

Seattle Permits

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

Blanket Permits

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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 primary contact** is allowed to represent the owner. This contact is responsible for coordinating all submittals to the department under the permit. The primary contact may designate



other contacts by completing an updated Statement of Financial Responsibility form.

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** (www.seattle.gov/sdci/permits/forms)
- **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 trust 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 trust 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 administrative blanket permit, log-in to the Seattle Services Portal (<https://cosaccela.seattle.gov/portal/Login.aspx>) and use the following procedure to create a new related blanket permit application:

1. Select the tab, My Records
 - a. Select Permits – Trade, Construction, & Land Use
 - b. For the applicable administrative blanket permit, select Make Changes under the Action header
 - c. Select Blanket Tenant Improvement Plan
2. Follow the instructions to complete the application
3. You will need to upload the following documentation:
 - a. Plan Set
 - b. Salvage Assessment
 - c. Statement of Financial Responsibility

The plans examiner assigned to your Blanket Permit will review your plans. You will be informed via the Seattle Services Portal if you are required to make corrections or changes to comply with our codes. We will upload our correction responses to the Seattle services Portal.

When your the proposed work is approved, SDCI will inform you that there are fees due. You may pay fees using the following options:

1. Using the Trust Account (contact SDCI Accounting, sciaccounting@seattle.gov, first to link the Trust Account to the applicable applicant)
2. Pay by credit card

Once you pay all your fees, the blanket permit will immediately issue. You can then download the Building Permit and the Approved Plan Set.

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. 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.