City of Seattle
Department of Planning and Development
www.seattle.gov/dpd

SCREENING & SUBMITTAL CHECKLIST

Shoring / Excavation

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

Shoring / Excavation

Project Number: _____ **Date**: _____

Project/Site Address: _____

Applicant Name: _____

Tip 102 Small Business Getting your Use and Building Permit **Other Tips:**
Tip 106 General Standards
Tip 502 Grading Regulations in Seattle

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.

~ Please refer to the **Stormwater and Grading Standards** for further clarification ~

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

Yes	No		Yes	No	
___	___	Design Review Project No.	___	___	Demolition permit needed
___	___	SEPA required (DR23-2000)	___	___	MUP Number

CONSTRUCTION CONSIDERATIONS:

___	___	Project requires design professional stamp	___	___	Civil design required if >5000sf ground disturbance
___	___	Demolition is required – Tip 337	___	___	Phased Construction
___	___	Deep excavation at property line	___	___	Work adjacent ROW (requires SDOT approval

OTHER CONSIDERATIONS:

___	___	In Shoreline – see Index 15	___	___	Stormwater, Grading & Drainage – see Index 14
___	___	In ECA – see Index 13			

TYPE OF PLANS TO BE SUBMITTED

Req	Prov		Req	Prov	
___	___	Completed coversheets for each set of plans	___	___	Structural Notes
			___	___	Structural Details
___	___	Survey (Topo survey with 2' contours)	___	___	Plot plan
___	___	Civil drawings or CSC Plan	___	___	Demolition plans (if includes demo)
___	___	Shoring plans			

ADDITIONAL SUBMITTALS

Req	Prov		Req	Prov	
___	___	Copy of Pre-Site Inspection	___	___	Structural Calculations
___	___	Copy of Soils/Geotechnical Report	___	___	Shoring Calculations
___	___	Contractor Disclosure Form	___	___	Waste Diversion Plan
___	___	Statement of Financial Responsibility	___	___	GSI Feasibility Checklist – Required if project does not meet 100% feasibility criteria
___	___	Agent's Letter of Authorization from owner			

NUMBER OF PLANS REQUIRED:

___ ___ 4 sets
___ ___ 1 additional for ECA
___ ___ 1 additional for SEPA, Conditional Use, etc.