



City of Covington
Community Development Department
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EPERMIT – ELECTRONIC SUBMITTAL NAMING CONVENTION

- Name the Original Submittal drawings using the following format: < OS1 > < Name from the Submittal Checklist >.
Examples - OS1 Application.pdf
OS1 Site Plan.pdf
OS1 Construction Drawings.pdf

- Name Revisions using the following format: < REV,1,2,3,4 etc. > < Name from Submittal Checklist > A revision is an owner/builder requested design or plan alteration.
Examples - REV1 Additional Submittal Form.pdf
REV1 Building Section.pdf
REV1 Foundation Plan.pdf

- Name Resubmittals using the following format: < RESUB,1,2,3,4 etc. > < Name from Submittal Checklist>. A resubmittal is a city requested design or plan alteration.
Examples - RESUB1 Additional Submittal Form.pdf
RESUB2 Site Plan.pdf
RESUB1 Construction Drawings.pdf

- Name Deferred Submittals using the following format: < DEF,1,2,3,4 etc. > < Name from Approved Plans >. A deferred submittal is an approved deferred design item listed on the cover sheet of the approved plan.
Examples - DEF1 Concrete Design Mixes.pdf
DEF2 Shop Steel Drawings.pdf
DEF1 Section Detail.pdf

Where the document name is not provided on the submittal checklist please use a concise one or two-word common term for the document.

Internal Document Naming

Building

Correction Items – Replace customer designator to < BLD – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - BLD > before file name.

Planning

Correction Items – Replace customer designator to < PLN – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - PLN > before file name.

Engineering

Correction Items – Replace customer designator to < ENG – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - ENG > before file name.

Fire

Correction Items – Replace customer designator to < FIR – Com1,2,3,4 etc. > to file name.

Approved - Replace customer designator to < APR - FIR > before file name.