



**CHELAN COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
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**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**ELECTRONIC SUBMITTAL PROCESS**

*The Department of Community Development has implemented its Electronic Submittal Process for Residential projects to assist its customers with a more efficient-streamlined permitting process. It is important for the customer to read the submittal instructions to ensure that their submittal can be expedited in an efficient manner. Incomplete or erred submissions will be returned to the customer via email.*

**Electronic Submittal:** PDF versions of permit applications, site plans and site plan checklists, construction drawings and other required documents applicable to the submittal.

**Hybrid Submittal:** PDF versions of the construction drawings/documents along with paper submittals of the permit application and or other required submittal documents.

**Electronic Submittal (PDF) Requirements:** All electronic submittals must be clearly identified and submitted as a separate PDF document. All PDF documents must be uploaded and sent via single email and the subject line must state the proposed project (example); ***“Single-Family Dwelling Submittal”*** or other applicable project.

**PDF Document Designations:**

- “Building Permit Application”
- “Construction Drawings”
- “Engineering-Structural Documents”
- “Truss Package”
- “Energy Credit Forms”
- “Site Plan”
- “Approved Septic Packet” (if applicable-must include: Permit, Design, Water)
- “Geologic Documents” (if applicable)
- “Water Mitigation Approval” (if applicable)
- “Sewer Availability Letter” (if applicable)
- “Water Availability Letter” (if applicable)

All electronic submittals (PDF’s) must be labeled accordingly and sent using the email link provided in this document; [CD.build.applications@co.chelan.wa.us](mailto:CD.build.applications@co.chelan.wa.us)

The customer will receive an email from the assigned Permit Technician that the application has been received, which will also indicate if the submittal is complete, is in error, or there is additional information needed. Other required submittal items after initial review may include:

- Land use permits - including, but not limited to:
  - Shoreline Administrative Determination
  - Conditional Use Permit
  - Shoreline Development Permit
  - Stream Typing
  - Wetland Variance
- Other Agency Approved Permits (docks/seawalls/boatlifts/etc.)
  - Fish & Wildlife
  - Dept of Ecology
  - Army Corp of Engineers
  - PUD