



# Electronic Plan Submittal Application Process

1. Complete the appropriate [Permit Application](#) and associated checklist.
2. If applicable, complete the [Single Family Cover Sheet](#).
3. Prepare your drawings and supplemental documents per City of Kirkland Electronic Submittal formatting document (See *Electronic Document Formatting Instructions* sheet).
4. Using secure FTP client software to access our FTP site, log into <ftp.cityofkirkland.net> (see *Secure FTP Site Instructions* sheet for login username and password).
5. Create a folder named with the street address or parcel number within the "upload" folder of the City of Kirkland FTP site.
6. Copy all of the prepared files (plans and supplemental documents) into the new folder you created on the FTP site.
7. Send an email to [Eplan@kirklandwa.gov](mailto:Eplan@kirklandwa.gov) notifying us that you have uploaded plans to the site. Include the name of the folder you created and placed the documents in.
8. If you receive an email notifying you that your application is incomplete (should be received within 3 working days), simply provide the requested additional information via the FTP site. Provide complete replacement sets for the information requested, not just individual revised sheets or additional sheets. Be sure to send an email to [Eplan@kirklandwa.gov](mailto:Eplan@kirklandwa.gov) when the additional information has been uploaded.
9. After receiving an email notifying you of your permit number and fees due (should be received by the end of the next working day), drop off a check at or mail to:

City of Kirkland Building Division  
Attn Permit Tech – E Plan Review  
123 Fifth Ave  
Kirkland, WA 98033

*Make checks payable to **City of Kirkland**. Please reference your permit number on the check.*

**NOTE:**

Plans are not officially accepted until submittal is deemed to be a complete application by City staff and fees due have been paid. Your intake date will be the later of the date fees are received or application is deemed complete. If your application is deemed complete and we receive payment within 3 days of your original submittal date, your official intake date will be backdated to the date that we first received your files.



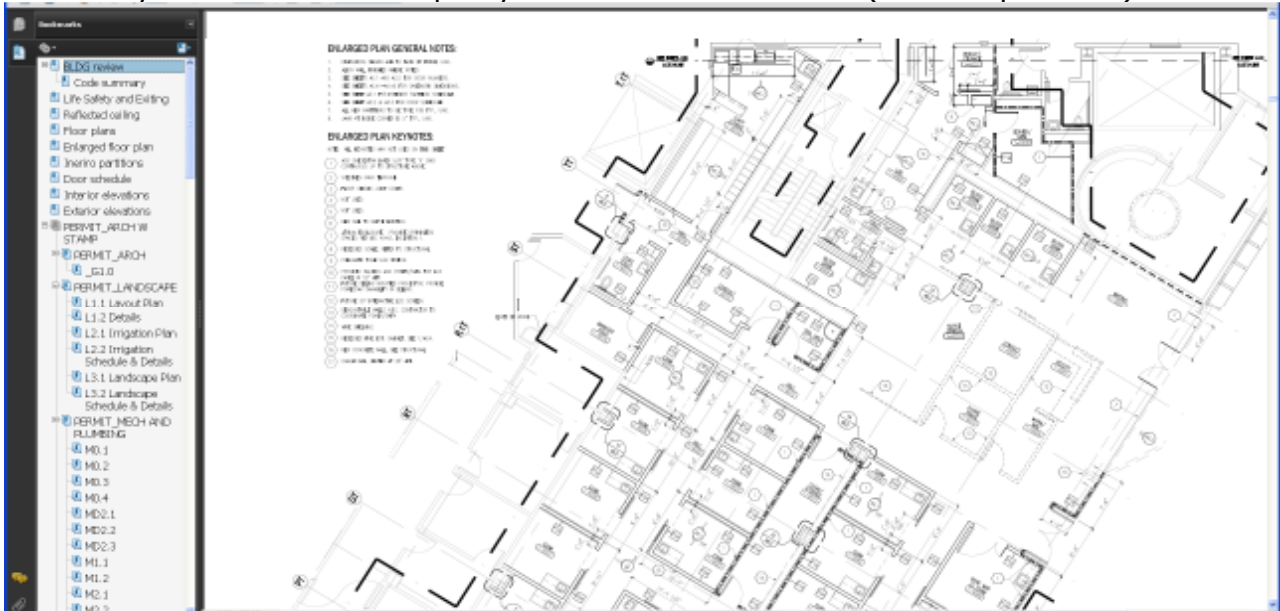
# Electronic Document Formatting Instructions

- All digital document files must be MS-Windows compatible.
- All digital documents **must be in Portable Document Format (PDF)**.
- Security settings must allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.

