



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 <http://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@ci.kirkland.wa.us 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@ci.kirkland.wa.us 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.