City of Seattle
Department of Construction and Inspections
www.seattle.gov/sdci

SCREENING & SUBMITTAL CHECKLIST

NEW Commercial Projects

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Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850

NEW COMMERCIAL PROJECTS

Project Number: _____ **Date**: _____

Project/Site Address: _____

Applicant Name: _____

Tip 102 Small Business Getting your Use and Building Permit
Tip 106 General Standards **Other Tips:** _____

LU Screener (please initial): _____ **OS Screener (please initial):** _____

This checklist has been provided to assist the applicant in preparing a complete application. The requirements apply to all projects unless not appropriate for the type of project. It is the responsibility of the applicant to complete the checklist for the appropriate requirements. Refer to the associated SCREENING STANDARDS for further clarification.

~ Please refer to our standards for further clarification ~

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

Yes	No		Yes	No	
___	✓	Use allowed outright	___	___	Project in pedestrian designated zone
___	___	Use allowed as Conditional Use	___	___	Project in Overlay District *(specify)*
___	___	Does use exceed maximum size limit for zone			_____
			___	___	Project in Review District or Landmark
___	___	SEPA required (DR 12-2012)	___	___	Design review project # _____
___	___	MUP Number _____			

CONSTRUCTION CONSIDERATIONS:

✓	___	Project requires design Professional stamp	___	___	Tenant relocation is required
___	___	TI included in this permit	___	___	Phased construction
___	___	Means of Egress/Exiting covered	___	___	Pre-fab steel building – Tip 304
___	___	Accessibility/Barrier free design covered	___	___	H Occupancies, control areas
___	___	Mixed construction type	___	___	Racks require engineering
___	___	Height/Area/Type of construction covered	___	___	High Pile Storage
___	___	Deep excavation at property line	___	___	High Rise, Atrium or Mall – Tip 318
___	___	Demolition is required – Tip 337	___	___	Curtain Walls

OTHER CONSIDERATIONS:

Req	Prov		Req	Prov	
✓		In Shoreline – see Index 15			Stormwater, Grading & Drainage – see Index 14
		In ECA – see Index 13			

TYPE OF PLANS TO BE SUBMITTED

✓		Completed Seattle DCI coversheets for each set of plans			Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus)
✓		Civil drawings or CSC Plan			

ARCHITECTURAL PLANS:

✓		Basic Plot plan (**if** change to site or parking) – Tip 103, 103A & 103B (if ECA site)	✓		Roof plan
			✓		Means of Egress/Exiting plan
			✓		Floor plan(s)
		Building ID plan (if more than one building on site)	✓		Color elevation views for design review projects
✓		Architectural notes	✓		Building Sections
✓		Land Use notes and documentation	✓		Reflected ceiling plan
✓		Parking Information – Tip 241	✓		Construction details
✓		Code Analysis (Land Use and Building)	✓		Color landscape plans for design review projects – DR 13-92

STRUCTURAL PLANS (if structural changes):

✓		Structural notes	✓		Roof framing plans
✓		Foundation plan	✓		Structural details
✓	✓	Floor framing plans			

MECHANICAL PLANS (if Mechanical permit included Tip 415)

✓		Project required design professional stamp			Tip 415
✓		Mechanical notes			

ADDITIONAL SUBMITTALS:

✓		Copy of Soils Report			Copy of Pre-submittal minutes
✓		Statement of Financial Responsibility			Parking Covenant (Site Plan for covenant parking location required)
✓		Form Agent's Letter of Authorization from owner Structural calculations			Certificate of Approval from Special Review District or Landmark
✓		Target UA calculations or system analysis			Acoustical Study – Tip 118
✓		Cooling and heating calculations (**if** Mechanical Permit included with this permit)			Waste Diversion Plan & Deconstruction & Salvage Assessment

NUMBER OF PLANS REQUIRED:

✓		6 sets			1 additional for ECA

Comments: