SDCI Public Records

Updated July 25, 2022

As a public agency, we maintain a variety of documents that are available to the public for inspection or copying. Below you can see the various ways available to you to access our public records.

Electronic Records

We publish the following information to our Electronic Document Library:

- Current construction and land use applications and information

- Construction and land use project documents submitted to us after January 1, 2006

- Code enforcement information

Our Electronic Document Library may be accessed at **http://web6.seattle.gov/dpd/edms**. You may search our Electronic Document Library by case number, project number, or street address. Please note that construction plans and structural calculations are only available by emailing your request to the Microfilm Library at **sci_microfilm@seattle.gov**.

Additionally, limited access to our permit tracking system is available to you online for information on specific projects and addresses — including a current violation database — at **https://cosaccela.seattle. gov/Portal/welcome.aspx**.

Finally, we allow you to freely access our permit database containing both current and historical permit information. Our permit databases may be accessed at **http://data.seattle.gov/ browse?category=Permitting**.

SDCI Microfilm Library

Our Microfilm Library maintains permits, plans and land use files prior to 2006 in microfilm form indexed by address.

Please note the City did not retain plans of single family and duplex structures prior to 1974.

Our Microfilm Library provides paper copies of microfilm plans and permits for $1.40 per page, electronic copies of microfilm plans and permits for $0.10 per page, and paper copies of electronic records for $0.60 per page. We must receive payment before we make any copies.

Public Records Request Center

Other types of documents or records not identified above may also available to you to inspect and copy. Requests for such documents or information should be specific and should be made through the City's of Seattle Public Records Request Center at **https://city-seattle.mycusthelp.com/webapp/_rs/ (S(211egkwdduxlx51gjecpzoqx))/supporthome.aspx ?sSessionID=1567425010BUKDNSZUHULFUTKDVC JURBGNZLGJJH**.

For examples of the other non-permit related records maintained by us that you may obtain through a public records request, please see the back of this page.

We will respond to all requests as promptly as possible. However, in some instances, we may require several days or weeks to gather and review the requested documents prior to release. We will send you documents responsive to your public records request either electronically, through our Public Records Request Center, or make them available for you to inspect and copy during our regular business hours.

www.seattle.gov/dpd

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Printed on totally chlorine-free paper made with 100% post-consumer fiber

Examples of SDCI's non-permit related records that can be obtained through public disclosure requests:

Accounting & Human Resources

- Accounting files and records — indexed by various methods

- Accounting Procedures, Guidelines, and Task Outlines — indexed by subject matter and number

- Budget information — files by year

- Correspondence — filed chronologically

- Personnel files and records — indexed by name (Please note that personnel records are "public records," but may be protected.)

Applicant Service Center (ASC)

- Pre-application files — filed by address

- Application files — filed by project number

Code Compliance

The following files are indexed by address:

- Condominium Conversion inspection records

- Just Cause Eviction complaints

- Mobile Home Park Relocation reports & plans

- Shoreline Code Violation files

- Tenant Relocation licenses and files

- Unfit building abatements

- Vacant building inspections

- Violation records for Housing and Building Maintenance, Land Use, Weed and Vegetation Ordinances

The Code Compliance unit also maintains:

- Housing/Zoning Procedures, Guidelines, and Task Outlines

- Tips on Housing and Zoning Code information

Land Use Policy Community Relations

- Advisory Board files — filed chronologically

- Code enforcement litigation files — indexed by defendant name

- Code histories for Building, Mechanical, Electrical and Energy Codes

- Building Connections — a monthly newsletter on planning and development issues

- Title 23 Land Use Code-related ordinances and resolution files

Public Resource Center

- Code Interpretations — indexed by address

- Director's Rules — indexed by subject matter and number

- ECA Exemption files — indexed by project number

- Environmental Impact Statements — indexed by project name

- GIS custom maps

- Historical Land Use and Zoning Code books

- Land Use Information Service bulletins (formerly known as the General Mail Release) — filed chronologically; published weekly

- Legal Building Site letters — indexed by address

- Miscellaneous public information bulletins and documents

- Zoning Committee minutes — indexed by subject

- Zoning and other Land Use Maps

- Zoning History map books — back to 1923

Access to Information

Electronic versions of SDCI Tips, Director's Rules, and the Seattle Municipal Code are available on our website at **www.seattle.gov/sdci**.