



## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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### Technical Assistance Bulletin

The City of Bellingham's Permit Center is getting very close to implementing the new TRAKiT permit system. One of the great advantages of this new system is electronic plan review. As you may recall from a previous TAB, the Permit Center will only be reviewing plans in electronic format in the new system. Please see [www.cob.org/permits](http://www.cob.org/permits) for complete Electronic Submittal Requirements.

In preparation of the new system we conducted a pilot on electronic plan submittal. We recently completed this pilot project and are happy to say it was a success! We appreciate the help of the applicants who participated and learned a great deal through the pilot. We also know that this is a transition period and will take time for both our customers and staff to perfect.

This is a reminder of some upcoming dates and some additional details to guide our customers as we transition to the new system:

- Starting **October 1**, please submit your plans and submittal documents in an electronic format.
- For applications currently under review or that will be submitted prior to October 1<sup>st</sup>, any revisions will need to be submitted electronically as full sets of plans/documents (not just revised sheets).
- Jim Tinner, Bellingham's Building Official, has stated that scanned versions of digital signatures are acceptable from design professionals and engineers. Please work with your certifying board to ensure you are meeting any requirements, and contact Jim if you have any questions [jetinner@cob.org](mailto:jetinner@cob.org).
- The City is in the process of setting up an official "drop box" to accept and return plans online that are larger than 25 MB. Until then, please use the formats identified in our Electronic Submittal Requirements handout.

We understand this transition will require a change in how we all do our business, however we believe it will be an improvement over time. Staff will be available to assist or answer any questions you may have regarding the new process.

Thank you for your patience and cooperation during this exciting time!

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