



NEW Commercial Projects

Screening Responsibilities:

These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an application. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the intake time constraints.

“**Project stoppers**” are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener:

In coordination with the LU Screener, is responsible for the Project Description, the Land Use Considerations from the checklist and verifying the Legal Description matches the legal description approved by addressing. Also, responsible to verify plans and submittals are complete for building, energy/mechanical reviews, building code items:

- Stories and basements
- Type of construction
- Occupancy groups
- Construction Considerations from the checklist
- Accessibility Considerations
- Fees
- Identifying review locations
- O/S IP hours

LU Screener:

In coordination with the O/S Screener is responsible for the Land Use Considerations from the checklist, Project Description and verifying the legal description matches the legal description approved by addressing. Responsible for checking ArcView map to verify zoning and site characteristics.

- Locations of structure(s)
- Parking layout
- Zoning overlays and adjacent zoning
- Completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc.
- Use per Land Use Code
- Land Use review locations
- Zoning IP hours

Title – General Requirements Overview

Screening Overview (SCOPING):

Cover Sheet Completed

- Project Address matches the Address assigned by Seattle DCI
- All portions of Cover Sheet completed including contact information, related projects, zone and proposed uses, building data, construction value, fire protection, and where information is indicated on the plans, Energy/Mechanical Code Compliance information, parking information, etc.

Forms – all forms must be completed (Including but not limited to)

- Statement of Financial Responsibility Form
- Pre-application Site Visit Report
- Energy Calculations

Project matches addressing review

- Legal description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match Seattle DCI Project Address

Plot Plan, Floor Plan and Elevations agree

All Plans and notes indicated in Screening Checklist are included

Plans are legible

- Good print contrast
- Lettering is a minimum 1/8th inch
- Plot plan is drafted at a minimum 1/8th inch or 1:10
- Minimum 1/4 inch scale for all other plans

Number of Plans Required

- Four (one additional for restaurants, one additional if SEPA, three additional for shoreline, and one additional for ECA). Identical Sets of Plans with Complete Coversheets and stapled.

Structural Calculations Included

ARCHITECTURAL PLANS

Plot Plan

Req Prov

General Information

Project site address
 Scale 1" = 10' or 1/8" = 1'
 Legal description(s) (Include easement legal description and recording number)
 King County Assessor's Parcel Number (APN)
 North Arrow

Street and Alley Information

Names and width of adjacent streets
 Street and Alley right-of-way width
 Street, alley improvement type and width (asphalt, concrete, gravel or specify "unimproved").
 Sidewalk location or specify "no sidewalk"
 Curbcut width and distance from adjacent property lines
 Label curbcut as "existing" or "proposed"
 Identify other structures in right-of-way (all utility poles, rockeries, street trees, Metro Bus Stops, etc.).
 Curb height and type (concrete, rolled asphalt or specify "no curbs")
 Identify and locate new street trees
 Identify existing and finished grade elevation of driveway and pedestrian access points at property line
 Identify all physical restrictions to the site access (utility poles, rockeries, street trees, Metro Bus stops, etc.)

Development Information

Indicate location of all structures to be demolished
 Dimension all portions of structure(s)
 Dimension distances from structures to property lines
 Dimension distances between structures on property
 Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, etc.)
 Identify accessory structures and dimension distances from other structures and property lines
 Building Identifier for each building (if more than one building on site)
 Locate and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.
 Identify and dimension all areas of outdoor storage, outdoor sales
 Identify and dimension all queuing lanes and spaces
 Show and identify existing trees
 Identify caliper and species of exceptional and significant trees
 Construction access details
 Identify and dimension all areaways and/or window wells
 Label and dimension assumed property lines
 Quantity of grading when not incidental to construction
 Identify existing and finished grade contours

Plot Plan - continued

Req Prov

Height Information

Identify existing and finished grade at each building corner
For pitched roofs – identify elevation at top of plate, top of roof peak(s), top of deck, if applicable
For flat roofs, identify elevation at top of roof structure, top of roof deck, top of penthouses, if applicable

Additional Requirements – Sloping lot height bonus documentation

Locate and identify the average elevation point on high grade wall
Locate and identify the average elevation point on low grade wall
Show and dimension line between average high point and average low point

Open Space

Label and dimension areas of open space
Indicate location of trees, shrubs and groundcover

Parking Information (see page 5 for requirements)

Label and dimension surface parking spaces (driveways)

Exiting Information

Indicate exits to public way
Indicate door swing of exits

Building ID Plan

Each building to be given an ID number consistent with plans on file with Seattle DCI if there is more than one structure on the site

Architectural Notes (Unless specified on details or framing and floor plans)

Code Edition (Such as year, including amendments)
Elevator Notes.
Fireproofing Notes
Sprinkler Types
Alarm Required

Mechanical Notes

Code Edition (Such as year, including amendments)
Mechanical Equipment Schedule

Energy Notes

Identify Code Edition (such as year, including amendments)
Identify heat source
Identify compliance path
Envelope Summary for Energy Code Compliance

Land Use Code Analysis and Documentation

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations.

