



## Plan Review Electronic Submittal Requirements

In lieu of submitting hard copy of documents for review, documents may be submitted electronically. This document is a guide for applicants who intend 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 email to [powerei@cityoftacoma.org](mailto:powerei@cityoftacoma.org). The subject line of the email should begin with "Plan Review:" followed by the job name. 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 35 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.
- Email complete responses to [powerei@cityoftacoma.org](mailto:powerei@cityoftacoma.org). The subject line of the email should begin with "Plan Review:" followed by the job name.

### Printing

- When the review is complete, the reviewer will contact the applicant via email. Once a permit is purchased, the reviewer will email the stamped/approved documents to the permit applicant.
- 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.