

SEATTLE DCI APPOINTMENT TIMES

Updated February 14, 2016

The next available appointment time is:

Construction Intake	12 weeks
Land Use Coaching	5 weeks
Geotechnical Coaching	1 week
Land Use Intake	5 weeks
Mechanical Intake	1 week
Construction Presubmittal	4 weeks
EDG Presubmittal	8 weeks
Land Use Presubmittal	3 weeks



Plan Ahead

Before your intake appointment, complete the research and application steps for your [permit type](#). At a minimum, you must:

- Research your project and project site
- Complete your submittal documents
- Submit a [Preliminary Application](#) and [Pre-Application Site Visit Request](#)
- Bring your Preliminary Assessment Report and Site Visit Report to your appointment
- Pass submittal requirements at the counter, or have a [Consistently Prepared Applicant](#) rating of 80% or better

Make Your Intake Appointment Count

- Schedule your appointment, or check for new openings, by calling (206) 684-8850 or use the [Seattle DCI Project Portal](#) to make an electronic appointment
- Have the correct number of plan sets and all required supporting forms
- Make sure your application is complete and ready for review
- Submit your application early to be eligible for an earlier appointment in case of a cancellation
- Be prepared to pay all intake fees at the time of the appointment

Avoid Cancellation Fees

To avoid a cancellation fee of \$90.50, cancel at least 24 hours before your intake appointment. You can cancel by calling (206) 684-8850 or logging into the [Seattle DCI Project Portal](#).



www.seattle.gov/dpd/permits