Structure Height

Identify maximum structure height allowed
Identify proposed structure height
Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus, mixed use exceptions)

Land Use Code Analysis and Documentation - continued

Req Prov

Sloping lot height bonus documentation (calculate to nearest inch)

- Show calculations for average elevation of low grade wall
- Show calculations for average elevations of high grade wall
- Show calculations for difference between average high and average low elevations
- Identify distance between average low point and average high point
- Show calculations for slope on lot (difference in average elevations divided by distance between these points.)
- Show calculations for additional height allowed (slope of lot divided by .06)

Light and Glare

- Identify height of exterior lighting on poles
- Note "Interior lighting of parking garages shall be shielded to minimize nighttime glare from affecting nearby uses".
- Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc.)

Parking Information – surface parking and/or parking within the structure**General Information**

- Identify use
- Identify area (in square feet) of use
- Identify parking requirements for use (i.e. 1 space per 350 square feet)
- Bicycle parking shown
- Parking calculations for all uses in building utilizing appropriate exceptions
- Width and depth of parking stalls dimensioned
- Parking angle identified
- Parking aisles dimensioned
- Barrier Free Parking and aisles shown and dimensioned including van height clearance.
- Driveways shown and dimensioned
- Identify driveway slope
- Curbcuts shown and dimensioned
- Show and identify landscaping of surface parking area.
- Show screening of parking, drive through lanes

Offsite Parking

- Fully dimensioned site plan for off-site parking, showing all parking spaces on site.
- Covenant parking spaces identified on site plan for off-site parking
- Parking Covenant completed with legal descriptions of both sites

If transit reduction is proposed

- Show location of transit stops for bus
- Indicate distance from property line(s) to transit stops
- Include a copy of bus schedule(s)

Building Code Analysis and Documentation

- Construction type
- Number of stories
- Allowable area Calculations/Mixed occupancy ratio
- Type of Sprinkler Systems provided
- Fire Alarm provided

Building Code Analysis and documentation - continued

Req Prov

Height calculations
 Type of occupancy
 FAR calculations
 Egress/exiting analysis
 Stair/elevator shaft pressurization requirement or lobby requirements
 High-rise provisions if applicable
 Accessibility conformance
 Development standard departure(s) approved through design review process
 Height above lowest Fire Department access
 Occupant load of common areas including roof decks

Accessibility Analysis

Total number of parking spaces
 Number of barrier free parking spaces provided
 Identify area of evacuation assistance
 Path of travel to commercial spaces
 Van stall location(s)

Means of Egress/Exiting Plan – (can be included on floor plans)

Occupant load calculations
 Show exit door (and swing) for each room
 Rating of corridors, exit enclosure and stairs including doors
 Show hallways and/or non-rated corridors
 Show and dimension exit separation
 Identify horizontal exits and refuge areas
 Identify exit passageways/enclosures
 Show building exits
 Show swing of building exit doors
 Width of corridors and stairways

Floor Plans**General Information**

North arrow.
 Clear lettering and plan quality
 Label floor level (1st, 2nd, basement, etc.)
 Use of each room
 Reference call-outs for cross sections and details

Floor plan information

Overall dimensions (exterior wall to exterior wall)
 Overall dimensions of tenant space (if TI included in permit)
 Location and dimensions of hallways, corridors, rooms, foyers, elevator lobbies, etc.
 Location of walls and shafts and reference to details (Wall type's legend indicating construction type, fire rating, etc)
 Location of interior and exterior doors, windows and relites
 Dimension door size or provide door schedule

Req Prov

Floor plan information - continued

Distance from door to adjacent walls (latch side for accessibility)
 Identify and fully dimension accessible restrooms (layout and full accessibility dimensions may be shown on separate plan)
 Show location of medical gas storage
 Show and dimension decks, landings, etc.
 Indicate location of ramps and their slope
 Location of exit signs and exit pathway lighting
 Indicate location of mezzanines (separate dimensioned floor plan for mezzanine required)
 Location of fire walls
 Identify Area of evacuation assistance

Stair Information

Locate stairs
 Dimension width and length of landing
 Indicate rise and run
 Show handrail information
 Show guard information (rail height and spacing of intermediate rails)
 Show headroom height
 Locate and dimension roof hatch

Roof Plan

Indicate slope, drainage, and overflow
 Locate fire walls
 Locate and dimension all roof openings
 Locate skylights
 Show extent of roof decks, if any
 Dimension and locate all roof top mechanical equipment, elevator, stair and mechanical penthouses
 Locate draft stops
 Locate attic access

