Applicant Responsibilities and Plan Requirements for Single-Family and Two-Unit Dwellings

Updated December 26, 2017

This Tip summarizes our requirements for the plans and supporting documents that you submit with your permit for a single family or two-unit (R-3, U-1 occupancies) residence.

You are encouraged to read this Tip and other information listed below before you file an application. To obtain copies of our documents, visit our website at http://www.seattle.gov/sdci/resources or stop by our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 5th Ave.

HELPFUL PUBLICATIONS

- Single Family Zoning Chart
- Tip 101, Getting a Single Family Building Permit from SDCI
- Tip 103, Site Plan Requirements
- Tip 103A, Site Plan Guidelines
- Tip 106, General Standards for Plans and Drawings
- Tip 220, Lot Coverage and Yard Standards in Single Family Zones
- Tip 303A, Common Seattle Residential Code Requirements
- Tip 316, Subject-to-Field-Inspection (STFI) Permits
- Tip 336, Sustainable Building and Reuse of Building Materials
- Tip 403, NFRC Fenestration Requirements, Seattle Energy Code

PREPARING FOR AN APPOINTMENT

Except for subject-to-field-inspection permits (STFIs), we accept building permit applications by appointment only. We require the following steps before you schedule an application intake appointment online:

- Fill out a Preliminary Application and request a Pre-application Site Visit Request Form online at the Seattle Services Portal at https://cosaccela.seattle.gov/Portal/welcome.aspx.
- Upload the required documents and click submit. You must pay the fee for a pre-application site visit when you submit your request.
- We will create a project number for you when you submit the preliminary application online. Once your preliminary application is complete, upload all your supporting documents and submit for screening in preparation for your application intake appointment.

If you have any questions about these steps, please visit the Applicant Services Center or call us at (206) 684-8850.

PROVIDING PLANS AND COVERSHEETS

In order to apply for a building permit, you will need to upload detailed plans in the Project Portal that meet the standards of Tip 106, General Standards for Plans and Drawings (similar to drawings shown in this Tip) and complete and upload the electronic coversheet. The coversheet is available at http://www.seattle.gov/sdci/permits/forms.

You need to fill out all applicable information listed on the coversheet before having your plans screened. The coversheet is a tool that summarizes and organizes required information so that our intake personnel and plans reviewers can find it quickly and easily. Your application will not be accepted without a completed coversheet.
REQUIRED INFORMATION

The following types of information are required in order for us to consider permit applications for single-family and two-unit dwellings. If any required information is not included at your intake appointment, we will not accept your application.

NEW HOUSE(S)

- A COMPLETE SET OF PLANS including:
  - Site plan, per Tip 103, Site Plan Requirements
  - Floor plans
  - Glazing and opaque door schedule
  - Foundation plan stamped by a structural engineer if in slide area
  - Elevations showing the existing and finished grade
  - Framing plan(s)
  - Typical section
  - Construction details
  - Plan cover sheets
  - Drainage and wastewater control plan if your site has more than 750 square feet or more of new or replaced hard surface or land disturbing activity, or if it’s located in an environmentally critical area
  - Construction stormwater control and soil amendment plan that includes erosion and sediment control measures, such as soil stabilization over winter months, sediment retention on-site, pollution prevention, and construction vehicle access
  - Building grade sheets (This is a Seattle Department of Transportation requirement)
  - Masonry chimney section/detail (if applicable)
  - Grading plan if your site is in an environmentally critical area or if your project otherwise requires a grading permit (see Tip 502, Grading Regulations in Seattle)
  - SOILS REPORT if available or required as indicated by your site visit report
  - ENERGY CALCULATIONS if you are not using prescriptive compliance methods
  - HEATING EQUIPMENT SIZING CALCULATION FORM
  - STRUCTURAL CALCULATIONS for “skinny” houses, and available for others
  - TRUSS DESIGN for manufactured trusses
  - SALVAGE ASSESSMENT for projects involving demolition that have either a work area greater than 750 square feet or a project value greater than $75,000
  - WATER AVAILABILITY APPLICATION
  - SIMPLE OR PILOT INFILTRATION CHECKLIST if required (see the Stormwater Code webpage for infiltration investigation requirements)
  - ON-SITE STORMWATER MANAGEMENT LIST APPROACH CALCULATOR for projects with more than 1,500 square feet or more of new or replaced hard surface, or more than 750 square feet if the parcel was created or reduced in size after January 1, 2016
  - MEMORANDUM OF DRAINAGE CONTROL for projects with more than 1,500 square feet or more of new or replaced hard surface, or more than 750 square feet if the parcel was created or reduced in size after January 1, 2016
  - TOPOGRAPHIC SURVEY with corner stakes and all property lines when:
    - Your building is within 2 feet of the maximum allowed height
    - You are using a land use height bonus or exception per the land use code;
    - You are required to provide grading plans
    - Your site is located in a known slide area
  - MASTER USE PERMITS that are associated with this project.
    - If issued, a copy of your approved plans and decision must be available when you submit your building permit application.
    - If pending, you should reference your project number and make sure that the application being filed matches the application currently in process
  - A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY, including easements, side yard agreements, etc., on the site plan of your application
  - A RECORDED COPY OF SHORT PLAT, BOUNDARY LINE ADJUSTMENT, SUBDIVISION OR OTHER PLATTING APPROVAL, and our written approval report will facilitate the zoning/land use review, if the property boundary has been created or altered since 1974
  - BONDS in an amount to be determined by the Chief Building Inspector if this project involves a moved building
  - ZONING CALCULATIONS for lot coverage
  - BLOCK FRONT PLAN for front yard coverage
ADDITIONS

