



## ELECTRONIC PLAN SUBMITTAL

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### 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 THROUGH THE SPACEDOX WEBSITE YOU MUST:

**COMPLETE A CONSTRUCTION PERMIT APPLICATION** FOR BUILDING, PLUMBING, MECHANICAL OR THE APPROPRIATE FIRE PERMIT APPLICATION FOUND AT:

[HTTP://WWW.CITYOFGIGHARBOR.NET/PERMITS-FORMS-FEES](http://www.cityofgigharbor.net/permits-forms-fees)

**SUBMIT THE APPLICATION** TO GIG HARBOR DEVELOPMENT SERVICES:

- *IN PERSON OR BY MAIL:* 3510 GRANDVIEW STREET, GIG HARBOR, WA 98335
- *VIA FAX:* 253.858.6408
- *VIA EMAIL TO YOUR SPECIFIC CONTACT:*  
PATTY MCGALLIAN [MCGALLIANP@CITYOFGIGHARBOR.NET](mailto:MCGALLIANP@CITYOFGIGHARBOR.NET) PH 253.853.7621  
HELIA JOHNSTON [JOHNSTONH@CITYOFGIGHARBOR.NET](mailto:JOHNSTONH@CITYOFGIGHARBOR.NET) PH 253.853.8250

- **FOLLOWING APPLICATION SUBMITTAL:** YOU WILL BE CONTACTED AND GIVEN A PERMIT NUMBER AND FEE PAYMENT OPTIONS.

- *BY MAIL:* 3510 GRANDVIEW STREET, GIG HARBOR, WA 98335
- *VIA PHONE OR EMAIL TO YOUR CONTACT - VISA/MASTERCARD*
- *IN PERSON TO THE CITY OF GH CASHIER - VISA/MASTERCARD, CASH OR CHECK*
- *ONLINE ON THE CITY WEB SITE - VISA/MASTERCARD*  
*YOU WILL NEED TO CREATE AN ACCOUNT ON THE CITY PERMIT PORTAL*  
[WWW.CITYOFGIGHARBOR.NET](http://www.cityofgigharbor.net)

- **UPLOADING PLANS TO SPACEDOX:** THE PERMIT NUMBER THAT YOU ARE GIVEN IS THE NUMBER YOU WILL USE ON THE SPACEDOX WEBSITE TO SUBMIT (*UPLOAD*) YOUR PLANS AND ALL RELATED MATERIALS  
[WWW.SPACEDOX.COM](http://www.spacedox.com)

- **AFTER PLANS ARE REVIEWED:** CITY STAFF WILL SEND REVIEWED FILES TO YOU VIA EMAIL WITH NOTATIONS ON ANY CORRECTIONS/ADDITIONAL INFORMATION NEEDED. ONCE ALL MATTERS HAVE BEEN ADDRESSED BY APPLICANT, REVIEWED AND APPROVED BY CITY STAFF; YOU WILL BE ISSUED APPROVED PLANS, INSPECTION CARD(S) AND PERMIT(S) IN PDF FORMAT. DOCUMENTS WILL BE SENT VIA EMAIL. THE APPLICANT IS RESPONSIBLE FOR PRINTING OUT AND HAVING DOCUMENTS AVAILABLE ON SITE FOR INSPECTIONS.

PLEASE NOTE: ANY REMAINING FEES MUST BE PAID PRIOR TO ISSUANCE OF PERMIT(S)