



Applicant Services Center
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New Single Family - General Responsibilities

Screening Responsibilities: These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an application. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the intake time constraints.

“**Project stoppers**” are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener: Responsible for completeness of plans and submittals for building, energy/mechanical reviews, building code items (stories and basements, type of construction, occupancy groups), fees, identifying review locations, O/S IP hours and in coordination with the U Screener the Project Description.

LU Screener: Responsible for completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc. Use per Land Use Code, Land Use review locations, Zoning IP hours and in coordination with the O/S Screener the Project Description.

New Single Family - General Requirements

Screening Overview (SCOPING):

Cover Sheet Completed

- Project Address matches the Address assigned by Seattle DCI
- All portions of coversheet completed including contact information, related projects, floor area, grading, page where information is indicated on the plans, Energy/Mechanical Code Compliance information, etc. Check for forms if Target UA or Systems Analysis is used.

Forms - all forms must be completed (Including but not limited to)

- Financial Responsibility Form
- Contact Disclosure Form
- Construction Stormwater Checklist
- Equipment Sizing Form
- Waste Diversion Plan (Projects with an area of work greater than 750 square feet)
- Deconstruction & Salvage Assessment (Projects involving demolition with a work area greater than 750 square feet)
- No Protest Agreement if the street is not developed with curbs, sidewalk, etc.
- Pre-application Site Inspection Report
- Target UA Form or Systems Analysis Calculations if selected on coversheet
- Water Availability Form

Project matches Addressing Review

- Legal description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match Seattle DCI Project Address

Plot Plan, Floor Plan and Elevations agree

All Plans and notes indicated in Screening Checklist are included

Plans are Microfilmable

- Good Contrast
- Minimum ¼" inch for all other plans
- Minimum 1/8" lettering (if handwritten)
- Minimum 1/8" or 1:10 for plot plan

Number of Plans Required

- Two identical sets of plans with complete coversheets and stapled
- Two additional Plot Plans

Structural Calculations Included

Note: required for all projects with structures less than 20' in width, of unusual shape or of unusual framing excluding one story accessory structures.

Architectural and Structural Notes – unless specified on details or other plans

- | Req | Prov | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify Building Code Editions (such as year, including amendments) |

Design Loads Notes

- | | | |
|-------------------------------------|--------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor dead load and live load |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Roof dead load and live load |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Wind exposure and speed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Seismic zone |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Soil bearing pressure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Equivalent fluid pressure |

Foundation Notes

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Concrete strength and mix |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reinforcing steel grade placement and protection |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Anchor bolt size, spacing and washer/plate size |

Framing Notes

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Species and grade of beams, headers, joist, rafters, columns, studs & miscellaneous |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing type, grade and index |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Manufactured trusses |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Nailing and blocking |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stairway headroom and handrail specifications |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Guardrail height, intermediate rail and design strength |

Mechanical & Ventilation Notes

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Source specific fan sizes (if not specified on floor plans) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Duct work gauge between garage and living spaces |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Whole house ventilation method (exhaust only, integrated forced air, etc.) include size, some rating and controls |

Energy Notes

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify Code Edition (such as year, including amendments) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Heated floor area (gross) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Area of exterior doors |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Area of glazing in walls |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Area of skylights |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Glazing percent (all glass) |

LAND USE CODE ANALYSIS AND DOCUMENTATION – may be on page with Plot Plan

Lot Coverage

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show area calculations of all principal and accessory structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify allowed lot coverage |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed lot coverage |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. 18" overhang including gutter) |

Structure Height

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus) |

Sloping lot height bonus documentation (calculate to nearest inch)

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevations of low grade wall |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of high grade wall |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations |

Architectural and Structural Notes – continued

LAND USE CODE ANALYSIS AND DOCUMENTATION - continued

Req Prov

Sloping lot height bonus - continued

- Identify distance between average low point and average high point
- Show calculations for slope on lot (difference in average elevations divided by distance between these points)
- Show calculations for additional height allowed (slope of lot divided by .06)

Plot Plan

General Information

- Project site address
- Scale 1" = 10' or 1/8" = 1'
- Legal description(s) (include easement legal description and recording number)
- Existing and proposed easement location and dimensions (side yard, ingress & egress, pedestrian access, etc.)
- King County Assessor's Parcel Number (APN)
- North arrow
- Identify and dimension all property lines. Show their bearings

