

Electronic Plan Submission Instructions

1. Email to FAS1@lni.wa.gov to inform us that you would like to submit a plan/group of plans. The email must include:
 - a. The factory name and manufacturer number (the same one you use for plan approval requests/insignia requests)
 - b. Email addresses for any factory contact that will be submitting plans to your account.
2. You will receive an email from the BOX.com cloud system linking you to a document folder for plan uploads.
 - a. If you do **not** have a BOX.com account, you will be prompted to create a free one for current and future submittals and resubmittals. See [this](#) attachment for instructions.
 - b. You will also be able to access any plan comment reports, send resubmittals, and retrieve approved plans through this box. **Note: If you cannot use Box.com please contact us for assistance.**
3. Upload your plans to the BOX.com account.
 - a. EACH PLAN MUST:
 - 1) Be a single .pdf file (only **one** copy of the plan must be in the file – You may disregard the need for two copies shown in WAC 296-150R/P-0330)
 - 2) Include a completed plan approval request form, which is attached [here](#), and all plan sheets/documents. **Note: please disregard item 1 on the procedures portion of the form instructions (page 2).**
 - 3) The file name of your plan set must be labeled with the manufacturer name and the model name/number you have used on the plan approval request form.
 - i. **Example:** RVManufacturer_BestUnit.pdf, or RVManufacturer_1234AB.pdf, or similar.
4. Once you upload plans, we will send you a unique permit number (FP number) and a link to pay your plan review fees online. Once the fees are received the plan(s) will move to “in line” status for review. If you owe resubmittal fees you will be able to use this same permit number for payments.
5. When approved plans are loaded back into Box.com you will receive a notification, or your plan contact may receive the plans via direct email. You will need to print/retain the copies of the plan at each factory producing units to those plans. BOX.com file retention is **90** days

Note: Paper plans received after this notice will experience processing delays due to staffing required for individually scanning them.