

# APPLICANT DIRECTIONS FOR PLAN SUBMITTAL and RESPONDING TO REVIEWS

( PDFs ONLY)

## SUBMITTAL:

1. **Get** your Permit Number from the City of Mill Creek (i.e., 2009-1234) by emailing the Permit Coordinator at [michele@cityofmillcreek.com](mailto:michele@cityofmillcreek.com).
2. **Create** pdf files of all documents you are submitting.
3. **Divide** your pdf files/pages into two different file types.
  - Drawing Files
  - Other Files (cover letter, specs, calculations, etc.)
4. **Merge** files/pages of same file type into a single (50 megabyte size limit) file.
  - For links to PDF Software services and utilities go to
5. **Name** files using the 4 digit portion of the Project/Permit Number that is unique to you; i.e., 2009-1234. In this example “1234” would be unique to you.



<http://millcreek.egovplansubmit.com>

Example names:  
1234drgs.pdf  
1234other.pdf

### Large File Submittals:

- Commercial drawing files may need to be broken into sections (i.e., architectural, structural, civil, etc.) to keep the size manageable. Large files are harder to upload, view, etc. Example names 1234arch.pdf, 1234struc.pdf, etc.
  - Residential submittal files can typically be merged into two files (drawings and other) i.e., 1234dwgs.pdf and 1234other.pdf.
6. **Go** to <http://millcreek.egovplansubmit.com> to register for an account (on left) then follow the three step process for submitting files to the City of Mill Creek.

## RESPONDING TO REVIEWER’S COMMENTS:

1. City staff will send reviewed files to you via email. You should receive a free Brava™ reader. Viewer Downloads and user directions are available on <http://millcreek.egovplansubmit.com>.
2. **Resubmit** your corrected plans (see steps 1-6 above)

## PRICING

Drawing Files	Other Files	Resubmittals are Free:
\$3.00/page 5-page minimum	1-50 pages \$15; 51-100 pages \$20; Over 100 pages \$25	IF resubmitted “drawing” file names are exactly the same AND file page count is equal or less, “drawing” resubmittals are Free. “Other” file resubmittals are free unless page count increases move you into a different price category.