A COMPLETE SET OF PLANS including:
- Site plan (see Tip 103, Site Plan Requirements)
- Floor plans
- Glazing and opaque door schedule
- Foundation plan with information showing the load tracing to the foundation
- Framing plan(s)
- Elevations showing the existing and finished grade
- Typical section
- Details showing how the addition integrates into the existing structure
- Plan cover sheets
- Drainage and wastewater control plan if your site has more than 750 square feet or more of new or replaced hard surface or land disturbing activity, or if it’s located in an environmentally sensitive area
- Construction stormwater control and soil amendment plan that includes erosion and sediment control measures, such as soil stabilization over winter months, sediment retention on-site, pollution prevention, and construction vehicle access
- Building grade sheets if adding or changing a driveway (available from Seattle Department of Transportation)
- Masonry chimney section/detail (if applicable)
- Grading plan if your site is in an environmentally critical area or if your project otherwise requires a grading permit (see Tip 502, Grading Regulations in Seattle)
- SIMPLE OR PILOT INFILTRATION CHECKLIST if required (see the Stormwater Code webpage for infiltration investigation requirements)
- ON-SITE STORMWATER MANAGEMENT LIST APPROACH CALCULATOR for projects with more than 1,500 square feet or more of new or replaced hard surface, or more than 750 square feet if the parcel was created or reduced in size after January 1, 2016
- MEMORANDUM OF DRAINAGE CONTROL for projects with more than 1,500 square feet or more of new or replaced hard surface, or more than 750 square feet if the parcel was created or reduced in size after January 1, 2016
- SOILS REPORT if available or required as indicated by your site visit report

ENERGY CALCULATIONS show existing, proposed, total

HEATING EQUIPMENT SIZING CALCULATION FORM

STRUCTURAL CALCULATIONS if available

TRUSS DESIGN for new manufactured trusses

SALVAGE ASSESSMENT for projects involving demolition that have either an area of work greater than 750 square feet or a project value greater than $75,000

TOPOGRAPHIC SURVEY with corner stakes and all property lines when your addition:
- Is within 2 feet of maximum allowed height
- Is using a land use height bonus or exception per the land use code
- Requires grading plans
- Is located in a known slide area and you are enlarging the footprint

MASTER USE PERMITS that are associated with this project.
- If issued, a copy of your approved plans and decision must be available when you submit your building permit at the time of application.
- If pending, you should reference your project number and make sure that the application being filed matches the application currently in process.

A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY on the site plan of your application

A RECORDED COPY OF SHORT PLAT, BOUNDARY LINE ADJUSTMENT, SUBDIVISION OR OTHER PLATTING APPROVAL and our written approval report will facilitate your zoning/land use review, if the property boundary has been created or altered since 1974

LOT COVERAGE CALCULATIONS if your project increases the structure’s footprint

ALTERATIONS

A COMPLETE SET OF PLANS including:
- Site plan (see Tip 103, Site Plan Requirements)
- Floor plans
- Glazing and opaque door schedule
- Foundation plan with information showing the load tracing to the foundation if you are making structural changes
- Framing plan if you are proposing new framing or a change in the structural system
The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.

