



## ENGINEERING DIVISION CLIENT ASSISTANCE MEMO

### ELECTRONIC PLAN SUBMITTAL

#### APPLICANT DIRECTIONS FOR ONLINE PLAN REVIEW

The City of Gig Harbor is pleased to offer electronic online plan review

#### PRIOR TO SUBMITTING YOUR PLANS AND RELATED MATERIALS TO THE CITY YOU MUST COMPLETE:

- A Land Clearing and Grading Application for clear and grade permits;
- A Civil Application for civil permits;
- A Variance Application for variance permits;
- An Encroachment Permit Application for all work within City rights-of-way;
- A Grease Interceptor Application for grease interceptor permits

All applications can be found at: <https://www.gigharborwa.gov/579/General-Applications-Checklists>

#### SUBMIT THE APPLICATION TO GIG HARBOR ENGINEERING DIVISION

Submit the application via email to: [engineeringintake@gigharborwa.gov](mailto:engineeringintake@gigharborwa.gov)

#### FOLLOWING APPLICATION SUBMITTAL

You will be contacted and given a permit number, fee invoice, fee payment options and instructions for uploading plans.

##### PAYMENT OPTIONS:

- By mail: 3510 Grandview Street, Gig Harbor, WA 98335
- Via phone to your contact: Visa/MasterCard (*2% transaction fee*)
- In person to the City of Gig Harbor cashier: Visa/MasterCard (*2% transaction fee*), Cash or Check
- Online via the City website: Visa/Mastercard (*2% transaction fee*)

For online payment, you will need to create an account on the City permit portal:

<https://ci-gigharbor-wa.smartgovcommunity.com/Public/Home>

#### UPLOADING PLANS TO BOX

You will be given an email address that is specific to your plan file, you will use this address to submit (upload) your plans and all related materials.

#### AFTER PLANS ARE REVIEWED

City staff will send reviewed files to you via email with notations on any corrections or additional information needed. Once all matters have been addressed by the applicant, reviewed and approved by City staff you will be sent issued civil plans in PDF format via email. The applicant is responsible for printing out copies of issued civil plans for City Inspector use and for printing out and having issued civil plans available on site for inspections.

**Please Note:** Any remaining fees must be paid prior to issuance of permit(s)