A Residential Alteration EDR submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

Have Questions? *Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org*

Requirement	Details

PLANS	Plan submittal shall include a minimum of:
	• Floor Plan with dimensions
	    o Indicate all new or altered wall framing
	    o Indicate removal of load bearing members
	    o Location and layout of newly formed rooms
	    o Size and location of new headers, beams or load bearing members
	    o Location of smoke and CO detectors
	    o Indication new or altered Electrical, HVAC or Plumbing
	        ▪ Separate Trade Permits Required
	
	• Must Follow EDR Electronic File Standards

SUPPORTING DOCUMENTS	Supporting documents may include the following: • Header and Beam Calculations • Floor Joist Engineering • Truss engineering Supporting documents may be submitted as a single combined file submission or separate named documents. Must follow EDR Electronic File Standards
APPLICATION SUBMITTAL	Application information shall be submitted along with the required submittal documents via Accela Citizen Access. Alteration application requires selection of alteration level. • **Repair:** Patching, restoration or replacement of damaged materials, elements, equipment or fixtures for the purpose of maintaining such components in good or sound condition with respect to existing loads or performance requirements. • **Level 1 Alteration:** The removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment or fixtures that serve the same purpose. • **Level 2 Alteration:** The reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. • **Level 3 Alteration:** The work area exceeds 50 percent of the building area All documents must be in compliance with EDR Electronic File Standards.

EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all EDR Electronic File Standards.

☐ **1. ALL**
   a) Files saved as PDF file type

☐ **2. PLANS**
   a) Plan sheets consolidated into one PDF document
   b) Plan sheets oriented to landscape
   c) Space allocated on plan sheets for approval stamps
   d) Bookmarks added to plan pages
   e) Correct naming convention e.g. PLANS

☐ **3. SUPPORTING DOCS**
   a) Supporting documents consolidated into one PDF document or separate named PDF documents
   b) Correct naming convention
      • e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA
Permit Type: Residential (New, Addition, Alteration or Change of Use)

Dwelling Unit Alteration (SFR/Duplex/Townhouse or ADU)
Classification of Work: Alteration Only
Project Type: Alteration to Dwelling Unit

Attached Accessory Structure Alteration (Attached Garage/Pole Building/Carport/Deck)
Classification of Work: Alteration Only
Project Type: Alteration to Dwelling Unit

Detached Accessory Structure Alteration (Detached Garage/Pole Building/Carport/Sheds/Decks)
Classification of Work: Alteration Only
Project Type: Alteration to Accessory Structure (Garages/Carports/Sheds/Decks) – Detached

Fire Damage
Classification of Work: Alteration Only
Project Type: Fire Damage Repair