City of Seattle
Department of Planning and Development (DPD)

PLAN COVERSHEET

Updated 1/10/08

Available online at: **www.seattle.gov/DPD/publications/Forms/Coversheet.pdf**

1. APPLICANT INFORMATION

INSTRUCTIONS: Fill in all areas, in sections 1 - 7 of the Coversheet, that pertain to your project. Please note that sections 8 - 14 will be filled out by DPD staff.

PROJECT ADDRESS _____ PROJECT # _____

DESCRIPTION OF WORK _____

OWNER _____ ADDRESS _____
OWNER PHONE _____ EMAIL _____

CONTACT PERSON _____ ADDRESS _____
PHONE _____ FAX _____ EMAIL _____
PREVIOUS MUPS RELATED TO PROJECT _____
RELATED STANDARD PLANS _____

2. LAND USE CODE INFORMATION

ZONE _____ Assessor's Parcel No. _____
OVERLAY ZONING _____
HISTORIC OR LANDMARK DISTRICT _____
SHORELINE ZONE _____
Exempt ☐ Req. Shoreline Review ☐
SEPA _____
Exempt ☐ Requires Review ☐

DESIGN REVIEW? No ☐ Yes ☐
If yes, please provide:
Planner: _____
Planner phone: _____

EXISTING USE	SQ. FT.	PROPOSED USE	SQ. FT.

Permit # establishing existing use _____

DEPARTMENT OF NEIGHBORHOODS CERTIFICATE OF APPROVAL REQUIRED? No ☐ Yes ☐

STREET / ALLEY IMPROVEMENTS OR WORK IN RIGHT-OF-WAY REQUIRED? No ☐ Yes ☐

PARKING SPACES:
Existing #: Onsite ____ Offsite ____ Accessible ____
Proposed #: Onsite ____ Offsite ____ Accessible ____
Offsite Location: _____

NUMBER OF DWELLING UNITS:
Existing _____ Proposed New _____
Demolished _____ Live-work Units _____
TOTAL UNITS: _____

3. HOUSING UNIT OCCUPANCY

DEFINITION: Housing unit means any dwelling unit, housekeeping unit, guest room, dormitory, or single room occupancy unit, and may include a residential unit in a commercial building, an artist's studio dwelling unit, or a live/work unit.

CHECK ONLY ONE BOX BELOW, INDICATING HOUSING OCCUPANCY AT DATE OF PERMIT APPLICATION.

☐ Unit(s) is/are unoccupied
☐ Unit(s) is/are occupied by a residential tenant(s)
☐ Unit is occupied by the owner of the property
☐ Do not know
☐ There is/are no housing unit(s) on the property
☐ Refer to Property Owner/Tenant Assistance
☐ Housing unit on property is not affected by this permit scope.

I certify, under penalty of perjury under the laws of the State of Washington, that the above information is true and correct.

Owner/Applicant Signature _____ Printed Name _____ Date & Place _____

4. GROUND DISTURBANCE

GROUND DISTURBANCE: No ☐ Yes ☐ Cut: cubic yds. _____ Maximum Height _____ Fill: cubic yds. _____ Maximum Height _____

DISPOSAL SITE: Outside City of Seattle ☐ Inside City of Seattle ☐ Address and/or Permit # _____

EROSION CONTROL IS REQUIRED PRIOR TO ANY GROUND DISTURBANCE. Please refer to Temporary Erosion and Sediment Control (TESC) Plan.

CUSTOMER ALERT!

Site Inspection Required Prior to First Ground Disturbance - Call (206) 684-8900

A DPD site inspection is required prior to any ground disturbance related to this permit, including clearing, grubbing or grading.

Preconstruction Conferences, When Required - Call (206) 684-8860

A DPD PRECONSTRUCTION CONFERENCE should be scheduled prior to beginning work. A conference is required for the following types of work:

1. When any special inspections are indicated on the plan
2. When land use or design review conditions are indicated on the plan
3. When a DPD plans examiner specifies on plans unusual or complex inspection or occupancy requirements

Rules for Ufer Grounds - Call (206) 684-5383

If you have any questions or concerns regarding the rules (2005 NEC) for installation of ufer grounds, please contact DPD's Electrical Technical Backup, Monday-Friday, 7 a.m. - 4:30 p.m.

Required SDOT Permits and Inspections

STREET TREE INSPECTIONS: Protection and/or planting/pruning/removal of street trees requires SDOT inspection and approval.
Call prior to construction: Commercial/Multifamily Zones, (206) 684-5693; Single Family Zones, (206) 684-7997

STREET USE PERMITS:
Call prior to construction: (206) 684-5283

Water Service Inspection by SPU Required

All water service piping on property must be inspected prior to backfilling trench. For information and inspection, call Seattle Public Utilities (SPU) at (206) 684-5800. For water quality backflow protection information and inspection, call SPU at (206) 684-3536.

