



NEW (Small) Multi-Family*

Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
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Phone: (206) 684-8850
www.seattle.gov/sdci

Project Number:

Project/Site Address:

This checklist has been provided to assist the applicant in preparing a complete application. It is the responsibility of the applicant to prepare a complete submittal. For further reference, please visit: [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/construction-permit--new building, single-family, residential, or duplex](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/construction-permit--new-building-single-family-residential-or-duplex) for typical townhouse/rowhouse configuration. For flat or apartment-style configurations of 3 units or more, visit: [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/construction-permit--new building, multifamily, commercial, mixed use, or industrial](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/construction-permit--new-building-multifamily-commercial-mixed-use-or-industrial).

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

Street/Alley Improvements
Using sloping lot height bonus
Using front yard averaging
MUP/LBA/Short Plat Number (if any)
Project exempt from SEPA DR17-2019

Plan on applying for Unit Lot Subdivision
Legal building site
Project in Historical Review District or is a
Historical Landmark
Administrative Design Review

CONSTRUCTION CONSIDERATIONS:

Height/Area/Type of Construction covered
Demolition is required – Tip 337
Sprinklers
Deep excavation at property line

Unit separations
Tenant Relocation is required
Accessible units required
Ventilation (garage, corridor)

OTHER CONSIDERATIONS:

In Shoreline
Application meets Tip 106

Grading Plan Contents

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

SCREENING & SUBMITTAL CHECKLIST

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TYPE OF PLANS TO BE SUBMITTED:

Architectural and Structural notes
Land Use notes
Plot/Site Plan
Building ID Plan (If multiple buildings)
Licensed Survey
Floor Plan(s)
Elevations
Foundation Plan(s)
Framing Plan(s)
Building cross sections
Construction details
Shoring Plans and details

Grading Plan (grading information may be shown on Site Plan and/or Drainage Plans unless stamping by a licensed engineer is required.
Topographic survey with 2' contours
If within 2' of height limit or using Sloping lot height bonus
Drainage and Wastewater Control (DWC) Plan¹
Construction Stormwater Control and Soil Amendment (CSC/SOIL Plan)¹

1. Drainage Plans (DWC and CSC/SOIL Plans) must be prepared by a licensed civil engineer if there is 5,000 sq ft or more of new replaced hard surface

ADDITIONAL SUBMITTALS:

Lateral Calculations
Financial Responsibility Form
Copy of recorded Short Plat/LBA
Legal Building Site letter
Construction Agreement or Temporary Shoring
Geotechnical Report
Letter of Agent Authorization Drainage Report (required for projects w/ 5,000 sq ft or more of new plus replaced hard surface)
Infiltration Checklist (if required)
On-site Stormwater Management (OSM) Calculator Workbook

Memorandum of Drainage Control
King County Sewage Treatment Capacity Charge Certification form
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
Salvage Assessment