



SCREENING & SUBMITTAL CHECKLIST

*Phased Projects
 (New Buildings)*

Applicant Services Center
 700 Fifth Avenue, Suite 2000
 P. O. Box 34019
 Seattle, WA 98124-4019
 Phone: (206) 684-8850

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 ~

LAND USE CONSIDERATIONS (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 _____		

CONSTRUCTION CONSIDERATIONS:	
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

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

TYPE OF PLANS TO BE SUBMITTED			
Req	Prov	Req	Prov
	Completed Seattle DCI coversheets for each set of plans Civil drawings		Survey (Topo survey with 2' contours if within 2' of height limit)
ARCHITECTURAL PLANS: Required if Architectural Completion (Reference only if not included in phase)			
	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 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
STRUCTURAL PLANS: 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
MECHANICAL PLANS (if Mechanical permit included)			
	Project required design professional stamp Mechanical notes		Tip 415
ADDITIONAL SUBMITTALS:			
	Copy of Pre-Site Inspection Copy of Soils Report Financial Responsibility Form Agent's Letter of Authorization from owner Structural calculations Target UA calculations or system analysis Cooling and heating calculations (if Mechanical Permit included with this permit)		Copy of Pre-submittal minutes Special Inspection Forms Parking Covenants (Site plan for covenant parking location required) Certificate of approval from Special Review District or Landmark Acoustical Study – Tip 118
NUMBER OF PLANS REQUIRED:			
	6 sets		3 additional for Shoreline