5. BUILDING CODE INFORMATION

Multiple Buildings in this Project?
No ☐
Yes ☐ Fill out separate sheets and attach.
Shown on plan sheet _____

Code Used For Design: (Select One)
☐ 2006 Seattle Building Code
☐ 2006 Seattle Residential Code
☐ 2006 SBC (Struct) & 2006 SRC (Arch)

PROVIDE THIS INFORMATION FOR EACH BUILDING IN YOUR PROJECT:

DPD Building ID(s) _____ (see Building Data Sheet)

Existing # of Above-grade stories _____ Proposed # of Above-grade stories _____
Existing # of Below-grade stories _____ Proposed # of Below-grade stories _____

Mezzanines: No ☐ Yes ☐ Location _____

Building Code Type of Construction _____

FLOOR LEVEL	GROUP	OCCUPANCY / USE	FLOOR AREA	SPRINKLER (Y if yes)	OTHER FIRE PROTECTION

Remodel: Construction Project Value: $_____
Sprinklers: NFPA 13 ☐ Fire alarm ☐
NFPA 13 R ☐ Other system ☐ Type? _____
Partial system ☐ Location _____
Change Of Occupancy: No ☐ Yes ☐ From _____ to _____
Posted Occupancy: _____

EMERGENCY SYSTEMS PROVIDED:
Elevator Pressurization ☐
Stairway Pressurization ☐
Smoke Removal System ☐
Exit And Pathway Lighting ☐
Emergency Generator ☐

6. ENERGY/MECHANICAL CODE

SCOPE OF MECHANICAL WORK DESCRIPTION:

RELATED BUILDING PERMIT PROJECT # _____
LOCATION OF DUCTWORK OR MECHANICAL EQUIPMENT:

Interior N☐ Y☐ Exterior Walls N☐ Y☐ Rooftop N☐ Y☐

MECHANICAL- ONLY PERMIT - Project Value: $_____

APPLICABLE OCCUPANCY:
☐ Group R ☐ Other than Group R

BUILDING ENVELOPE COMPLIANCE:

	HEATED	SEMI-HEATED	UNHEATED SPACE
☐ Existing envelope - no change	☐	☐	☐
☐ Existing envelope - altered	☐	☐	☐
☐ New envelope	☐	☐	☐

Compliance method: ☐ System analysis ☐ Target UA ☐ Prescriptive - Group R Provide Option # _____

HVAC MECHANICAL SYSTEM:
☐ Not included in this application (if mech. drawings are included in the plans, please stamp "for reference only")
☐ Included in this application (see scope description for detail)

Heating Fuel Type: Group R ☐ Electric ☐ Other
Other than Group R ☐ Electric ☐ Other

OTHER MECHANICAL EQUIPMENT INCLUDED IN THIS APPLICATION:
☐ Commercial kitchen hood exhaust system
☐ Fume hood
☐ Spray paint booth
☐ Other - specify _____

DOCUMENT SUBMITTED:
☐ Group R equipment sizing calc (unit by unit)
☐ Cooling and heating load calculation (for other than Group R)
☐ Target UA calculation
☐ Structural load calculation (for mechanical equipment)
☐ Noise compliance report (for mechanical equipment)
☐ Commercial kitchen hood worksheet
☐ Other

Separate permits are required for: Lighting, Plumbing, Gas piping, Boiler, and Refrigeration systems.

SINGLE FAMILY/DUPLEX
Min. equipment size _____
Max. equipment size _____
Gas or Oil Heating AFUE _____%

7. GREEN BUILDING

www.seattle.gov/dpd/GreenBuilding

LEED
Leadership in Energy & Environmental Design Green Building Rating System™ (LEED)

☐ LEED for New Construction (LEED-NC)
☐ LEED for Core & Shell (LEED-CS)
☐ LEED for Commercial Interiors (LEED-CI)
☐ LEED for Existing Buildings (LEED-EB)
☐ LEED for Homes (LEED-H)
☐ LEED for Neighborhood Development (LEED-ND)
☐ LEED Application Guide_____

LEED Rating Anticipated:
☐ Platinum
☐ Gold
☐ Silver
☐ Certified

BUILT GREEN™
☐ Built Green Remodeler
☐ Built Green Home Builder
☐ Built Green Multi-Family
☐ Built Green Communities

Built Green Rating Anticipated:
☐ 1-2 Star
☐ 3 Star
☐ 4 Star
☐ 5 Star

OTHER PROGRAMS
☐ **SeaGreen**: Seattle's Affordable Housing
☐ **Labs for the 21st Century** (Labs21)
☐ **Green Guide for Healthcare** (GGHC)
☐ **ENERGY STAR® Home Label**

