



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

**NEW COMMERCIAL PROJECTS**

**Project Number:**

**Date:**

**Project/Site Address:**

**Applicant Name:**

**Tip 102 Small Business Getting your Use and Building Permit**  
**Tip 106 General Standards**

**Other Tips:**

**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):			
<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
	Use allowed outright		Project in pedestrian designated zone
	Use allowed as Conditional Use		Project in Overlay District ( <i>specify</i> )
	Does use exceed maximum size limit for zone		Project in Review District or Landmark
	SEPA required (DR 12-2012)		Design review project #
	MUP Number		

<b>CONSTRUCTION CONSIDERATIONS:</b>	
Project requires design Professional stamp	Tenant relocation is required
TI included in this permit	Phased construction
Means of Egress/Exiting covered	Pre-fab steel building – Tip 304
Accessibility/Barrier free design covered	H Occupancies, control areas
Mixed construction type	Racks require engineering
Height/Area/Type of construction covered	High Pile Storage
Deep excavation at property line	High Rise, Atrium or Mall – Tip 318
Demolition is required – Tip 337	Curtain Walls

<b><u>OTHER CONSIDERATIONS:</u></b>			
Req	Prov	Req	Prov
	In Shoreline – see Index 15 In ECA – see Index 13		Stormwater, Grading & Drainage – see Index 14

<b><u>TYPE OF PLANS TO BE SUBMITTED</u></b>	
Completed Seattle DCI coversheets for each set of plans Civil drawings or CSC Plan	Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus)

<b><u>ARCHITECTURAL PLANS:</u></b>	
Basic Plot plan (if change to site or parking) – Tip 103, 103A & 103B (if ECA site) Building ID plan (if more than one building on site) Architectural notes Land Use notes and documentation Parking Information – Tip 241 Code Analysis (Land Use and Building)	Roof plan Means of Egress/Exiting plan Floor plan(s) Color elevation views for design review projects Building Sections Reflected ceiling plan Construction details Color landscape plans for design review projects – DR 13-92

<b><u>STRUCTURAL PLANS</u></b> (if structural changes):	
Structural notes Foundation plan Floor framing plans	Roof framing plans Structural details

<b><u>MECHANICAL PLANS</u></b> (if Mechanical permit included Tip 415)	
Project required design professional stamp Mechanical notes	Tip 415

<b><u>ADDITIONAL SUBMITTALS:</u></b>	
Copy of Soils Report Contractor Disclosure Form Statement of Financial Responsibility Form Agent's Letter of Authorization from owner Structural calculations Target UA calculations or system analysis Cooling and heating calculations (if Mechanical Permit included with this permit)	Copy of Pre-submittal minutes Parking Covenant (Site Plan for covenant parking location required) Certificate of Approval from Special Review District or Landmark Acoustical Study – Tip 118 Waste Diversion Plan & Deconstruction & Salvage Assessment

<b><u>NUMBER OF PLANS REQUIRED:</u></b>	
6 sets	1 additional for ECA

**Comments:**