**Note:** All documents, including electronic documents, submitted to jurisdictions are subject to public disclosure laws.

## Drawing Requirements for Electronic Submissions:

1. All sheets shall be oriented so the top of the page is always at the top of the computer monitor and set to landscape orientation.
2. Pages must be Indexed/Bookmarked on every submission. Each sheet must be named in a way so the reviewer can quickly move from sheet to sheet (see example below).



3. All Building Plan sets should be fully dimensioned. This includes, but is not limited to, framing plans.
4. All text shall be easily readable when set to print. Clarity must be equivalent or better than Arial, Gill Sans or Tahoma with a font size of 10pt.
5. All files should be flattened with no mark-ups that are accessible by the City of Kirkland Staff.
6. Submitted plans should have no Red, Blue, Orange or Green on them. These colors are used by the City of Kirkland staff to mark-up plans.
7. All plans should be saved and submitted as **one** combined PDF file. This should include all disciplines (Civil, Architectural, Structural, Mechanical, Plumbing, etc.). Supplemental information files should be separate and not included with plan file.

**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. Scanning should be done at a minimum of 150 dpi and a maximum of 300dpi to balance legibility and file size



# Secure FTP Site Instructions

## FOR EXTERNAL USERS

The City of Kirkland FTP Site can be accessed at *ftp.cityofkirkland.net*. In order to access the site, you must use a secure FTP Client.

Below is a link to a free, easy to use FTP client. This link is provided as a courtesy only. The City of Kirkland provides no support or warranty for this SFTP client. Anyone choosing to use this client does so at their own risk, and it is possible that the web address for the client may change in the future.

<http://sourceforge.net/projects/winscp/>

Clicking on the link will open a dialog box that will ask you to run or save the application. Please answer "Save" and save the file to a location of your choosing on your computer.

Using the above client, or one of their own choosing, the user will be able to connect to *ftp.cityofkirkland.net* and specify one of the following user accounts and fill in the screen as shown.

*Click on the Session area, if it doesn't come up that way.*

For uploading data (External users send to City; City users receive)

