



CITY OF EVERETT
Permit Services

THIS TRANSMITTAL MUST BE EMAILED TO:

PERMITSERVICES@EVERETTWA.GOV

Permit Transmittal Sheet

DATE: _____
PERMIT #: _____
SITE ADDRESS: _____
FROM: _____
COMPANY: _____
PHONE #: _____ EMAIL: _____

Items submitted are:

- ☐ **Revised documents** - Complete plan set required. Slip-sheeting or partial plan set not permitted.
- ☐ **Additional Documents** - To be added to file

Comments to Reviewer:	FOR CHANGES IN SCOPE: Revised Description of Work:
	Revised Valuation:

PLANS	REPORTS/CALCULATIONS	OTHER DOCUMENTS
Qty	Qty	Qty
☐ Architectural/Building Plans	☐ Geotechnical Report	☐ Comment Response Letter (Required)
☐ Structural Plans	☐ Drainage Report	☐ Other _____
☐ Civil Plans	☐ SWPPP Report	☐ Other _____
☐ Site Plan	☐ Wetland Report	☐ Other _____
☐ Other _____	☐ Critical Area Report	
☐ Other _____	☐ Structural Calcs	
	☐ Other _____	

This transmittal sheet must be emailed to permitservices@everettwa.gov in order to start the re-review process, as the online permitting portal does not notify staff when documents are uploaded. Failure to do so will delay your permit.