



City of Yelm
EST. 1924
WASHINGTON

General Submittal Requirements

Q: Which file type should I submit?

A: Electronic submittals must be in PDF format.

Q: Are there any specific requirements for my PDF submittal documents?

A: Yes, below are requirements for each submittal.

- Each sheet must be labeled, numbered or titled.
- Each document that is to be uploaded must be contained in a separate PDF.
- The file size for each PDF must not exceed 250 MB.

Q: What level of quality does the PDF need to be?

A: The list below provides the minimum drawing quality standards.

- Drawings must be easy to read and free of information or markings not pertaining to the project.
- Font style must be equivalent to, or better than, the fonts Arial, Gill Sans, or Calibri.
- Scanned documents that are hand drawn must be scanned at a resolution to ensure the pages are legible when viewed electronically or printed.

Q: Are there any specific drawing requirements?

A: Yes, when drawing please keep in mind the list below.

- Drawings must accurately represent what is proposed for construction.
- North arrow must be provided for all site plans and floor plans.
- Elevation views must be labeled as North, South, East and West as appropriate.
- Building plans and engineering must correspond to the site topographic conditions.

Q: Will my submission be accepted as a scanned document?

A: Yes, documents which are created and only available in paper formatting may be submitted as a scanned PDF. When scanning a document be sure the PDF is legible electronically and able to be printed.