



Town of Beaux Arts Village

Electronic Review Requirements

Building Permit Submittal

The Town of Beaux Arts Village now offers electronic plan review to facilitate review times and reduce reprographic costs to the applicant. The following process applies when submitting electronically.

Initial Submittal

1. Documents are to be submitted electronically via Dropbox. The applicant may contact the Deputy Clerk for information on downloading this free program to share files on the web. You will be assigned a permit folder that will be shared with all reviewers on your project (Building, Trees, Zoning, and Stormwater). Your permit fee deposit will be required before drawings can be uploaded to your Dropbox folder.
2. All documents listed on the Building Permit Submittal Checklist will be required to be uploaded to Dropbox.
3. Documents must be in PDF format and security settings must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawing sheets.
5. All drawing sheets must be bookmarked (with page number and title) so the reviewers can easily move through the plan set.
6. Structural calculations should be bookmarked breaking them down into subheadings such as general, gravity, and lateral.
7. The following nomenclature should be used for your files: permit number, owner name, document name, and submittal date. Abbreviate where possible. For example:
BP14-X Smith Application 4 30 14.pdf
BP14-X Smith Geo Report 4 30 14.pdf
BP14-X Smith Dwgs 4 30 14.pdf
8. All drawings can be included in a single PDF; however, other support documents such as calculations, reports, worksheets, etc. must be included in PDFs separate from the drawings.
9. Once the applicant has uploaded documents to Dropbox, they need to email the Deputy Clerk at bdgdept@beauxarts-wa.gov so that reviewers will be notified that the review process can begin.
10. When each review is complete, the applicant will be notified individually by Building, Trees, Zoning, and Stormwater with required additional information or approval. The applicant will receive itemized comments in an email or comment letter.

Resubmitting

1. The applicant needs to upload new documents to Dropbox when all comments are responded to using the following format:
BP14-X Smith Resub1 Bldg Response letter 5 30 14.pdf
BP14-X Smith Resub1 Storm Response letter 5 30 14.pdf
BP14-X Smith Resub1 Geo Report 5 30 14.pdf
BP14-X Smith Resub1 Dwgs 5 30 14.pdf
2. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
3. The applicant must cloud all revisions.
4. All revisions the applicant makes to the documents must be permanently incorporated into the submitted document before resubmitting.

- Any future resubmittals should be described as “Resub2,” “Resub3,” etc.

Plan Approval

- When all reviews are complete and approved, the Town will have your drawings and necessary support documents printed and the cost of this printing will be paid by the applicant when picking up the permit. Overall costs will be reduced since the drawings only have to be printed once and only two copies will be required to be printed.
- If necessary, you can estimate printing costs by contacting DRSi in Bellevue at 425-882-2600. Here is an example of a project to be printed for permit issuance:

Town copy of drawings, 30 sheets B/W (24x36):	\$93.00
Site copy of drawings, 30 sheets B/W (24x36):	\$41.40
Town copy of reports, calculations, forms, 170 sheets (8-1/2x11):	\$27.20
Stapling	\$1.20
Delivery	\$8.95
Tax	\$16.35
<hr/> Total	<hr/> \$188.10

- Depending on the scope of each project, additional project documents may be printed at the reviewer’s discretion.
- Once the approved documents are received by the Deputy Clerk, the applicant will be contacted to pay the balance of permit fees and printing costs and pick up the site copy of project documents.