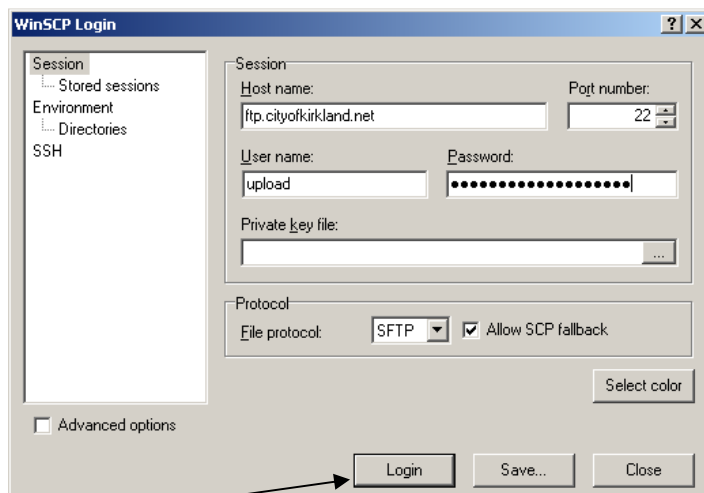
Host name: **ftp.cityofkirkland.net**

Port: **22**

Username: **upload**

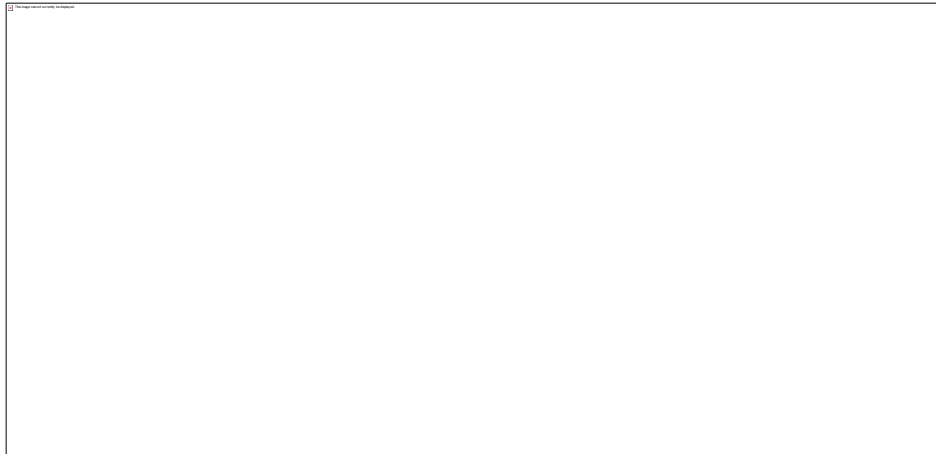
Password: **fileupload\*kirkland**

File Protocol: **SFTP**



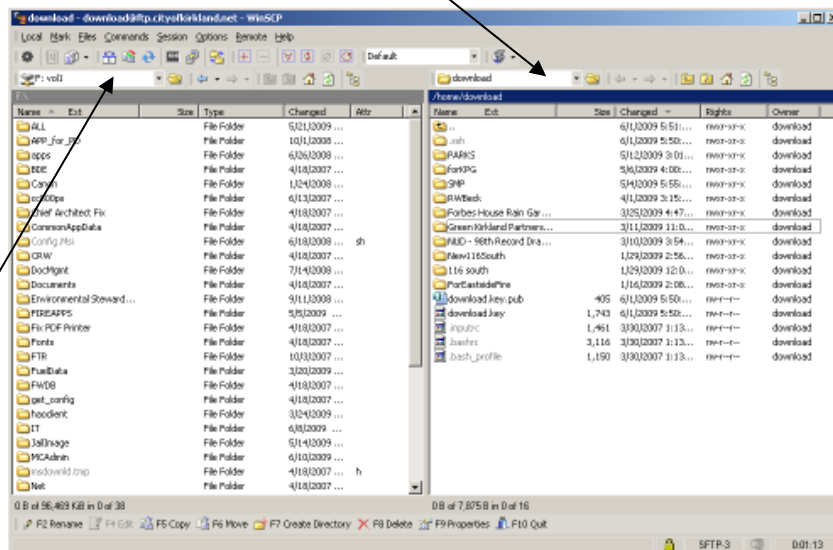
*Click the "Login" button*

The first time that a person logs in using either the client suggested or a client of their own choosing, they may receive a certificate warning. The server certificate can be accepted by clicking yes in order to get connected and not receive the warning in the future. Or they can click no each time to connect if they do not wish to store the certificate permanently.



The client example below allows the user to drag and drop file transfers which makes it very user friendly.

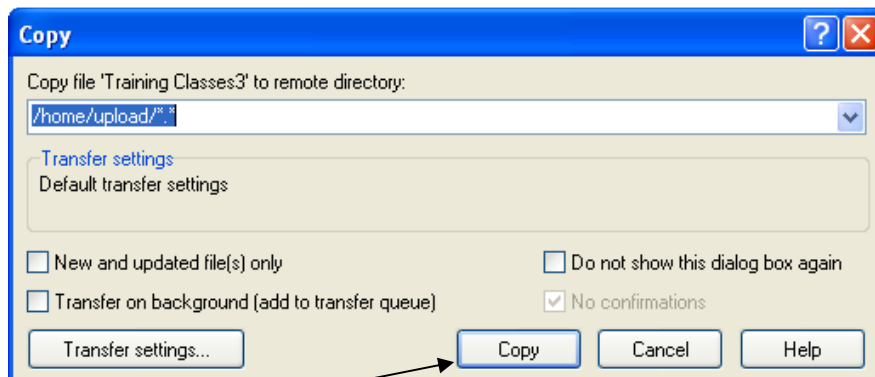
*The right side of the screen is the FTP server*



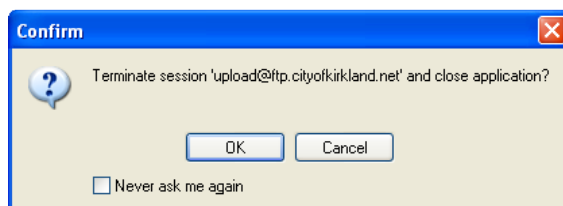
*The left side of the screen is the local computer's files. Use the down arrow at the top to move to the location where you want to copy files to or from.*

Then drag and drop documents or folders from one side to the other, as appropriate.

You will see a screen like this:



*Click the Copy button*



When you are done click the X box to close the screen, and click the "OK" button on the Confirm terminate session screen.