INFORMATION REQUIRED FOR SPECIFIC TYPES OF PLANS

ALL PLANS:
- Must be to scale and fully dimensioned
- Must have matching scale and be consistent with other drawings
- Must have minimum 1/8" lettering
- Must show structural notes including design loads
- Must illustrate compliance with the ventilation requirements of Section 406, of the Seattle Mechanical Code

FOUNDATION PLAN (Figures 2 and 3):
- For all new foundations
- For existing foundations where you are adding additional floor space or roof area over or adjacent to the existing foundations
- Including dimensions of all foundation walls, footings, and under-floor vents or access openings
- Including location and size of all posts and beams; and the intended use of the space above or within foundation walls (e.g., basement, crawl space, garage, recreation room)
- For a remodel of an existing building, show all changes to existing structural elements (e.g., joists, bearing walls)
- Indicate concrete mix by number of sacks and allowed design stress

FLOOR PLAN (Figures 2 and 3):
- Identify all walls (existing, new, and to be removed) steps, doorways, windows, and sky lights
- Specify how each room will be used
- Show the width and height of all window and doorway openings
- Indicate exhaust fan locations and cubic feet per minute (cfm)
- Indicate the location of all furnaces, heaters and heat pumps
- Identify the proposed change of use for any area within the structure
- Fully dimension, to scale, all rooms and areas shown on your plan

FRAMING PLAN (Figures 2 and 3):
- Identify the size, grade, lumber species, spacing, and direction of floor and ceiling joists and rafters
- Show all supporting walls, beams, and columns
Show how the existing framing will be connected to new proposed framing

**STRUCTURAL WALL SECTION (Figure 4):**
- Must show an entire cross-section through a typical wall from foundation to the roof
- Identify the location of the cross-section on the floor plan

**MATERIALS** must be specified as to size, spacing and type. You need to specify:
- **Insulation** — type, location and “R” value of all wall, floor, slab and ceiling insulation
- **Foundation** — size and type of materials to be used, including foundation dimensions, sill plate material and size, size and spacing of anchor bolts, size and location of reinforcing bars, height of backfill against foundation walls, height of foundation wall above grade, and footing depth below grade
- **Wall section** — size and spacing of metal/wood studs, thickness and type of sheathing, weatherproofing and siding material
- **Flooring** — size and type of sub-floor underlayment and flooring material and the size, species, spacing, and direction of floor joists and beams
- **Ceiling** — ceiling height and ceiling material and the size, species, spacing, and direction of all ceiling supporting elements
- **Roofing** — roof sheathing, weatherproofing, roofing materials to be used and the size, species, spacing, and direction of the roof’s structural elements; also show dimensioned roof overhangs, including gutters; specify roof pitch

**BUILDING ELEVATIONS (Figure 5):**
- Elevations showing all exterior faces of the building
- All doors, windows, and exterior materials must be shown, including the size of all doors and windows and the type of windows (e.g., slider, casement, fixed)
- Each elevation labeled to show which face of the building it represents (north, south, etc.)
- The elevation of all floors, top plate, top of the roof, existing grade and finished grade must be shown
- If using a land use height bonus to increase the structure height, or if the structure is within 2 feet of the maximum allowed height per the Land Use Code, the elevations must include a detailed survey for existing and finished grade at all corners of the build-

**PARTIAL BLOCK FRONT PLAN (Figure 6)**

**GLAZING AND OPAQUE DOOR SCHEDULE (Figure 7):**
- The glazing and opaque door schedule must include vertical and overhead glazing (windows, sliding, and swinging glass doors, and glazed roll-up doors, plastic panels, clerestories, glass block, skylights, etc.) as well as all opaque doors
- The glazing and opaque door schedules must include the product type, size, number of each type, the U-factor, and whether the U-factor is NFRC-certified or default. (If you are using an above-code glazing product in a "Total UA Alternative" calculation (Section R402.1.4) or a "Simulated Performance Alternative" calculation (Section R405), provide the NFRC Certified Products Directory. If you use a default, the schedule must include a description of the key energy-efficiency features that are necessary to achieve that default U-factor indicating whether the glazing product is fixed or operable, frame material type, thermal break description, number of glazing layers, emissivity of low-e coatings, gap width, gas fill, spacer type, etc.)
- The glazing schedule must include the manufacturer and model number for all products regardless of U-factor

**SALVAGE ASSESSMENT (Figure 8)**
- We require a salvage assessment for projects involving some demolition and that have an area of work area greater than 750 square feet or a project value greater than $75,000. The salvage assessment helps identify which waste materials from your project can possibly be salvaged and reused in your or someone else’s construction project. If you are taking materials from one project to be used on another project site, or if your project involves partial building removal or alterations, then the salvage assessment can be filled out by the building owner or agent. Whole building removal is more complex so a salvage assessment needs to be completed by a salvage verifier meeting one of the following requirements:
  - An established salvage and reuse retail company
  - A licensed contractor specializing in deconstruction
  - A demolition company with knowledge of local and current salvage retail markets

**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.
A list of possible verifying agents may be found through resources such as The Northwest Building Salvage Network: [http://nbsnseattle.org/](http://nbsnseattle.org/).

