



**SCREENING & SUBMITTAL CHECKLIST**

*Phased Projects  
 (New Buildings)*

**Applicant Services Center**  
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**Phased Projects (New Buildings)**

**Project Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project/Site Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Tip 102 Small Business: Getting Your Use and Building Permit**

**Tip 106 General Standards**

**Other Tips:**

**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. Refer to the associated SCREENING STANDARDS for further clarification.

~ Please refer to the [Construction Permit Standards – New Commercial Project](#) for further clarification ~

<b>LAND USE CONSIDERATIONS</b> (check zoning and overlays and refer to Land Use Code for specific development standards):			
Yes	No	Yes	No
	Use Allowed Outright		Project in pedestrian designated zone
	Use Allowed as Conditional Use		Project in Overlay District (specify)
	Does Use exceed maximum size limit zone		Project in Review District or Landmark
	SEPA required (DR23-2000)		Design review project # _____
	MUP Number _____		

<b>CONSTRUCTION CONSIDERATIONS:</b>	
Project requires design professional stamp	Tenant relocation is required
TI included in this permit	Demolition is required – Tip 337
Means of Egress/Exiting covered	Deep excavation at property line
Accessibility/Barrier free design covered	H Occupancies, control areas
Mixed construction type	High Rise, Atrium, or Mall – Tip 318
Height/Area/Type of construction covered	Curtain Walls
Project requires design professional stamp	Tenant relocation is required

<b>OTHER CONSIDERATIONS:</b>	
In Shoreline – see Index 15	Stormwater, Grading & Drainage – see Index 14
In ECA – see Index 13	

<b>TYPE OF PLANS TO BE SUBMITTED</b>			
Req	Prov	Req	Prov
	Completed DPD coversheets for each set of plans Civil drawings or CSC Plan		Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus)
<b>ARCHITECTURAL PLANS:</b> Required if Architectural Completion (Reference only if not included in phase)			
	Basic Plot plan ( <b>if</b> change to site or parking) Tip 103, 103A & 103B (if ECA site) Building ID plan (if more than one building on site) Architectural notes Land Use notes and documentation Parking Information – Tip 241 Code Analysis (Land Use and Building)		Means of Egress/Exiting plan Floor plans Roof plan Elevation Views Building Sections Reflected ceiling plan Construction details Landscape plans – DR 13-92
<b>STRUCTURAL PLANS:</b> Required if Structural Completion (Reference only if not included in phase)			
	Structural notes Foundation plan(s) Floor framing plan(s)		Roof framing plan(s) Structural details
<b>MECHANICAL PLANS</b> (if Mechanical permit included)			
	Project required design professional stamp Mechanical notes		Tip 415
<b>ADDITIONAL SUBMITTALS:</b>			
	Copy of Pre-Site Inspection Copy of Soils Report Contact Disclosure Form Financial Responsibility Form Agent's Letter of Authorization from owner Structural calculations Target UA calculations or system analysis Cooling and heating calculations ( <b>if</b> Mechanical Permit included with this permit)		Copy of Pre-submittal minutes Special Inspection Forms Menu for restaurant/equipment list Parking Covenants (Site plan for covenant parking location required) Certificate of approval from Special Review District or Landmark Acoustical Study – Tip 118
<b>NUMBER OF PLANS REQUIRED:</b>			
	6 sets 1 additional for Health Department 1 additional for SEPA, Conditional Use, etc.		3 additional for Shoreline 1 additional for ECA