City of Seattle
Department of Finance and Administrative Services
ADA Compliance Team
700 Fifth Ave., Suite 4112, PO Box 94687
98124-4687

ADA Compliance Reviews through the DPD Permit Process

Pre-submittal Conference
Pre-submittal conferences are not always required. If one is held, a department can request attendance by the ACT. This will allow all parties to be in the same room.

Permit Submittal
Properties owned or leased by the City will be flagged in DPD's web portal system as requiring **FAS ADA** review. The ACT will review for ADA compliance, and Fail, Waive, or Approve the project per DPD's permit process.

The building permit will not be issued until the project complies with ADA.

How will the ACT integrate with the DPD permitting process?

0. Optional step: If a pre-submittal conference is held for your project, you may invite the ACT to the meeting in addition to all other permitting entities like SFD, SDOT, etc.

1. When City projects requiring permits go through DPD intake, the computer system will flag them as City owned or leased property.

2. The flag determines that an ACT review will be required and "**FAS ADA"** will show up as a required review in the DPD permitting web portal system.

3. The ACT will regularly check the DPD web portal system for projects that are subject to the FAS ADA review, and review per DPD's review timelines for outside departments based on the project type.

4. The ACT will review the permit documents of City owned and leased projects for ADA and Accessibility compliance.
One of the following action steps will be taken via the DPD web portal:
  - **Fail** – Corrections for accessibility compliance will be noted and revised documents must be resubmitted for final approval.
  - **Waive** – Not subject to FAS ADA review - any project not owned or leased by the City of Seattle including residential and school projects.
  - **Approved** – Permit set is in compliance and/or all corrections have been addressed.

5. The building permit will be issued once all the accessibility corrections are resolved to the ACT's satisfaction and the review is updated in the system to Approved.