

Document Submittal Reference Sheet

Supporting Documents

See video tutorials www.wpb.org/epl

Permit Application



You can select multiple files to upload into each container, but you cannot add after you upload into one. If you need to upload more than one file and you have already added one, delete the one file, reselect multiple files and upload all.

Supporting Documents



Application

Add Attachment

+

Supported: .pdf

REQUIRED

Architectural/Structural Plans

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwf, ...

All documents other than drawings/plans are considered Supporting Documents unless incorporated into the plans.

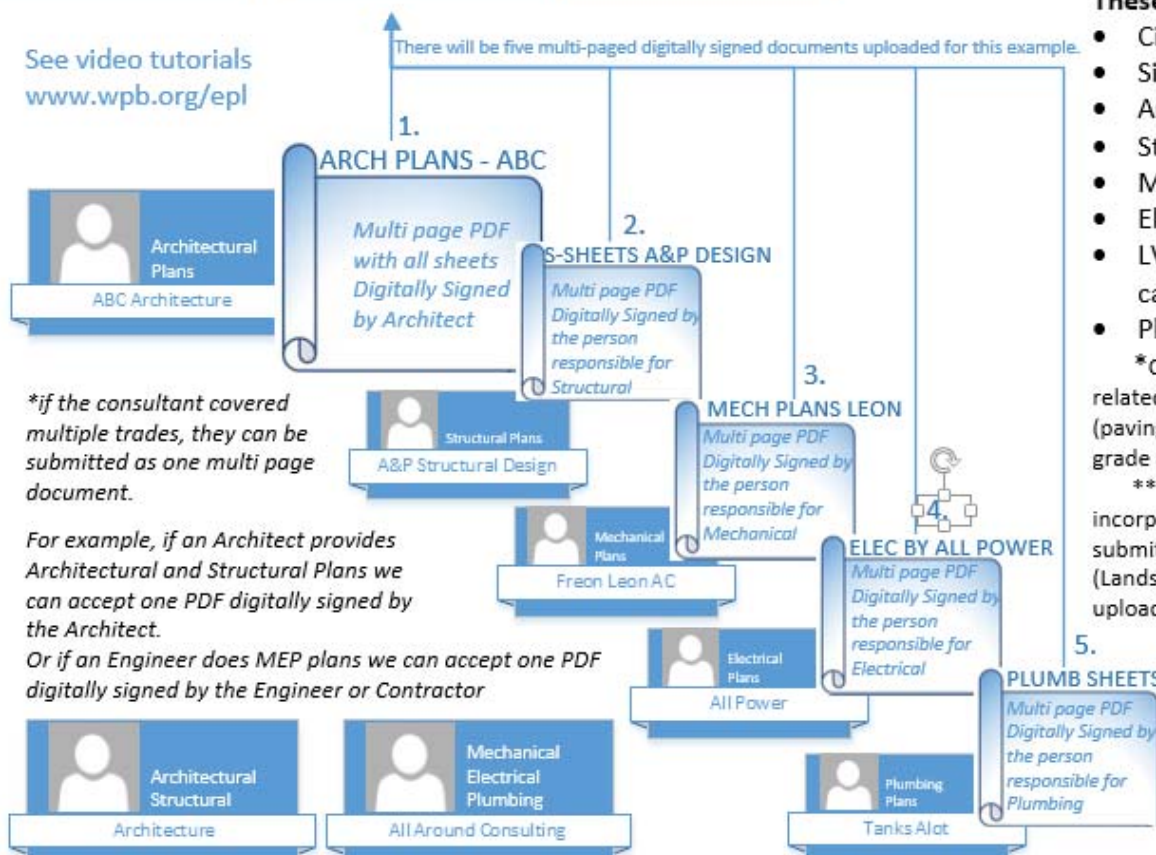
These documents include:

- Civil Drawings*
- Energy Calculations/Manual J
- Geotechnical Report
- Impact Fee Municipal Questionnaire
- MEP Engineering
- Other Documents
- Product Approvals
- Site Plan*
- Special Inspector Agreement
- Specifications
- Storm Water Pollution Prevention Plan (SWPPP)*
- Survey

*If one of the above documents has been incorporated into the plans, that document will not need to be supplied as a supporting document.

Drawings/Plans

See video tutorials www.wpb.org/epl



*if the consultant covered multiple trades, they can be submitted as one multi page document.

For example, if an Architect provides Architectural and Structural Plans we can accept one PDF digitally signed by the Architect.

Or if an Engineer does MEP plans we can accept one PDF digitally signed by the Engineer or Contractor

These files may include:

- Civil Drawings*
 - Site Plan**
 - Architectural
 - Structural
 - Mechanical
 - Electrical
 - LV (data phone cable)
 - Plumbing
- *Only upload Civil Plans related to permit drawing (paving, drainage typically grade and above)
- ** Site plan can be incorporated in the plans or submitted alone. (Landscape plans are to be uploaded in separate permit)