



Seattle Department of Construction & Inspections

Applicant Services Center

700 Fifth Avenue, Suite 2000

P. O. Box 34019 Seattle, WA 98124-4019 Phone:

(206) 684-8850

www.seattle.gov/sdci

POST-PERMIT SUBMITTAL CHECKLIST FOR CONSTRUCTION

(To be completed by applicant)

- Complete and sign the Post-Permit Submittal Application.
- Note: Change of Use and Structural Changes DO NOT qualify for a Blanket Permit.
- Only submit revised or new plan sheets from the permitted plans that contain the SDCI Approval stamp. Do not include sheets marked "For Reference Only."
- Highlight changes on the revised sheets.
- Post-Permit submittal for final or expired permits **will not** be accepted.

BLANKET PERMIT REQUIREMENTS:

- ☐ Authorization letter allowing the use of the blanket permit (if the applicant is not the designated Blanket Permit Contact).
- ☐ For plan submittal, See [Tip 309, Blanket Permits](#).

Note: Change of Use and Structural changes DO NOT qualify for a Blanket Permit.

REVISED PLANS ¹

- ☐ A summary letter explaining the changes contained within the [revised SDCI Issued permit plans](#).
- ☐ Revised Heating Equipment Sizing form, if applicable.
- ☐ Revised Target UA form, if applicable.
- ☐ One set of revised structural calculations, if applicable.
- ☐ For plan submittal, see [Tip 106, General Standards for Plans and Drawings](#).

SHOP DRAWINGS ²

- ☐ For plan submittal, see [Post-Permit submittals – Shop Drawing Requirements](#). Include one set of structural calculations, if applicable. See [How to Submit Shop Drawings](#) for instructions.

SPRINKLER SHOP DRAWINGS ²

- ☐ Plan set with all applicable items from Chapter 27 of [NFPA 13](#), or as required by the respective design standard.
- ☐ Hydraulic and seismic calculations. Complete equipment submittal.
- ☐ Water supply information report from Seattle Public Utilities as applicable to the project.
- ☐ As otherwise required by [CAM 5002, Electronic File Standards-Shop Drawings for Fire Protection Systems](#). For help submitting drawings, see [How to Submit Shop Drawings](#).

¹ Construction Project revisions: minimum plan review fee equal to one times the SDCI hourly fee is due at the of submittal.

² Plan review fee equal to 1.75 times the SDCI hourly fee is due at time of submittal.