Elevation Views**General Information**

Clear lettering and plan quality
 Show and label north, south, east and west elevation views
 Show property lines
 Indicate exterior materials (for Special Review District, Landmark structures or prior Design Review approval)
 Show and dimensions exterior architectural features
 Location of doors and windows
 Show location of existing and proposed finished grades
 Provide floor plate heights
 Show extent of basements and basement floor plate heights
 Dimension blank façade lengths (when required by LU code)
 Dimension transparent areas of façade (when required by LU code)
 Color Elevations for design review projects

Elevation Views - continued

Req Prov

General Information - continued

Dimension building height per building code analysis
 Show and dimension roof top mechanical equipment, elevator and stair penthouses
 Identify the elevation of the lowest Fire Department Access
 Show all vents (for odors, smoke, fumes, etc.) and dimension distance above sidewalk.
 Dimension distance from top plate to highest point(s) of the structure
 Dimension height of parapets
 Indicate slope of pitched roofs
 Identify the elevation of each floor
 For pitched roofs – identify elevation at tope of plate, top of roof peak(s), and top of roof desk, if applicable.
 For flat roofs – identify elevation at top of roof structure, top of roof decks, if applicable and top of parapets.
 Height of setback exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower.
 Height of cantilevered portions of structure from grade
 Details of open railings on decks if yard or height exceptions used

Building Sections

General Information

Clear lettering and plan quality
 Reference call-outs to construction details
 Locate property lines
 Show retaining walls or extent of shoring if used
 Dimension all floor-to-floor height. Identify all floor levels including basement and mezzanines
 Show horizontal fire barrier
 Illustrate mixed construction conditions (total height of the building, height from top of the fire barrier, specify all occupancies, specify all types of construction).
 Show existing and finished grade
 Show all fire walls and their extent
 Illustrate unusual conditions (unusual ceiling configurations, etc.)
 Show energy code information such as insulation
 Show wall, footing and under slab drains
 Provide parapet framing details, dimension height

Stair Section

Rise and run dimensions
 Dimension headroom height
 Handrail information (grasp requirements, extensions, and returns)
 Guard information (rail height and spacing of intermediate rails)
 Fire protection under stair (if enclosed)

Typical Wall Section - extending from roof/ceiling assembly to floor/ceiling assembly

Req Prov

Roof Detail

Framing Members
 Insulation R-Value
 Sheathing
 Roofing Material
 Fire Resistive Assembly
 Roof ventilation

Ceiling Detail

Distance from ceiling to floor and roof assembly above
 Seismic bracing.

Wall Detail**Interior walls and partitions**

Size and grade, type and number of top and bottom plates
 Size, grade, type and spacing of studs
 Sheathing, including Fire resistive assembly
 Height of wall or partition
 Connection or bracing at ceiling and floor
 Elevator/stair or other shaft walls if not shown as wall details
 Fire walls

Exterior Wall Details

Size and type of wall material
 Size, grade, type and number of top and bottom plates
 Size, grade, type and spacing of studs
 Store front and/or Window framing
 Canopy/Awning Details
 Exterior side: Siding, weather protection, structural sheathing (thickness and material); Veneer type (brick, stone) thickness and attachment. Fire resistive assembly if appropriate.
 Interior side: Insulation R-Value and type; Wall covering material and thickness (usually gypsum wall board).
 Fire Resistive Assembly

Floor Detail

Fire Resistive Assembly requirements
 Insulation requirements
 Floor framing

Reflected Ceiling Plan (if included)

Show areas where there are dropped ceilings, soffits, and custom designed ceilings.
 Location of lights
 Fire Resistive Information
 Lighting schedule.
 Location of exit lights (should be on floor plan)
 Reference call-outs for cross sections and details
 Seismic bracing detail if not on Details Page

Door/Window Schedule

Req Prov

Provide fire ratings, U-Values, type, size and special hardware

Construction Details

General Information

Clear lettering and plan quality (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented)

Roof Details

Scupper Box
Parapet/Cornice Detail
Roof Deck details if used
Roof framing detail
Roof vent
Roof drain and overflow

Floor Details

Floor framing, fire resistive assembly
Floor deck details, if used (fire resistive assembly, vents railing)
Window well details, if used (width, height, and egress ladder)

Wall Details

Wall framing, fire resistive assembly
Stair/elevator shaft wall details
Fire barrier wall details
Type of construction wall details

Watch For:

1. Floor plans must show the location of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as a stair section, may be on the Building Section as long as the proposal is clear.

Landscape Plan – DR 13-92

Lot Area

Total square footage of: 1) required open space; 2) provided open space and 3) required landscaped area.

Number of trees, number of shrubs and quantity of ground cover required.

