Document Submittal Reference Sheet

Documents

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.

are considered Supporting Documents unless incorporated into the plans. Supporting

These documents include:

- Civil Drawings*
- Energy Calculations/Manual J
- Geotechnical Report
- Impact Fee Municipal Questionnaire

All documents other than drawings/plans

- 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.



See video tutorials

www.wpb.org/epl

ABC Architecture

Architecture



1.

ARCH PLANS - ABC

Multi page PDF

with all sheets Digitally Signed

Plumbing

All Around Consulting



There will be five multi-paged digitally signed documents uploaded for this example

3.

2.

Multi page PDF

S-SHEETS A&P DESIGN

Drawings/Plans



- 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) 5.

Digitally Signed by by Architect the person responsible for * Structural *if the consultant covered MECH PLANS LEON multiple trades, they can be Multi page PDF submitted as one multi page Digitally Signed by A&P Structural Design the person document. responsible for Mechanical For example, if an Architect provides Architectural and Structural Plans we Freon Leon AC 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 All Power Mechanical Electrical

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the person

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