



Town of Beaux Arts Village

Electronic Review Requirements

Building Permit Submittal

The Town of Beaux Arts Village uses 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 to upload your documents (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. Review the Town's [PDF Format Requirements](#) on the Town website.
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:
BP25-X Smith Application 4 30 25.pdf
BP25X Smith Geo Report 4 30 25.pdf
BP25-X Smith Dwgs 4 30 25.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 bldgdept@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 by the Building Department 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:
BP25-X Smith Resub1 Bldg Response letter 6 30 25.pdf
BP25-X Smith Resub1 Storm Response letter 6 30 25.pdf
BP25-X Smith Resub1 Geo Report 6 30 25.pdf
BP25-X Smith Resub1 Dwgs 6 30 25.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.
5. Any future resubmittals should be described as "Resub2," "Resub3," etc.

Plan Approval

1. When all reviewers have completed their reviews and have no additional comments, your plans will be prepared for permit issuance, and you will be contacted by the Building Department. Once issued, the applicant is required to print and keep all approved documents onsite for the duration of the project.