POST-PERMIT SUBMITTAL CHECKLIST FOR CONSTRUCTION
(To be completed by applicant)

- Complete and sign the Post-Permit Submittal Application.
- Post-Permit Submittals for finaled or expired permits will not be accepted.
- All Plans must be of Microfilmable quality. (see Tip 106).

BLANKET PERMIT REQUIREMENTS:
- Authorization letter allowing the use of the blanket permit (if the applicant is not the designated Blanket Permit Contact).
- Two sets* of plans with a minimum size 18” X 18” (do not include Seattle DCI coversheets).
- Two copies of the key plan (8 1/2” X 11”) showing the location of the work to be done.
- Two copies of the most up-to-date Blanket Permit Record sheet (all fields should be filled out for the proposed work, except the fee field).

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

REVISED PLANS
- A summary letter explaining the changes contained within the revised plans.
- Two sets* of revised plan sheets with a minimum size of 18” X 18”.
- Highlight or cloud the changes on the revised sheets so the changes are easily identifiable.
- Revised Heating Equipment Sizing Form, if applicable.
- Revised Target UA Form, if applicable.
- One set of revised Structural Calculations, if applicable.
- No Taped or stapled items are acceptable on the plans. We will accept sticky backs.
- Construction Project revisions: A minimum plan review fee equal to 1 times the Seattle DCI hourly fee is due at the time of submittal.

SHOP DRAWINGS
- Three sets* of plans (including one set of Structural Calculations, if applicable) with a minimum size of 18” X 18”.
- Minimum size of sheets 11” X 17” for Truss Drawings.
- Plan review fee equal to 1.75 times the Seattle DCI hourly fee is due at the time of submittal.

SPRINKLER SHOP DRAWINGS
- Three sets* of plans and one set of calculations.
- Minimum size of 18” X 18”.
- Plan review fee equal to .75 times the Seattle DCI hourly fee is due at the time of submittal.

* Additional sets of plans may be required if revisions require review by several review locations or require interdepartmental review. Consult the original Building Code Reviewer for construction permit revisions for how many sets are required.

** Where original or copies of original sheets are provided, they must contain the Seattle DCI Approval Stamp.

Revised: October 2016