Street and alley information

- Names and right-of-way width(s) of adjacent streets
- Identify elevation at center of developed roadway
- Street and alley right-of-way width
- Street, alley improvement type and width (asphalt, concrete, gravel, 24' wide or specify "unimproved")
- Sidewalk type, width, distance from property line(s) or specify "no sidewalk"
- Curb height and type (concrete, asphalt, rolled, etc. or specify "no curbs")
- Curbcut width and distance from adjacent property lines
- Label curbcuts as "existing" or "proposed"
- Sidewalk type and width or specify "no sidewalk"
- Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro Bus Stops, etc)

Utilities – show existing and proposed

- Sewer mains (sanitary only or combination)
- Storm drains and catch basins
- Water mains, fire hydrants and water meter
- Utility poles (light, power, streetlight, signals, and transit)
- Stormwater disposal system or detention

Development Information

- Dimension distances from all portions of the building to front, side and rear property lines
- If front yard averaging dimensions distances from all portions of building to front property line on adjacent sites used in averaging calculations
- Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc)

Plot Plan - continued

Req Prov

Development Information - continued

- Identify accessory structures and dimension distances from other structures and property lines.
- Dimension distances between structures on property
- Label and dimension surface parking space(s) driveways
- Identify existing and finished grade elevation of driveway at property line
- Identify finished grade elevation at garage
- Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.
- Locate and dimension all window wells, fireplaces, chimneys, etc.
- Show and identify existing trees
- Caliper and species of exceptional and significant trees

Height details

- Identify existing and finished grade at each building corner
- For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable)
- For flat roofs – identify elevation at top of roof structure, top of roof decks if applicable)

Additional requirements – Sloping lot height bonus details

- Locate and identify the average elevation point on high grade wall
- Locate and identify the average elevation point on low grade wall
- Show and dimension line between average high point and average low point
- Provide topographic survey with 2' contours (minimum) by licensed surveyor

Floor Plan

Req Prov

General Information

- North arrow
- Scale 1/4" = 1'
- Label floor level (1st, 2nd, basement, etc.)
- Use of each room
- If framing is shown, identify which floor level framing (i.e. 1st floor plans, 2nd floor framing)
- Reference call outs for cross sections and details

Floor plan information

- Overall dimensions (exterior wall to exterior wall)
- Dimension location of all interior walls and columns, from each other and from outside of exterior walls
- Location of interior and exterior doors and windows
- Dimension exterior door size and specify u-value
- Show direction of all door swings

Floor plan information - continued

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify egress window(s), dimension sill height, net open area, clear open width, clear open height
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show details of the fire barrier required between attached garage and dwelling
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimensions for window sizes on plan or provide schedule. Include height, width, type (i.e. slider, casement, awning), u-value or call out key on plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and dimension critical ceiling breaks (i.e. sloped ceiling provisions, soffits, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locate all smoke detectors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locate exhaust fans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attic access location and size
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water heater location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Furnace location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kitchen sink, refrigerator, cooking appliances location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet, bathing, sink location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fireplace, bay windows, etc. location and dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of rated walls and reference to details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show decks, porches, landings, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify partial height walls

Stair information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locate stairs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension width and landing size
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicate rise and run
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handrail information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guardrail information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headroom height
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Winding stair requirements (if used)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spiral stair requirements (if used)

Elevation Views

General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale ¼' = 1'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and label north, south, east, and west elevation views
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and label existing and finished grade lines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and dimensions exterior architectural features (garden windows, bay windows, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show window wells
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slope of pitched roofs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of doors and windows
<input checked="" type="checkbox"/>	<input type="checkbox"/>	For pitched roofs – dimension height from existing or finished grade, whichever is lower to top of plate, top of roof, top of roof peak, top of roof decks (if applicable) at each building corner

Elevation Views

General Information - continued

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	For flat roofs – dimension height from existing or finished grade, whichever is lower to top of roof structure, top of roof decks (if applicable) at each building corner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height of yard exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height of cantilevered portions of structure from grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height of chimney above structures within 10'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details of open railings on decks if yard or height exceptions used

Foundation Plan

Req Prov

General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale 1/4" = 1'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference callouts for cross sections and details

Footing and foundation information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Overall dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of columns from each other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension and locate spread footings. Specify reinforcement type and quantity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension continuous footings and foundation walls (width, height) or reference detail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thickness of slab
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Window wells construction information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawl space vent size and location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawl space access (location and size)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show posts below first floor framing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locate and identify all steps in footing and / or foundation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show hold-down location and size
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show all first floor framing (size and span of beams and joists, direction of joists)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show all cripple walls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show all shearwall / braced wall panels and indicate construction

Floor Framing Plans

General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale 1/4" = 1'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference call outs for cross sections and details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify floor (1 st floor, 2 nd floor, etc.) and framing level

Framing information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size and spacing of framing members (i.e. joists, beams)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size and span of headers, beams, etc.

