



Development Services

Office Hours and Location

8:00 a.m. - 5:00 p.m.

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Electronic Document Submittal Standards – General Requirements

The following minimum submittal standards must be met to consider permit application submittal documents sufficient for review. For additional submittal guidelines, see the [Increased Review Efficiency Guidelines](#).

How are applications submitted?

Application and files under 20MB can be emailed to permittech@ci.richland.wa.us. For files >20MB, send the application package via email and provide a link for supporting files.

Which file types are acceptable for electronic submittals?

- All electronic submittals must be in Portable Document Format (PDF).

What are the specific requirements for my PDF submittal documents?

- PDF authoring tools should be set to Vector not Raster. For additional information on the differences between Vector and Raster, click [here](#).
- The file size for any single PDF submitted must not exceed 50 MB.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- 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 or titled.
- See Doc/Grouping Naming Convention, page 2.

What are the drawing layout requirements?

- A title block should be located on the right-hand side of each page.
- The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.
- Locate the title block in the same location on all drawings. This allows approval stamps to be applied more efficiently.
- A 5" x 5" space shall be left blank in the bottom right-hand corner of the first sheet/cover sheet of the drawings for City of Richland approval stamps.
- A 2" x 1.5" space shall be left blank on all subsequent pages.

What are the requirements for design professional signatures on electronic documents?

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 security settings below for more information.

Guidelines for Electronic Documents on the [DOL website](#). Refer to [18.43 RCW](#), [18.210 RCW](#), [196-23 WAC](#) and [196-33 WAC](#) for more information.

May I apply security settings to my submitted documents?

No, documents submitted in any manner that prevents the City from completing the review and permit issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

What are the drawing scale requirements?

Refer to the following list when considering your drawing 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.
- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
- 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 Development Services for specific approval prior to submittal.

Are there minimum drawing quality standards?

Yes, please refer to the list below when preparing your PDF submittal documents. Drawings must be easy to read and free of extraneous information or markings.

Electronic Document Submittal Standards – General Requirements

Line-weight(s) must provide sufficient contrast with the background and other drawing elements.

- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Font Type should be TrueType (SHX fonts are typically in Raster format and not preferred). Do not embed fonts.
- 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.
- Scanned hand drawn documents must be legible in font and drafting.

Are there any specific drawing size requirements?

Yes, please refer to the following list when considering your drawing size.

- The minimum sheet size is 11”x17” for residential applications and 22”x34” for commercial applications. Maximum sheet size is 24”x36”. Sheet size must not reduce the required minimum drawing scale.
- Smaller sheet sizes for applications may be acceptable in certain cases. Please contact Development Services for specific approval prior to submittal.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale.

Are there any other specific drawing requirements?

Yes, please refer to the following list when considering your drawing orientation and layout.

- 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 DRAWINGS” or similar language. Details including reference to “Future Construction” are not reviewed or approved; including but not limited to “Future” buildings shown on site plan.
- 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 floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- 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.

- The building orientation should be the same across all architectural, structural and MEP drawings.
- Building plans and engineering must correspond to the site topographic conditions.
- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.

Is it acceptable for my PDF submittal to be a scanned document?

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.
- Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.

Document/File Grouping and Naming Convention

- Submittals should be named as follows. Submittals that are not named with correct standard may be returned.
- Each subsequent review submittal should be named as listed in the correction letter.

STREET NAME_ADDRESS# (IF KNOWN)_File Name

as shown below:

Grouping	File Name
Permit App (Utility Request & ROW App)	APP
SFD plans to include Architectural/Structural	SFD
Site Plan	SITE
Truss - include reactions, details	TRUSS
Truss Layout	TRUSS LAYOUT
Beam Calcs	BEAMS
Benton Clean Air POC	BCAAPOC
Architectural Plans – Commercial	ARCH
Structural Plans – Commercial	STRL
Civil Plans - Commercial	CIV
Structural Calcs	STRL CALCS
If required:	
Septic Permit	BFHD
Flood Elevation Certificate	ELEV CERT
Water Availability	WATER AVAIL
SEPA	SEPA
Storm Drainage Calcs	STORM
Commercial Worksheet	COMMWRKSHT
NREC Forms	NREC
Project Manuals	PROJ MAN
Geotechnical Report	GEO