

ELECTRONIC FILE STANDARDS

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This document is intended to help an applicant better understand what is expected in preparing the applications for submittal, review and approval within the City of Renton. Refer to Renton Municipal Code (RMC) for more information.

Specific Code Section(s) related to this document

[Ch 4-8 RMC](#) Permits – General and Appeals

Electronic plans that do not meet the requirements below will result in the application being deemed incomplete and will not be reviewed until complete. The electronic plans MUST be submitted on a CD or USB drive at the scheduled intake meeting.

Electronic Formatting Requirements and Submittal Standards

Portable Document Format (PDF) is the industry standard for electronic review. The City of Renton only accepts PDF files for plan review, except where noted. PDF files must be properly formatted as described below.

- All documents are required to be reduced, flattened and full-size, one-to-one format.
- Files must not exceed 50MB.
- Zip files are not accepted.
- No multiple layers. Layers must be merged or flattened.
- Each plan sheet or page must be bookmarked to clearly identify the content of the page.
- Files must be unlocked or unprotected so that comments can be made by City Staff.
- Scanned plans must be legible and to scale in order to be reviewed.
- Documents resolution shall be at minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.
- Civil construction and building plans must be in black and white PDF documents.
- All map or plan sheets must be consolidated into one plan set. Due to file size limitations, you may provide separate PDF documents for the different portions of the plans (e.g. architectural, structural, civil, etc.) if needed.
- All maps or plans must be drawn to scale, and each sheet shall state the scale.
- All maps or plans must be uploaded in “Landscape” format in the horizontal position.
- Reports and other documents must be submitted as a separate PDF document for each document type (e.g. Drainage Technical Information Reports, Geotechnical Reports, Wetland Reports, calculations, specifications, reports/studies, etc.).
- All reports must be rotated with the pages in the upright position.
- Figures within reports shall be a maximum size of 11” x 17”, unless part of a separate appendix.

Electronic File Naming Conventions

Files must be named concisely to describe the contents of the file document and shall include the date and version number of the file. No spaces are allowed anywhere in the file name. The underscore (_) is acceptable in place of spaces. Not all software interprets spaces consistently. Applications with files not named consistent with examples listed below may be rejected. Resubmittals shall use the same file name with updated date and version.

Each discipline shall be located in a separate, complete file. Acceptable Document Types include (add the appropriate date and version number as applicable):

Document Type	Type Description	File Name Examples
A	Applications	Civil Construction Permit, Fire Sprinkler Permit, Franchise Permit, Master Land Use Form, New Commercial Building Permit, Single Family Building Permit, Utility Connection Permit
APL	Appeals	All documents associated with appeals.
C	Correspondence	Letter of Understanding Geologic Risk, Traffic Concurrency Test, All project correspondence such as from the: Project Applicant, Public, Other Agencies, City (i.e. Application Acceptance, Project Expiration, Project Hold, Project Off-Hold, etc.)
CA	Calculations	Density Worksheet, Landscape Analysis, Parking Analysis, Plat Calculations, Structural Calculations
CM	Constr. Mitigation	Construction Mitigation Description
D	Decisions	Project Decision (Administrative, Hearing Examiner, Council)
ECF	Environ. Checklist	Environmental Checklist
F	Final	Final Approved Plans
J	Justifications	Written Justification for: Adjustment, Conditional Use Permits (CUP), Modification, Variance
L	Legal Documents	CCRs (Covenants, Conditions, and Restrictions), Bill of Sale, Declaration of Covenants, Deed of Dedication, Easements, Impact Fee Deferrals, Lot Combinations, Plat Certificate, Proof of Plat Name Reservation, Real-estate Excise Tax Form (REETA), Title Report
M	Miscellaneous	Miscellaneous
MAP	Maps	Aerial Photography, Assessors Map, Binding Site Plan (BSP), Boundary Line Adjustment (BLA), Existing Neighborhood Detail Map, Plat Map, Short Plat Map, Site Conditions Map (if separate from civil plans Topo Map,)
NOA	Public Notice	Affidavits of Sign Installation, Proof of Neighborhood Meeting, etc.
P	Plan Drawings	Alarm, Civil Construction Plans (Existing Conditions, Grading, Road, Utilities, Street Lighting, Landscape, Tree Retention, Wetland Mitigation, etc.), Color Plans, Elevations, Floor Plans, IFC, Landscape Plans, Plan Reductions, Renderings, Site Plans, Small Site CSWPP Plan, Suppression, Tanks, Tree Retention Map, Plans Independent of Civil Construction Plans: Drainage Control Plan, Details (Cross-sections, On-site Flow Control, etc.)
PN	Project Narrative	Project Narrative
PRE	Pre-Application	Pre-Application Submittal, Pre-Application Meeting Summary
RS	Reports/Studies	Biological Assessment/Critical Areas Study, CCTV Report, Drainage Assessment, Engineering Report, Flood Hazard Data, Geotechnical (Soils) Report, Habitat Data Report, Special Inspection Report (Compaction, Structural, etc), Stream/Lake Study, Drainage Technical Information Report (TIR), Traffic Impact Analysis (TIA), Traffic Study, Wetland Assessment
S	Surety Devices	Bond, Bond Quantities Worksheet (.xls), Assignment of Funds, Cash Deposit Receipt, Fees, Landscape Cost Estimate Worksheet, Maintenance and Defect Agreement, Public Agency Agreements
SC	Submittal Checklists	Building Permit Checklist, Construction Permit Checklist, Land Use Checklist
SR	Staff Rec.	Hearing Examiner (HEX) Report
TR	Tree Related Items (excludes plans)	Arborist Report, Tree Retention Worksheet, etc.
W	Waivers	Waiver Form

The following are examples of the acceptable document types and file names based on the above table.

Example: [Document Type]_[File Name]_YYMMDD_v[review version]

- C_Response_Letter_[creator's name or company]_170130_v1
- F_Approved_Site_Plan_170130_v1
- P_Civil_Construction_Plans_170130_v1
- RS_Wetland_Assessment_170130_v1



Note: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

Community & Economic Development
(425) 430-7200 | www.rentonwa.gov