

# Seattle Permits

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

## Blanket Permits

Updated July 25, 2017

If you are a qualifying building owner or applicant who frequently seeks a permit from the Seattle Department of Construction and Inspections (SDCI), you can streamline your application, review, and permit issuance process by obtaining a single permit that covers a number of remodeling or construction projects in one building.

Called a “blanket permit,” the process eliminates the need for separate application procedures for many non-structural and non-mechanical projects that relate to tenant improvements.

Buildings eligible for blanket permits must have a minimum of 50,000 square feet of office space. Other uses besides office spaces may be considered on a case-by-case basis and must be approved by SDCI. To be eligible, the use and occupancy must already be established for that tenant space.

The blanket permit covers 18 months of work, plus one 18-month renewal. During this time, a permit holder must maintain a blanket permit escrow account with SDCI from which fees are deducted as work is undertaken.

Using your blanket permit appropriately will save you time and money while enhancing efficiency for SDCI. To be a successful applicant or permit holder, you must correctly submit all required information and understand the permit's limitations. Blanket permit applications only receive an ordinance review. Be sure not to request permission to undertake use or occupancy changes OR structural or mechanical projects under your blanket permit, as this will cause delays and negatively affect the entire blanket permit system.

### Types of Blanket Permits Issued

Two types of blanket permits are issued by SDCI:

**1. New Buildings:** A blanket permit may be obtained for initial tenant alterations within 18 months of the

date of issuance of the first certificate of occupancy within the building. This permit covers improvements to previously unimproved spaces where the occupancy has been established (see also item 2 below). If you need to turn over a space and perform additional tenant improvements within 18 months of the initial blanket permit, a different fee calculation will apply.

**2. Existing Buildings:** A blanket permit may be obtained for alterations that allow for tenant work in previously occupied spaces, or space which remains unoccupied after 18 months of the first certificate of occupancy of the new building.

### Items Not Covered by Blanket Permits

Blanket permits cannot cover the following activities:

- Structural alterations (except very minor changes approved by the plans examiner prior to application)
- Exterior alterations or building envelop changes
- Change in use per Land Use Code
- Change in occupancy group or character
- Changes in exiting, fire and life safety requirements, building core, or public spaces (except for very minor changes approved by the plans examiner prior to application)
- Work involving food service
- Mechanical work (separate mechanical permits are required)
- Work involving plans reviewed by other city departments and/or SDCI zoning plans examiners (such as sprinklers requiring Fire Department approval)
- Work requiring extensive research by a plans examiner

### Application Requirements

For blanket permits **only one contact** is allowed to represent the owner. This contact is responsible for coordinating all submittals to the department under the permit.



To apply, the designated contact must contact a *building plans examiner supervisor or engineering services manager* who will then determine if your building and proposed projects meet the criteria for a blanket permit.

You will be responsible for providing the following information:

- **Legal description** of the property.
- **Statement of Financial Responsibility**
- The **Blanket Permit Record** (BPF-1) with the top section completed (see attached form).
- **Use approval documentation**, i.e. a copy of the shell and core or MUP approval.

You will be notified once your eligibility has been confirmed and an associated escrow account has been set up.

Once your plans examiner has been assigned, the set-up fee paid, and a minimum required deposit of \$2,000.00 made in an associated escrow account, you may submit your first blanket permit application using the SDCI electronic plan process.

## Submittal Requirements

Each time you need approval for work under the permit, use the SDCI Public Access Network (PAN) to visit the Log-in to Project Portal page (see Exhibit 1). Identify your permit by number, building name, and address, and upload these documents (see Exhibit 2):

- **Post Permit Submittal (Blanket Permit) Application**
- **Salvage Assessment** - required when either the area of work is greater than 750 square feet or project value exceeds \$75,000, and involves some or total demolition. The assessment helps determine which waste materials from your project can possibly be salvaged and reused.
- If the applicant is not the blanket permit contact (owner's representative), a **letter authorizing use** of the permit must be signed by the blanket permit Contact. Only one authorized owner's representative may use the blanket permit.
- **Plan set** (see Tip 106, *General Standards for Plans and Drawings*) showing proposed construction work, and including details.
- An updated **Blanket Permit Record** (BPF-1) with all blanks except fee filled in for the proposed work.

