

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



MiePLAN SUBMITTAL INSTRUCTIONS

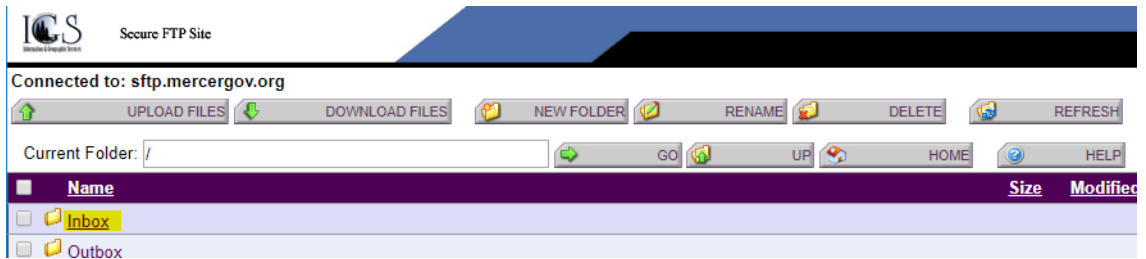
MiePLAN PREPARATION

1. Combine the architectural, civil, and structural plans in to one pdf.
2. Bookmark each sheet (I.e. A1.1 Site Plan).
3. Prepare required [permit forms](#). Do NOT combine them in to one pdf.

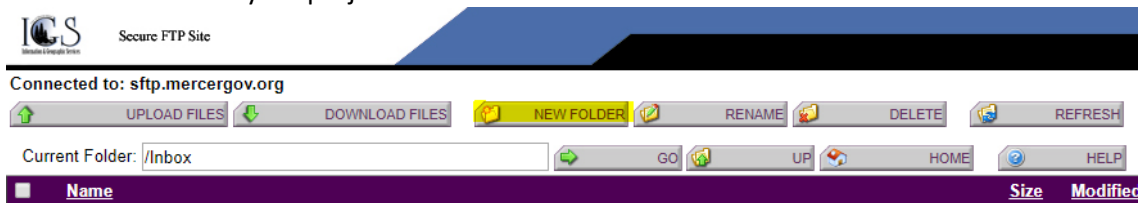
UPLOAD FILES TO THE MiePLAN WEBSITE

1. Navigate to the MiePlan file upload website, sftp.mercergov.org.
Username: guest
Password: eplan

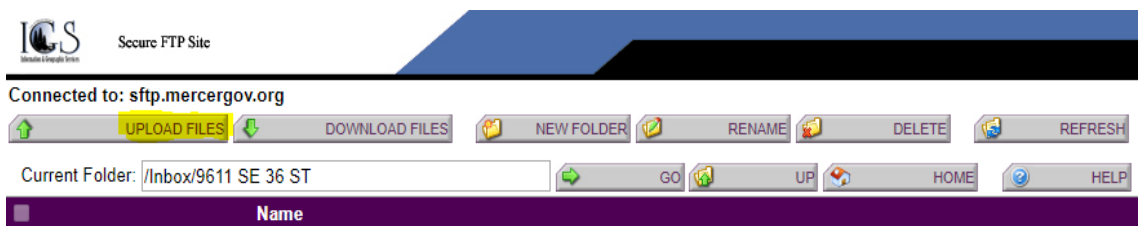
2. Click on "Inbox".



3. Create a new folder for your project.



4. Name the folder your project's permit number, address, or parcel number.
5. Open the folder you just created by clicking on it.
6. Click "Upload files", then select your plan set, permit forms, and supplemental documents.



No files found.

7. Your documents will appear in the folder. The City of Mercer Island will automatically be notified of the submission.

The screenshot shows a web interface for a Secure FTP Site. At the top left, there is a logo for 'ICS' and the text 'Secure FTP Site'. Below this, it says 'Connected to: sftp.mercergov.org'. A green notification box with a checkmark icon contains the text: 'File upload completed successfully', '-9611 SE 36 ST Permit Form.pdf', '-9611 SE 36 ST Plans.pdf', and '-9611 SE 36 ST Structural Calculations.pdf'. Below the notification is a toolbar with buttons for 'UPLOAD FILES', 'DOWNLOAD FILES', 'NEW FOLDER', 'RENAME', 'DELETE', and 'REFRESH'. Underneath the toolbar is a 'Current Folder:' field containing the path '/Inbox/9611 SE 36 ST', with 'GO', 'UP', 'HOME', and 'HELP' buttons to its right. At the bottom, there is a table listing the uploaded files.

Name	Size	Modified Date
9611 SE 36 ST Permit Form.pdf	327 KB	5/30/2018 4:46:09 PM
9611 SE 36 ST Plans.pdf	72 KB	5/30/2018 4:46:10 PM
9611 SE 36 ST Structural Calculations.pdf	327 KB	5/30/2018 4:46:10 PM

8. Your files will be removed from the file transfer site and your folder will disappear once City staff move files to an internal server.
9. Once City staff have performed an initial review and your application has been deemed complete, you will receive an email with your permit number and intake fees that are owing. Payment must be made within 7 days after the email is sent.