Req Prov

Framing information - continued

- Dimension and size of framing around openings in floors, ceilings, and other horizontal diaphragms
- Locate all bearing walls and supporting floor framing
- Locate all bearing walls and bearing points from above
- Locate and identify all structural discontinuities, cantilever, offset bearing walls, floor level changes, etc.
- Show hold-downs, or straps location and size
- Show all ledger connections
- Identify all shearwall and braced wall panels and their schedule

Roof Framing Plans

General Information

- North arrow
- Scale 1/4" = 1'
- Reference call outs for cross sections and details

Framing information

If using conventional framing

- Specify ridge beam size and span
- Show location of collar ties (if used)
- Specify rafter size, spacing, and span
- Specify header sizes and span

If using pre-manufactured trusses

- Location of girder truss, hip master
- Specify truss span, spacing, type (common, scissor, gable end, etc.)

For all framing types

- Show all bearing members below (walls, beams, headers, etc.) giving size and span
- Specify size of framing around roof openings
- Indicate pitch of roof(s)
- Location of roof openings (skylights, chimneys, etc.)
- Dimension all eaves

Building Section

A “**Building Section**” is a cross-sectional view (exterior wall to exterior wall) through a building (foundation to ridge), intended to illustrate the vertical relationship of significant building spaces.

- Min. 1/4"=1'-0" scale.
- Reference call-outs to construction details.
- Dimension distance from floor to floor.
- Ceiling height dimensions. (When using sloped ceiling provision, provide detailed dimensions)
- Detailed dimensions if collar ties used.
- Specify roof pitch / slope.
- Illustrate unusual conditions (lofts, raised floor areas, unusual ceiling configurations, etc.)

Watch For:

1. Floor plans must show the location of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as insulation levels or a stair section, may be on the Building Section as long as the proposal is clear.

Construction Details

A “**Construction Detail**” is an enlarged view (usually sectional) of a critical construction element, intended to clearly show code conformance.

Req Prov

General Information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Minimum ¼” = 1’ (3/4” = 1’ or larger is commonly used for construction detail so detail is clearly presented) |
|-------------------------------------|--------------------------|---|

Stair Detail

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rise and run dimensions (Winders, spirals, or other unusual stairways may require a detail plan as well). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension headroom height |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Handrail information (grasp requirements, extensions, and returns) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Guardrail information (height and spacing of intermediate rails) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire protection under stair (if enclosed) |

Typical Wall Section (extending from roof to foundation/basement wall)

Roof Detail

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension eave |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show gutter, specify type |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify roof insulation, R-value, and type |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show fire protection at eave (if appropriate) |

Wall Detail

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and number of top and bottom plates |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stud sizing and spacing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exterior side: Siding, weather protection, structural sheathing (thickness and material), Veneer type (brick, stone) thickness, and attachment. Fire resistive assembly if appropriate. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Interior side: Insulation R-value and type; Wall covering material and thickness (usually gypsum wall board) |

Floor Detail

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing material and thickness |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of framing members |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Foundation information or reference to separate detail |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Crawl space heights |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Visqueen material and thickness |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Perimeter slab and below grade wall insulation and R-value if applicable |

Construction Details - continued

Req Prov

Foundation/Basement Wall/Retaining Wall Details

- Fully dimension
- Detail all differing conditions (reference to detail required on foundation plan)
- Specify footing depth below grade
- Specify maximum backfill
- Indicate depth of cut in relationship to property line
- Specify re-bar location and size
- Specify sill plate size and material
- Specify anchor bolt size and spacing and washer size
- Footing drain location, size (at exterior wall)
- Spread footing detail(s) – post size, connections to footing, framing above

Shearwall Details

- Show all Shearwall / Braced wall Panels, show construction and assembly details

Shearwall Schedule

- Sheathing material, thickness
- Required nail size, spacing
- Top and bottom plate connection to diaphragm
- Design capacity
- Floor to floor transfer details (hold down strap details)
- Diaphragm to shearwall connections

Miscellaneous Details

- Rockery / ecoblock cross section
- Collar tie connection details if not provided somewhere else in plan set
- Rated wall construction details
- Masonry veneer connection detail if not shown on wall details
- Ledger connection (member size, connection size, spacing) if not provided on framing plan
- Greenhouse connection if not included elsewhere in the plans

Watch For:

1. **Excavation exceeding 1H:1V from a property line** may require a cross-sectional detail. When necessary, bottom of footing elevations may be required on the Foundation Plan.
2. If an **elevator** is proposed, a detail section of the elevator shaft is required.
3. If a **masonry fireplace** is proposed, a detail section of the fireplace and chimney is required.