The plans examiner assigned responsibility for your Blanket Permit will review your plans, calculate the required fee, and pay the balance due from the escrow account.

Plans Routing will inform you via your Portal when proposed work is approved, and you may download the approved plans and permit, and begin work. You may be required to make corrections or changes to your plan to comply with codes; if this is necessary you should plan to download corrections from your Portal and respond promptly.

Once construction begins, the contractor or contact person for the project is required to call SDCI's inspection request line at (206) 684-8900 for inspections.

If the required fee for the value of work proposed under your submittal exceeds the balance in your blanket permit account, you will need to submit an additional amount to cover the difference, plus enough to cover future work under the permit, *before your submittal will be reviewed*. You are not allowed to have a negative account balance. For more information, please see the Fee Subtitle at [www.seattle.gov/dpd/codesrules/codes/fees/](http://www.seattle.gov/dpd/codesrules/codes/fees/).

If you have questions after reading this document, please call or visit our Applicant Service Center, 20th floor, Seattle Municipal Tower, 700 Fifth Avenue, (206) 684-8850.

## Access to Information

Links to electronic versions of SDCI **Tips**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Tools & Resources" pages of our website at [www.seattle.gov/sdci](http://www.seattle.gov/sdci). Paper copies of these documents, as well as additional regulations mentioned in this Tip, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.

### Exhibit 1

**SEATTLE DEPARTMENT OF CONSTRUCTION & INSPECTIONS**

**Project Portal**  
Initiate new projects, pay fees, schedule inspections, and view scheduled appointments

Due to an unusually high volume of permit applications, our reviews are running six to eight weeks behind our target dates.

**Welcome to the Project Portal!**

You can use our Project Portal to apply for a construction, demolition, land use, multifamily and commercial mechanical, site p  
Sign in to get a project number and start your preliminary application.

[Sign In](#)  
[Create an Account](#)

**Need a Different Type of Permit?**

- **Blanket**
- [Electrical Without Plan Review](#) — See our [Electrical Permit page](#) for the electrical permits that you can submit online
- [Side Sewer Repair](#) - See our [Side Sewer Permit page](#) for when you can apply online
- [Boiler & Pressure Vessel](#)
- [Elevator & Escalator](#)
- [Mechanical for Single-Family Projects](#)
- [Shop Drawings](#)
- [Signs](#)

### Exhibit 2

[Home](#) / [Tools and Resources](#) / [Send Us Your Files](#)

## Send Us Your Files

This page is where you upload Blanket Permit and Shop Drawing documents as part of your application.

**Blanket Permits**

We require some or all of the following documents when you apply for a Blanket Permit.

Documents	Instructions
<a href="#">Post-Permit Submittal Application</a>	Completed and signed
<a href="#">Salvage Assessment</a>	Completed
Authorization Letter <i>Authorizes the use of the blanket permit if the applicant is not the designated contact.</i>	File name format: ProjectNumber_Authorization_Letter (e.g., 6469999_Authorization_Letter)
Plan Set	File name format: ProjectNumber_Blanket_Permit_Plan_Set (e.g., 6469999_Blanket_Permit_Plan_Set)
Blanket Permit Record Sheet	Fill in all fields for your proposed work except the fee field.  File name format: ProjectNumber_Blanket_Permit_Record_Sheet (e.g., 6469999_Blanket_Permit_Record_Sheet)

[Upload Blanket Permit Documents](#)

**BPF-1**

Seattle Department of Construction and Inspections

**BLANKET PERMIT RECORD**

Property Address: \_\_\_\_\_

Building Name/Identifier: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Financial Responsibility Party Address: \_\_\_\_\_

Financial Responsibility Party Phone Number: \_\_\_\_\_

Blanket Permit #: \_\_\_\_\_

Beginning Balance In Fund: \$ \_\_\_\_\_

Submittal Date	Tenant Name	Building Floor	Tenant Area	SDCI Value of Construction	Tenant Fee/Deposit	Remaining Fee Balance

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.