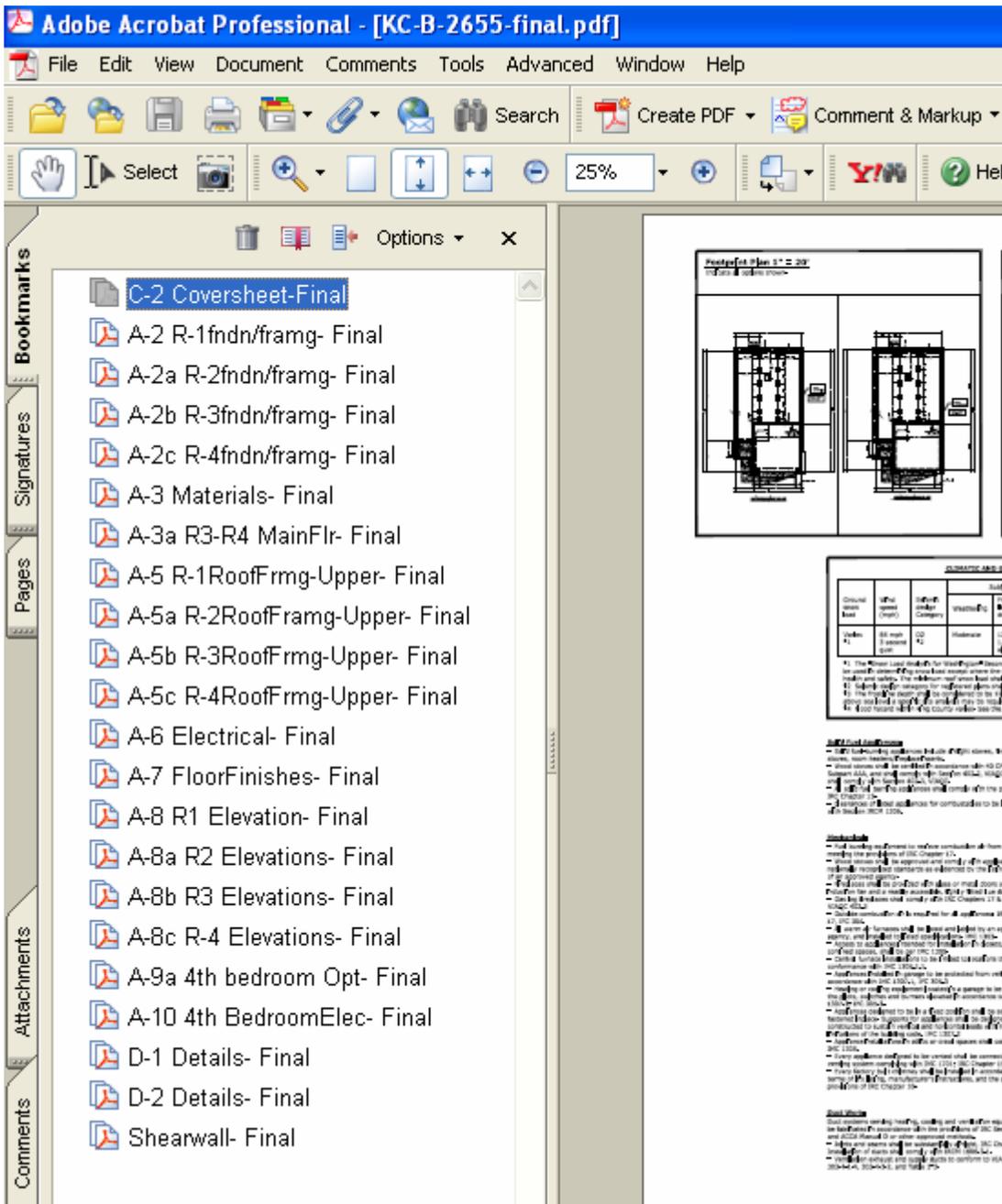
- The imaged files will be reviewed and corrections placed on the PDF images by means of comment notes.
- A CD with DDES comments will be returned to the applicant for corrections.
- The corrected plans shall be resubmitted on a new CD to DDES. At the completion of the review, the building plans examiner will secure the document to ensure that no changes or modifications will be made and return the CD to the applicant. You will be able to make as many printed copies as you need.

Drawing Requirements:

- All plan review corrections will need to be made on the electronic plans by the applicant. Registered plans are required to be "clean plans" with no "red marks".
- It is imperative that the building plan sets be fully dimensioned as imaged versions may be printed at a reduced scale.
- Areas on the plans which require 3x framing members or sill plates shall be highlighted in a different manner than other areas.
- Bookmarks are required on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet (see example next page).

Drawing Requirements – Cont.

- Example of bookmarks identifying each plan in the electronic file.



Size of prints:

- Approved plans will need to be printed by the applicant to have on the job site. Required paper size is either 18"x24" or 24"x36". Other associated documentation should be printed on paper 8-1/2"x11" or larger.

Font Type & Size:

- All text shall be readable and no smaller than 10 pt.

Page & File Orientation:

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.
- On each drawing sheet, a 3"x3" area, located in the upper right corner, adjacent to the title block, shall be left empty for the placement of the building plan examiner's approval stamp.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so the plans examiner may scroll through the file, and have the ability to view all pages without opening another file.

Revisions & Corrections:

- Revisions to previously submitted documents shall be labeled with the file name and the addition of Building Plan rev01, Building Plan rev02, etc.

Scanned Documents:

PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. DDES recommends scanning at a minimum of 300 dpi to balance legibility and file size.

Questions and/or comments on eReview can be directed to the Plans Examination Section at 206-296-6600.

Check out the DDES Web site at www.kingcounty.gov/permits