

Electronic File Standards & Requirements

This document is a guide for applicants that need to submit plans and documents electronically for review to Tacoma Power Electrical Inspection. Follow these guidelines to ensure timely processing of the review. Submit plans and documents by attaching them to the Electrical Plan Review Application through [Accela](#). Follow the [Plan Review Application Instructions](#) for submitting the required information.

File Size and Type

- Documents must be in PDF file format.
- The maximum file size is 100 MB. Zip files will not be accepted.
Tip: Reduce file size and storage capacity need by submitting only the required sheets in the plan set.
- Minimum of 300 DPI resolution.

Plans and Documents

- Security settings must allow for mark-up and comments.
- Set plans to landscape orientation. Set documents to portrait configuration.
- Combine all plan sheets to one PDF file.
- Save supplemental documents as individually named PDF files separate from the plans.
- Merge or flatten all layers. No multiple layers.
- All plans shall be the same size (11x17, 24x36, etc.) and to industry standard scale (1/8" = 1', 1/4" = 1', etc.).
- Bookmark your PDF document plans to identify the content of the pages.
- Plans shall be marked "For Construction". Plans marked "Not for Construction" are not acceptable.
- Provide a 4" x 4" space in the bottom right-hand corner of each sheet for Electrical Inspection to insert a Tacoma Power approval stamp.

Revisions and Resubmittals

- Follow the instructions on the Plan Review Response letter when resubmitting documents for review.
- Revisions and resubmittals must be a complete, revised set of the originally provided set with supplemental documents in separate PDFs.
- Identify all changes from the originally provided plans with a surrounding cloud.
- Attach complete responses to the [Electrical Plan Review Application](#) in [Accela](#).

Printing

- When the review is complete, the reviewer will contact the applicant via email. Once a permit is purchased the approved documents will be made available for download through [Accela](#).
- Approved plans must be printed and made available on site for the inspectors use upon the first scheduled inspection. The printed plans must be the same actual size as the sheet size of the original PDF file.