

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Drop-Off Submittal Program

Updated November 8, 2010

Applicants who have a qualifying rating as a “Consistently Prepared Applicant” (CPA) may be eligible to bypass scheduling an appointment and use DPD’s streamlined “Drop-Off Submittal” process. To learn more about CPA ratings and how to qualify, see DPD Client Assistance Memo (CAM) 121, “Criteria for CPA Submittals.”

PROJECTS THAT QUALIFY

The Drop-Off Submittal option is available for land use Early Design Guidance applications and new construction projects that **do not require** Environmentally Critical Areas (ECA), Shoreline, or State Environmental Policy Act (SEPA) reviews. Construction applications for additions and alterations to existing structures do not qualify for the Drop-Off Submittal process.

In August 2006, DPD discontinued accepting drop-off applications for short plats, lot boundary adjustments, unit lot subdivisions, and construction projects with more than one building on the development site.

The following types of projects qualify for the Drop-Off Submittal process when the applicant meets the qualifying CPA threshold:

- **Single Family** - New construction applications with no unusual irregularities; limited to three stories or fewer. (May include a detached accessory space and/or demolition of existing structure.)
- **Small Multifamily** - New construction applications; limited to three stories or less and simple wood frame construction where the new building will be the only structure on the development site. (May include demolition of existing structure.)

Early Design Guidance (EDG) applications qualify for the Drop-Off Submittal Program. This change combines the required EDG presubmittal conference with acceptance and screening of intake information. EDG drop-off applicants do not need to meet the CPA threshold. For details on EDG, see Seattle Municipal Code Ch. 23.41 and CAM 238, “Design Review,” or contact DPD’s Design Review Program staff at (206) 233-3823.

REQUIRED STEPS

The required steps for a successful Drop-Off Submittal are outlined below.

1. Obtain a Drop-Off Submittal Package, and Address/Records Worksheet (ARW), and a Pre-Application Site Visit Request form either:

- In person from the DPD Applicant Services Center (ASC) - see location and hours on page 3;
- By mail by calling the ASC at (206) 684-8850; or
- Online at www.seattle.gov/dpd/publications/Forms

2. Obtain a Project Number

During the preliminary application stage for **Construction & EDG applications**, research is done to verify your address and create a project number. To initiate this process fill out an Address/Records Worksheet (ARW) [no fee] and submit it in any of the following ways:

- Fax ARW to (206) 233-7866, ATTN: Addressing
- Drop off ARW at the ASC Information Desk (see location/hours on page 3). Only two (2) worksheets at a time can be submitted on a walk-in basis.
- Mail ARW to: DPD, 700 Fifth Ave., Suite 2000, P.O. Box 34019, Seattle, WA 98124-4019, ATTN: Addressing



3. Apply for a Pre-Application Site Visit

- A pre-application site visit is required for all projects prior to submitting your application.
- To initiate this process, fill out and submit a Pre-application Site Visit Request form, along with a site plan showing the location of project. The current fee for pre-application site visits (PASVs) is listed in the DPD Fee Subtitle, available online on our "Fees" page at www.seattle.gov/dpd/fees or from the DPD Public Resource Center (PRC), 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8467.
- A DPD Site Development Team member will visit your site and mail you a Pre-Application Site Visit Assessment Report. If you have questions, contact the Site Development Team at (206) 684-8860.

4. Prepare Plans & Submittal Documents

- Compare your plans with the screening checklist and the plan standards checklist included in your package to ensure you are providing complete documentation. Review the screening checklist for all necessary forms, and make sure they are **completed and signed**.
- Review the DPD coversheets and make sure the left columns have been completed.
- Roll up your plans and the required forms and wrap the Drop-Off Submittal Coversheet document included in the package around the outside, with the corresponding submittal type marked.
- Calculate the initial permit submittal fees by completing the Estimated Application Fee Worksheet. Enter these fees on the Drop-Off Submittal Fee Worksheet. **NOTE:** If you are submitting an EDG application, you only need to fill out the Drop-Off Submittal Fee Worksheet.

5. Submit the Application Materials in Person

Your application must be submitted in person at the ASC (see location/hours on page 3), as follows:

- Sign in at the ASC Information Counter and indicate you are here for a "Drop-Off Submittal." Your CPA rating will be checked at this time to verify that you have a qualifying rating.
- Wait in the seating area to be called by a staff member at the Permit Issuance Counter.

- When your name is called, submit your application materials at the Permit Issuance Counter. Materials should include:
 - plans (the checklists will identify what you need on the plans)
 - supporting documents for application identified on checklists
 - Drop-Off Submittal Fee Worksheet (1 copy)
 - Screening Checklist (2 copies)
 - Drop-Off Submittal Coversheet (1 copy, wrapped around application materials)
 - Pre-Application Site Visit Assessment Report (2 copies)
 - Address/Records Worksheet (1 copy)
- The staff member will verify that all required documentation is included in your application materials and direct you to the cashier to pay your drop-off submittal fees.
- Give the cashier your completed Drop-Off Submittal Fee Worksheet, along with payment for the submittal fees. Make sure that you obtain 2 copies of the receipt from the cashier.
- Return to the Permit Issuance Counter with 2 copies of the receipt. The staff member will then date stamp the Drop-Off Submittal Coversheet wrapped around the plans and log your plans into our permit system, which will include placing identifying tags on the plan sets.
- For EDG applications you may submit your materials at your required presubmittal conference. Prior to the meeting, give the cashier your completed Drop-Off Submittal Fee Worksheet and payment. This is in addition to your presubmittal conference fee, for which payment is required at this time. Make sure you obtain two copies of the receipt.

The planner at your presubmittal conference will screen your application to see if it is acceptable for intake. Applications submitted after the presubmittal conference must be brought in person to the ASC.

6. Process after Drop-Off Submittal Is Received

Please remember that your application is not considered complete and “review ready” until both the DPD land use and building screeners have approved your submittal. This determination may take a maximum of 5 working days and includes the following steps.

- **Staff Screening:** DPD staff will screen your Drop-Off Submittal for completeness, rate your application as “prepared” or “unprepared,” and update your CPA rating accordingly (see CAM 121).
- **Complete Submittals:** If your submittal is deemed complete, your application will be accepted for further review. For Early Design Guidance (EDG) submittals, if your application is deemed complete, it will be accepted and an EDG meeting will be scheduled.
- **Incomplete Submittals:** If your submittal is deemed incomplete, a copy of the screening correction notice will be faxed, mailed, or emailed to you and your application materials (including the correction notice) will be routed to the Permit Issuance Counter on the 20th floor for you to pick up. If your application is not picked up within seven days, the plans will be mailed to you.
 - **Corrections:** When responding to the screening corrections, an itemized response to each item is required. If you will be providing replacement sheets, mark the old sheets **VOID** and return them with the corrected plans.
 - **Resubmittals:** To resubmit your application materials, sign in at the ASC Information Desk and indicate you are here for a “Drop-Off Submittal.” When your name is called, submit your corrected application materials at the Permit Issuance Counter. The staff member will verify your submittal documents and route them back to the reviewer that originally screened your plans. **Make sure that you include the correction letter and itemized response.**
 - When your application is deemed complete it will be placed in the queue for review.

QUESTIONS?

If you have questions about the Drop-Off Submittal process or would like application materials, contact the DPD Applicant Services Center:

- Location:** 20th floor of Seattle Municipal Tower in downtown Seattle
- Address:** 700 Fifth Ave., Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019
- Phone:** (206) 684-8850

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs), Forms, and Codes** are available on the “Publications” and “Codes” pages of our website at www.seattle.gov/dpd. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.