



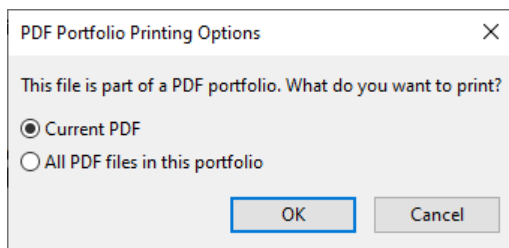
# Digital Permit Packet Guide

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You may have noticed that our permit packet is now digital. With that comes new challenges and we are here to support you during this transition. Below are a few helpful tips to ensure it all goes smoothly. We ask kindly that you review the helpful tips below before using staff resources. Please know that if you are having an issue downloading the documents, you can reach us at [PDS@co.skagit.wa.us](mailto:PDS@co.skagit.wa.us) or by calling 360-416-1320 and asking to speak with a Permit Technician.

## Helpful Tips:

- Your permit packet materials are currently stored on our file share site for 30 days. Please make sure that you download the documents to a secure location when you receive our email. Asking for the documents again slows our team down and we want to reduce as many unnecessary tasks as possible to deliver excellent customer service to the community. However, please know that we do have this document safely stored on our server and are able to resend to you.
- Our department has created a portfolio of useful documents for your project within this file. Please take time to look through your packet for helpful resources and required on-site documents.
- Please be aware that **you will not be able to view the document in your internet browser** (i.e. Internet Explorer, Chrome, Firefox). Documents should be downloaded to your computer and opened in Adobe Reader (a free software program). You do not need to pay for a more advanced version to open your permit documents.
- To display all documents within the permit packet, select View→Portfolio→Layout.
- You have the option of printing all documents OR you may print one document at a time. When you go to print you should receive this pop up, which allows you to print the current PDF you have selected or the entire Permit Packet:



- You are required to have your permit and documents printed out and on site. Please make sure that your plan set is printed to size and not reduced.