



**SCREENING & SUBMITTAL CHECKLIST**

**NEW (Small) Multi-Family\***  
**INDEX 6**

**Applicant Services Center**  
 700 Fifth Avenue, Suite 2000  
 P. O. Box 34019  
 Seattle, WA 98124-4019  
 Phone: (206) 684-8850

**\*Multi Family projects three (3) stories or less of conventional wood frame construction, without structural irregularities.**

**New (Small) Multi-Family**

**Project Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project/Site Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Tip 106 General Standards** **Other Tips:** \_\_\_\_\_  
**Tip 102 Small Business: Getting Your Use and Building Permit**

**LU Screener (please initial):** \_\_\_\_\_ **OS Screener (please initial):** \_\_\_\_\_

This checklist has been provided to assist the applicant in preparing a complete application. The requirements apply to all projects unless not appropriate for the type of project. It is the responsibility of the applicant to complete the checklist for the appropriate requirements. Refer to the associated SCREENING STANDARDS for further clarification.

**~ Please refer to our standards for further clarification ~**

<b>LAND USE CONSIDERATIONS</b> (check zoning and overlays and refer to Land Use Code for specific development standards):			
Yes	No	Yes	No
	Street/Alley Improvements		Plan on applying for Unit Lot Subdivision
	Using sloping lot height bonus		Legal building site
	Using front yard averaging		Project in Historical Review District or is a Historical Landmark
	MUP/LBA/Short Plat Number (if any)		Administrative Design Review under Project No. _____
	Project exempt from SEPA		
	SEPA under Project No. _____		

<b>CONSTRUCTION CONSIDERATIONS:</b>	
Height/Area/Type of Construction covered	Tenant Relocation is required
Demolition is required – Tip 337	Accessible units required
Sprinkler or 2-hr separation required	Ventilation (garage, corridor)
Deep excavation at property line	

**OTHER CONSIDERATIONS:**

MYg Bc

MYg Bc

In Shoreline – see Index 15  
In ECA – see Index 13  
Application meets Tip 106

Stormwater, Grading & Drainage – see Index 14

**TYPE OF PLANS TO BE SUBMITTED**

Req Prov

Req Prov

Coversheet for each set of plans  
Architectural and Structural notes  
Land Use notes  
Plot/Site Plan  
Building ID Plan  
Licensed Survey (In comments section below, specific criteria for survey)  
Floor Plan(s)  
Elevations  
Foundation Plan(s)  
Framing Plan(s)  
Building cross sections  
Construction details

Shoring Plans and details (see Index 14)  
Engineered Civil drainage and Stormwater Control Plan (for over 5,000 sq. ft. of new or replaced Impervious surface  
Topographic survey with 2' contours  
If within 2' of height limit or using Sloping lot height bonus  
Seattle DCI Standard Construction Stormwater Control Plan (for less than 5,000 sq. ft. of new or replaced impervious surface.

**ADDITIONAL SUBMITTALS:**

Lateral Calculations  
Financial Responsibility Form  
Copy of recorded Short Plat/LBA Legal  
Building Site letter  
Construction Agreement or Temporary Shoring  
Soils Report  
Letter of Agent Authorization

Gravity Loads Calculations  
Target UA or Systems Analysis if not using prescriptive Energy compliance Path  
No Protest Agreement (Covenant Consenting to Formation of a Local Improvement District)  
Equipment Sizing Form for each unit  
Contractor Disclosure Form  
Waste Diversion Plan & Deconstruction & Salvage Assessment

**NUMBER OF PLANS REQUIRED:**

4 sets

1 additional for ECA

**COMMENTS:**

Empty table with 6 rows for comments.