



NEW Commercial Projects

Applicant Services Center  
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[www.seattle.gov/sdci](http://www.seattle.gov/sdci)

Project Number:

Project/Site Address:

This checklist has been provided to assist the applicant in preparing a complete application. It is the responsibility of the applicant to prepare a complete submittal. For further reference, please visit: [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/construction-permit---new-building-multifamily-commercial-mixed-use](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/construction-permit---new-building-multifamily-commercial-mixed-use)

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

- |   |  |
|---|--|
| Use allowed outright                        | Project in pedestrian designated zone  |
| Use allowed as Conditional Use              | Project in Overlay District            |
| Does use exceed maximum size limit for zone | Project in Review District or Landmark |
| SEPA required (DR 17-2019)                  | Design review project                  |
| MUP Number                                  |  |

CONSTRUCTION CONSIDERATIONS:

- |  |   |
|--|---|
| Project requires design Professional stamp | Tenant relocation is required                       |
| Full Occupancy this permit                 | Phased construction (see phased projects checklist) |
| Means of Egress/Exiting covered            | Pre-fab steel building – Tip 304                    |
| Accessibility/Barrier free design covered  | Group H, control areas                              |
| Mixed construction type                    | Racks require engineering                           |
| Height/Area/Type of construction covered   | High Pile Storage                                   |
| Deep excavation at property line           | High Rise, Atrium or Mall – Tip 318                 |
| Demolition is required – Tip 337           | Curtain Walls                                       |

OTHER CONSIDERATIONS:

- |              |                      |
|--------------|----------------------|
| In Shoreline | Grading Plan Content |
| In ECA       |                      |

TYPE OF PLANS TO BE SUBMITTED:

- |   |   |
|---|---|
| Other Civil Plans   | Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus)  |
| Drainage and Wastewater Control (DWC) Plan <sup>1</sup>                         | Grading Plan (grading information may be shown on Site Plan and/or Drainage Plans unless stamping by a licensed civil engineer in required) |
| Construction Stormwater Control and Soil Amendment (CSC/SOIL) Plan <sup>1</sup> |   |

<sup>1</sup> Drainage Plans (DWC and CSC/SOIL Plans) must be prepared by a licensed civil engineer if there is 5,000 sq ft or more of new plus replaced hard surface.

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**ARCHITECTURAL PLANS:**

Basic Plot plan (if 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  
Code Analysis (Land Use and Building)

Roof plan  
Means of Egress/Exiting plan  
Floor plan(s)  
Color elevation views for design review projects  
Building Sections  
Reflected ceiling plan  
Construction details  
Color landscape plans for design review projects (DR 11-2020)

**STRUCTURAL PLANS (if structural changes):**

Structural notes  
Foundation plan  
Floor framing plans

Roof framing plans  
Structural details

**MECHANICAL PLANS (if Mechanical permit included Tip 415):**

Project required design professional stamp  
Mechanical notes

Tip 415

**ADDITIONAL SUBMITTALS:**

Structural calculations  
Statement of Financial Responsibility form  
Agent's Letter of Authorization from Owner  
Target UA calculations or system analysis  
Cooling and heating calculations (if Mechanical Permit included with this permit)  
Memorandum of Drainage Control  
King County Sewage Treatment  
Capacity Charge Certification form  
Copy of Pre-submittal minutes  
Parking Covenant (Site Plan for covenant parking location required)  
Certificate of Approval from Special Review District or Landmark  
Acoustical Study – Tip 118  
Salvage Assessment

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