



## Phased Permit Request Form

**Date:** \_\_\_\_\_

A phased permit allows you to submit plans for construction of a new building in multiple pieces. The building must be large or complex to justify the use of this program. Phased permits are only available for new buildings, and the buildings typically need to have a construction value greater than \$5,000,000. Phased permits are not used to separate out shoring and excavation work.

**Fee:** 2 x base fee for projects with a value greater than \$5,000,000  
1 x base fee for projects with a value equal to or less than \$5,000,000

### CONTACT INFORMATION:

MUP Project Number: \_\_\_\_\_  
Construction Project Number: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Contact Person for this project: \_\_\_\_\_  
Contact Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Project Architect/Firm: \_\_\_\_\_

### PROJECT INFORMATION:

Is this a high-rise or atrium project? Yes \_\_\_\_ No \_\_\_\_  
Does this project include demolition of any existing structures? Yes \_\_\_\_ No \_\_\_\_  
(If demolition of multiple buildings is proposed, please attach a demo plan.)  
What is the construction value for this new building? \_\_\_\_\_  
(Please complete a [Fee Estimate](#) and attach a copy.)  
What is the construction value for the shoring/excavation work? \_\_\_\_\_  
Does this project include multiple new buildings on the site? Yes \_\_\_\_ No \_\_\_\_  
yes, attach a separate [Fee Estimate](#) for each building.)  
If there are multiple towers proposed, will the towers be occupied at the same time? Yes \_\_\_\_ No \_\_\_\_  
Identify any other existing project numbers that may be associated with this project:  
\_\_\_\_\_  
\_\_\_\_\_

### PROJECT DESCRIPTION:

Please provide a brief description of the project. (Example: "To Build a 6-story mixed-use building with 80 residential units and ground floor commercial space") If you have already submitted your MUP, you may use the MUP project description.

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Please describe why your project would benefit by phasing. Describe how the level of complexity, special needs or circumstances deem phasing necessary for this project. Seattle DCI will review the justification and either approve or reject your phasing request. **You may attach a separate sheet with this information.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Check the boxes to indicate the number of phases desired and the work to be included in each phase. Please also attach a diagrammatic section or elevation to show the scope of each phase (11x17 max).

Anticipated Submittal Date: \_\_\_\_\_

Additional information to explain the scope of work included in this phase (if necessary):

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\_\_\_\_ **Phase 2**

- \_\_\_\_ Structure to grade
- \_\_\_\_ Base structure
- \_\_\_\_ Super structure
- \_\_\_\_ Architectural shell and core
- \_\_\_\_ Architectural partial occupancy (includes some architectural tenant build out, but not full occupancy)
- \_\_\_\_ Architectural full occupancy

Anticipated submittal date: \_\_\_\_\_

Additional information to explain the scope of work included in this phase (if necessary):

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\_\_\_\_ **Phase 3**

- \_\_\_\_ Super structure
- \_\_\_\_ Architectural shell and core
- \_\_\_\_ Architectural partial occupancy (includes some architectural tenant build out, but not full occupancy)
- \_\_\_\_ Architectural full occupancy

Anticipated submittal date: \_\_\_\_\_

Additional information to explain the scope of work included in this phase (if necessary):

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\_\_\_\_ **Phase 4**

- \_\_\_\_ Super structure
- \_\_\_\_ Architectural shell and core
- \_\_\_\_ Architectural partial occupancy (includes some architectural tenant build out, but not full occupancy)
- \_\_\_\_ Architectural full occupancy

Anticipated submittal date: \_\_\_\_\_

Additional information to explain the scope of work included in this phase (if necessary):

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