

City of Seattle Department of Construction and Inspections (Seattle DCI) **PLAN COVERSHEET** Updated 01/01/16

INSTRUCTIONS: Complete all areas of sections 1 - 7 that pertain to your project. Please note that sections 8 - 14 are to be completed by Seattle DCI staff.

*Mac users fill out this form with Acrobat not Reader

1. APPLICANT INFORMATION
PROJECT ADDRESS, PROJECT #, DESCRIPTION OF WORK, OWNER, ADDRESS, PHONE, E-MAIL, CONTACT PERSON, ADDRESS, PHONE, FAX, E-MAIL, PREVIOUS RELATED MUPs, RELATED STANDARD PLANS

2. LAND USE CODE INFORMATION
ZONE, ASSESSOR'S PARCEL NO., DESIGN REVIEW?, OVERLAY ZONING, HISTORIC OR LANDMARK DISTRICT, SHORELINE ZONE, SEPA, EXISTING USE, SQ. FT., PROPOSED USE, SQ. FT., DEPARTMENT OF NEIGHBORHOODS CERTIFICATE OF APPROVAL REQUIRED?, STREET/ALLEY IMPROVEMENTS OR WORK IN THE RIGHT OF WAY REQUIRED?, PARKING SPACES, NUMBER OF DWELLING UNITS

3. HOUSING UNIT OCCUPANCY
DEFINITION: Housing unit means any dwelling unit, housekeeping unit, guest room, dormitory, or single room occupancy unit... CHECK ONLY ONE BOX BELOW TO INDICATE HOUSING OCCUPANCY AT DATE OF PERMIT APPLICATION.

4. GROUND DISTURBANCE
GROUND DISTURBANCE, DISPOSAL SITE, Erosion control is required PRIOR to any ground disturbance. Please refer to Construction Stormwater Control and Soil Amendment Standard Plan.

CUSTOMER ALERT!
Site Inspection Required Prior to First Ground Disturbance - Call (206) 684-8900. A Seattle DCI site inspection is required prior to any ground disturbance related to this permit, including clearing, grubbing or grading.

5. BUILDING CODE INFORMATION
MULTIPLE BUILDINGS IN THIS PROJECT?, CODE USED FOR DESIGN (select one), PROVIDE THIS INFORMATION FOR EVERY BUILDING IN YOUR PROJECT, DCI building ID, Existing # of above-grade stories, Proposed # of above-grade stories, Mezzanines?, Existing # of below-grade stories, Proposed # of below-grade stories, Location, Building code type of construction, FLOOR LEVEL, GROUP, OCCUPANCY/USE, FLOOR AREA, SPRINKLER (Y/N), OTHER FIRE PROTECTION

6. ENERGY/MECHANICAL CODE
HVAC mechanical system is NOT included with this application (if mechanical drawings are included with plans, please stamp "for reference only")? HVAC mechanical system IS included with this application, Mechanical System Values, GENERAL PROJECT INFORMATION, SCOPE OF CONSTRUCTION, APPLICABLE OCCUPANCY, BUILDING ENVELOPE COMPLIANCE, HEATED, SEMI-HEATED, UNHEATED, SCOPE OF MECHANICAL WORK

7. PRIORITY GREEN
(Prior approval to participate in Priority Green is required. The following does not establish Priority Green status.)
PRIORITY GREEN EXPEDITED Screening required prior to building permit intake appointment.
PRIORITY GREEN FACILITATED Screening required prior to building permit or MUP intake appointment.

8. LAND USE CONDITIONS (Seattle DCI staff use only)
Assigned planner, Phone, NEW CURB CUT REQUIRED

9. SPECIAL INSPECTIONS (Seattle DCI staff use only)

10. DRAINAGE & SEWER REVIEW (Seattle DCI staff use only)
SEATTLE DCI SEWER AND DRAINAGE REVIEW DESK: (206) 684-5362 or sidesewerinfo@seattle.gov
DRAINAGE REVIEW REQUIRED?, SIDE SEWER REVIEW REQUIRED?, NOTE: A separate side sewer permit is required from Seattle DCI for ALL new drainage and sewer installations.

11. ENVIRONMENTALLY CRITICAL AREAS INFO (Seattle DCI staff use only)
ENVIRONMENTALLY CRITICAL AREAS (ECA), Reviewed by, Date, Denied, Granted, Type, Small project waiver

12. SHOP DRAWINGS, KEY AREA INSPECTION & BUILDING CONDITIONS (Seattle DCI staff use only)
Sprinkler drawings required for: NFPA 13, NFPA 13 R, Partial system, Location, Fire alarm, Required shop drawings/key area inspections

13. PERMIT ISSUANCE AUTHORIZATION (Seattle DCI staff use only)
Table with columns: REVIEW LOCATION, APPROVAL INITIALS, DATE, NOTES. Rows include ZONING, CURB CUT, ORDINANCE, STRUCTURAL, ENERGY, MECHANICAL, DRAINAGE, ECA, GRADING, WATER (SPU), FIRE, HEALTH (King County), NOISE, CONVEYANCE/ELEVATOR, SHORING (SDOT), STREET IMPROVEMENT (SDOT), PARKS, PROTECTED DISTRICTS (DON), SEPA EXEMPTION, LAND USE.

14. DEPARTMENT SIGN OFFS (Seattle DCI staff use only)
ISSUED BY, DATE, BUILDING PLANS EXAMINER, MECHANICAL PLANS EXAMINER, DATE RECEIVED AT INTAKE