- Our salvage assessment and waste diversion report forms can be found here at [http://www.seattle.gov/sdci/permits/forms](http://www.seattle.gov/sdci/permits/forms)

You can use self-made forms as long as they contain all of the required information. You can also submit similar forms used to achieve waste points or credits for programs such as Built Green or LEED.

**SUBMITTAL OF THE WASTE DIVERSION REPORT**

If your project involves some demolition and has either an area of work greater than 750 square feet or a project value greater than $75,000, then you should submit a waste diversion report to Seattle Public Utilities (SPU) within 60 days of our final inspection approval. Your report should identify the actual materials produced from your project, their quantity, who the hauler was, and where the materials were taken for reuse, recycling, and disposal. Directions for how you submit a waste diversion report to SPU are posted at [www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/WasteDiverssionReport/](http://www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/WasteDiverssionReport/)

For technical questions on how to fill out the waste diversion plan or report, please contact Seattle Public Utilities at: [WasteDiversionReport@seattle.gov](mailto:WasteDiversionReport@seattle.gov).

- For a list of facilities complying with Seattle’s facility certification program go to [www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/CertifiedFacilities/](http://www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/CertifiedFacilities/)
- For more information on the city’s material bans visit [www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/](http://www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/)

**QUESTIONS**

If you have specific questions about plan requirements and/or your responsibilities as an applicant, please contact a permit specialist in our Applicant Services Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8850.

Please note that the drawings included in this Tip are for illustrative purposes only.

Specific design details and measurements will, of course, vary among projects.

On all plans include a legend to differentiate new elements from existing elements.
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ROOF FRAMING & FLOOR PLAN

Figure 3

SCALE = MINIMUM 1/4" = 1'-0"

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(Sample)

GLAZING AND OPAQUE DOOR SCHEDULE: SINGLE-FAMILY RESIDENTIAL SPACE

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<tr>
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<td>Size W x H</td>
<td>Area (sq.ft.)</td>
<td>No.</td>
<td>Total VGA</td>
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<tr>
<td>SLW-1</td>
<td>A-3,4</td>
<td>Best Energy/123: triple w/low-E &amp; argon</td>
<td>slid. win.</td>
<td>3'0&quot; x 5'0&quot;</td>
<td>15.0</td>
<td>x 4</td>
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<td>SLW-2</td>
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<td>Best Energy/123: triple w/low-E &amp; argon</td>
<td>slid. win.</td>
<td>4'0&quot; x 6'0&quot;</td>
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<td>PIC-1</td>
<td>A-3</td>
<td>Best Energy/253: triple w/low-E &amp; argon</td>
<td>fixed. win.</td>
<td>5'0&quot; x 6'0&quot;</td>
<td>30.0</td>
<td>x 2</td>
<td>= 60</td>
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<td>GAR-1</td>
<td>A-3</td>
<td>Greenhouse: vinyl, dbl w/low-E, argon, 0.5&quot; gap</td>
<td>garden win.</td>
<td>3&quot;0&quot; x 4&quot;0&quot;</td>
<td>12.0</td>
<td>x 1</td>
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<td>SLD-1</td>
<td>A-3,4</td>
<td>Best Energy/433: triple w/low-E &amp; argon</td>
<td>lid. door</td>
<td>6'0&quot; x 6'8&quot;</td>
<td>40.0</td>
<td>x 1</td>
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<td><strong>Area-Weighted Average Vertical Glazing U-factor = (Total VGA x U) / (Total VGA) =</strong></td>
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<td>Dome/101: alum.clad wood, triple</td>
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<td><strong>Total OGA =</strong></td>
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<td><strong>Area-Weighted Average Overhead Glazing U-factor = (Total OGA x U) / (Total OGA) =</strong></td>
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<td>INS-1</td>
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<td>Insuldoor/VIZ: insul. fiberglass w/ wood frame</td>
<td>swing door</td>
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<td>17.8</td>
<td>x 1</td>
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**Figure 8: Salvage Assessment**

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<td>Other fixtures meeting current code</td>
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<td>Wood</td>
<td>Clean dimensional lumber</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clean scrap lumber</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painted/treated lumber</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Trim</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fence/gate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Countertop</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mechanical Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appliance</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Deck</td>
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</tr>
</tbody>
</table>

*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.*