List common and botanical names of all plant material

For parking lots and all other required landscaped areas: dimensions of tree planting area and location of vehicle stops

If existing plants are required to be retained, show location, size and species; indicate how the plants will be protected during demolition and/or construction

For roof top container landscaping: a schematic irrigation and drainage plan; size and depth of plant containers

Specifications for soil improvement

For street trees: width of planting strip; existing utility lines, poles or meters; and structures located within the planting strip; and species and diameter of the trees

Color landscape plan for design review projects

STRUCTURAL PLANS

Structural Notes

Req Prov

General Notes
Reinforced Concrete Masonry Notes
Steel Floor/Roof Deck Notes
Cast-In-Place Concrete Notes
Concrete Reinforcement Notes
Post-tensioned Concrete Notes
Structural Steel Notes
Cold-Formed Steel Framing
Steel Stairs
Wood Framing Notes
Shop fabricated wood joists, beams and trusses
Testing and Inspection notes

Design Criteria

Code Edition (Such as year)
Floor Dead Load and Live Load
Roof Dead Load and Snow Load
Wind Exposure and Speed
Seismic Zone and R_w
Soil Bearing Capacity

Foundation Plan

General Information

North Arrow
Clear lettering and plan quality
Reference call-outs for cross sections and details

Footing and foundation information

Overall dimensions
Location and dimensions of columns
Dimension and locate spread footings (Or provide footing Schedule).
Dimension continuous footings or grade beams and foundation walls (width, height) or reference detail.
Show thickness of slab
Show post below floor framing
Locate and identify all steps in footing, retaining walls and/or foundation
Show hold-down location and size
Show all shearwalls, indicate construction detail including nailing schedule
Show locations of Pile and Pile Caps

Floor Framing Plans

General Information

North Arrow
Clear lettering and plan quality
Reference call-outs for cross sections and details
Identify floor (1st Floor, 10th Floor, etc.) and framing level

Floor Framing Plans – continued

Req Prov

Framing Information

Size and spacing of framing members (i.e. joists, beams)
 Size and span of headers, beams, etc.
 Dimension and size of framing around openings in floors, ceilings and other horizontal diaphragms.
 Locate all bearing walls and supporting floor framing
 Show all ledger connections
 Show all shearwalls, indicate construction detail including nailing schedule
 Show all diaphragms, indicate construction detail including nailing schedule
 Show steel Moment Frames/Braced Frames
 Specify concrete floor slab thickness, rebar size and spacing
 Show rebar information around openings in floor
 Show all concrete shearwalls and their rebar information or provide rebar schedule.
 Show all concrete post-tensioned floor tendon or rebar information
 Show concrete column cap

Roof Framing Plan

General Information

North Arrow
 Clear lettering and plan quality
 Reference call-outs for cross sections and details

Framing Information

Specify header/beam, joist sizes and span
 Specify truss span, spacing, type
 Specify all diaphragms indicate construction detail including nailing/blocking
 Specify size of framing around roof openings and other horizontal diaphragms.
 Show Steel Moment Frames/Braced Frame
 Specify steel deck/concrete diaphragm
 Specify concrete roof slab thickness, rebar size and spacing
 Show rebar information around openings in roof
 Show all concrete shearwalls and their rebar information or provide rebar schedule.
 Show all post-tensioned concrete roof tendon and rebar information
 Show concrete column cap

Structural Details

Foundation/Basement Wall/Retaining Wall Details

Fully dimension
 Detail differing conditions (reference to detail required on foundation plan)
 Specify connection to post, beams, etc.
 Specify footing depth below grade
 Indicate depth of cut in relation to the property line
 Specify footing/wall rebar location and size or provide rebar schedule
 Specify connection to post, beams, etc.
 Show concrete/steel column elevation details

Structural Details - continued

Req Prov

Foundation/Basement Wall/Retaining Wall Details - continued

Specify column rebar detail or provide rebar schedule
 Elevator pit detail
 Show approximate location of footings of building(s) on adjacent properties

Floor Framing Detail

Sheathing material, thickness and connection, steel deck material and/or slab thickness and rebar
 Show structural members and their connections
 Provide concrete beam elevation and rebar details
 Foundation information or reference to separate detail
 Fire Resistive Assembly requirements
 Steel light gage framing details

Shearwall Details

Show all Shearwall construction and assembly details
 Shearwall schedule
 Sheathing material, thickness
 Required nail size, spacing
 Top and bottom plate connection to diaphragm
 Design capacity
 Floor to floor transfer details (hold down strap details)
 Diaphragm to shearwall connections

Miscellaneous Details

Rockery/ecoblock cross section
 Rated wall construction details if not provided elsewhere
 Masonry veneer connection detail if not shown on wall details
 Ledger connection (member size, connection size, and spacing) if not provided on framing plan