DPD STAFF ONLY

To Fill Out Sections 8 - 14

8. LAND USE CONDITIONS (DPD staff use only; insert additional sheets if needed)

Assigned Planner _____ **Phone** _____

TO BE COMPLETED BY DPD STAFF ONLY

NEW CURB CUT REQUIRED? No ☐ Yes ☐ Residential ☐ Commercial ☐

9. SPECIAL INSPECTIONS

(DPD staff use only; attach extra sheets as needed)

ARCHITECT:
Name: _____
Phone: _____

ENGINEER:
Name: _____
Phone: _____

GEOTECHNICAL INSPECTIONS:
☐ **Soil Bearing Verification**
Notes: _____
☐ **Fill - Verify Structural Fill and Compaction**
☐ **Excavation - Observe and Monitor Excavation**
☐ **Drainage - Sub/Surface Drainage Installation**
☐ **Erosion Control - Temp/Permanent**
☐ **Other** _____
☐ **Other** _____
☐ **Other** _____

Geotechnical Firm:
Name: _____
Phone: _____

STRUCTURAL INSPECTIONS:
☐ **Concrete - Reinforced Concrete CIP**
Notes: _____
☐ **Shotcrete**
☐ **Reinforced Masonry Level 1**
☐ **Structural Steel Fabrication**
☐ **Structural Steel Erection**
☐ **Wood Seismic Resistance System** (for IBC only)
Notes: _____
☐ **Epoxy Grouting**
Notes: _____
☐ **Mechanical Anchor Bolt Installation**
Notes: _____
☐ **Epoxy Grouted Anchor Bolt Installation**
Notes: _____
☐ **Other** _____
☐ **Other** _____
☐ **Other** _____

Inspection Agency:
Name: _____
Phone: _____

Code Alternate:
See Sheet: _____

OTHER: ☐ _____
☐ _____
☐ _____
☐ _____

Call (206) 684-8860 to schedule a pre-construction conference before the start of construction.

10. DRAINAGE & SEWER REVIEW (DPD staff use only)

DPD SEWER AND DRAINAGE REVIEW DESK: (206) 684-5362

DRAINAGE REVIEW REQUIRED? No ☐ Yes ☐
☐ Flow control required
☐ No flow control required
☐ Impervious surface this project (new or replaced) _____sq. ft.
☐ _____

NOTE: The drainage system shown in these plans may be changed at the time of side sewer permit issuance to meet standard plans and methods.

☐ Route for drainage review _____

SIDE SEWER REVIEW REQUIRED? No ☐ Yes ☐
☐ No conflict with side sewer
☐ Construction conflicts with applicant's side sewer. Contact Public Health Department at (206) 233-7914.
☐ Construction conflicts with side sewer serving another property. Contact DPD Sewer and Drainage Review Desk at (206) 684-5362.
☐ Conflict with public utility main (requires buildover). Contact SPU at (206) 684-7563.
☐ _____

Reviewed by: _____ Date: _____

NOTE: A separate side sewer permit is required from DPD for ALL new drainage and sewer installations. For more information, call the Sewer and Drainage Review Desk at (206) 684-5362.

11. ENVIRONMENTALLY CRITICAL AREAS INFO

ENVIRONMENTALLY CRITICAL AREAS (ECA):
☐ Site is not located in ECA
☐ Mapped ECA designation: 1 2 3 4 5 6 7 8 9 10 11
☐ ECA identified by Preapplication Site Visit Report as:
_____
☐ ECA Exemption [See review details in Hansen.]
Reviewed by: _____ Date: _____
☐ Denied
☐ Granted. Type: _____
☐ Small Project Waiver
New Developmental Coverage - this permit : _____ sq. ft.
Previous Developmental Coverage after October 31, 1992:
Permit #_____, _____ sq. ft.
Permit #_____, _____ sq. ft.
TOTAL: _____ sq. ft.

12. SHOP DRAWINGS, KEY AREA INSPECTION & BUILDING CONDITIONS (DPD staff use only)

Sprinkler drawings required for:
☐ NFPA 13
☐ NFPA 13 R
☐ Partial system
Location _____
☐ Fire alarm

13. PERMIT ISSUANCE AUTHORIZATION (DPD staff use only)

Review Location	Approved		Notes
	Initials	Date	
ZONING (incl. street improvements)			
CURB CUT			
ORDINANCE			
STRUCTURAL			
ENERGY			
MECHANICAL			
DRAINAGE			
ECA			
GRADING			
WATER (SPU)			
FIRE			
HEALTH (King County)			
NOISE			
CONVEYANCE / ELEVATOR			
SHORING (SDOT)			
STREET IMPROVEMENT (SDOT)			
PARKS			
PROTECTED DISTRICTS (DON)			
SEPA EXEMP			
LAND USE REVIEW			

14. DEPARTMENT SIGN OFFS (DPD staff use only)

ISSUED BY: Initials_____ Date _____

BUILDING PLANS EXAMINER	MECHANICAL PLANS EXAMINER	DATE RECEIVED AT INTAKE