

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

General Standards for Plans and Drawings

Updated September 14, 2016

Electronic and Paper Plan Requirements:

Drawing Quality

- Drawings must be easy to read and microfilm.
- Lines and lettering must be dark enough to provide good contrast with the paper. Lettering must be at least 1/8" high for manually drafted drawings. Computer-aided drawings (CAD) may have lettering 3/32" high with a minimum width factor of 0.80.

Drawing Scale

- For site plans, minimum scale is 1/8" = 1' (or engineer's scale equivalent, 1" = 10').
- Minimum scale of all other drawings for single-family, duplex, townhouses, small multifamily, and small commercial projects is 1/4" = 1'0". Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8" = 1'0" when unit plans, core plans, and detail plans at a minimum scale of 1/4" = 1'0" are provided.

NOTE: In certain cases, Seattle DCI staff may approve use of a smaller scale before you prepare your plans.

Sheet Size

- Maximum 41" by 54".
- Drawings must be primarily of one size.

Additional Electronic Plan Requirements:

- The plans must be in PDF format.

- Space for approval stamps should be in the same location on each sheet.
 - The space can be in your title block or in the drawing space, but the lower right corner is preferred.
 - The space should be approximately 4.5" wide and 1" tall, or 2.5" wide and 2" tall (or rotated 90 degrees).

Additional Paper Plan Requirements:

- Paper size must be 18" by 18" minimum.
- Paper must be relatively heavy, such as bond paper.
- Do not attach information with clips, tape, glue or staples.
- Pencil drawings (including corrections or alterations) and microfilm copies of plans are not acceptable.
- Photocopies are acceptable.

Related Resources

More detailed application checklists and standards are available online at www.seattle.gov/dpd/permits or from our Applicant Services Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8850.

Access to Information

Links to electronic versions of Seattle DCI **Tips**, **Director's Rules**, and **Forms** are available on the "Tools & Resources" page of our website at www.seattle.gov/sdci. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

LEGAL DISCLAIMER: *This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.*

