PLEASE NOTE: This document has been updated to reflect the Seattle department name change from DPD to SDCI. Although the text in the document reflects the change, the screenshots still contain the DPD reference.

SDCI Project Portal: Starting a New Project

You can start construction, demolition, grading, land use, and mechanical projects using the Project Portal. The first step in starting a new project is completing the preliminary application. When you complete this application, you'll get a project number and SDCI will start any activities required before you can submit your full permit application.

Here's what you'll need to complete the application:

- Project site address.

- Property owner information (if other than yourself).

- Legal description for your property. You can usually find this information on your title or a recent appraisal. If you can't find it, you can use the King County Assessor's Parcel Viewer (http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp) to find your parcel number and associated property report, which contains the description.

- Estimated project value.

- Square feet of replaced and new impervious surface (surface that sheds moisture).

- Whether or not green factor applies to your project. This is a landscaping requirement for some types of development; see Seattle Green Factor for more details.

- All projects but mechanical and temporary construction require a site plan. See CAM 103 for site plan requirements and CAM 103B and CAM 316 for site plan guidelines. (CAMs, or Client Assistance Memos, are guides to city policy and procedure.)

Step 1: Project Information

1. To create your project number, click **Start a preliminary application** under **Start your project here**..
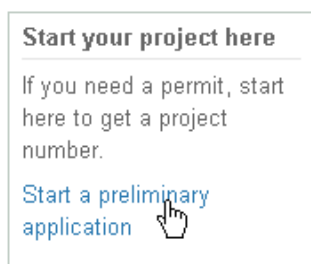
If you already have a project number, but have not completed a preliminary application, it will display in the **Applications in Progress** section with **New** status. Click the project number to begin your application.

2. Select your **Application Type**:

    New Construction: Any new building, including structures such as garages and additional rooms designed to be used as separate residential units.

    Addition/Alteration: Renovation or expansion of an existing building.

    Temporary Construction: Construction of a temporary structure such as a stage, construction trailer, tent, or seasonal use such as a Christmas tree lot.

    Tenant Improvements: Renovation or expansion of a commercial tenant space.

    Demolition: Demolition of an existing building.

    Land Use: Projects such as subdivision or alteration of property lines, variances, and design review.

    Mechanical: Installation of or changes to equipment such as heating, ventilation, and air conditioning.

    Grading Only: Grading or excavation work not related to a construction project.

Start a Preliminary Application

Once you've completed your preliminary application information, you can submit it to DPD to begin the permitting process. Once DPD receives and processes the preliminary application, you'll be notified of the next steps you need to take. Your work in progress will be saved as soon as you have created a project, but it can't be submitted until all required fields have been completed.

Please provide all the information you have about your project, but if you don't know the answer to a question, it's fine to leave it blank (if not required).

3. Select the project's **Category.**
4. Enter the project address.
5. Type a brief description your project in the **Description of Work** field (e.g., "new 2,000 sq ft residence," or "addition of second story to existing residence").
6. If this project is related to another SDCI project, type the number in the **Related Project Number** field.
7. Click **Create Project**. Your project is created and a number is assigned

8. Click **Next** to continue your application. You can also exit at any point and complete the application later. Each time you click **Next**, the information you have entered on the current step will be saved.

Step 2: Adding Application Information

Because you initiated the project, you are the primary applicant. If you are also the property owner, you can skip step 2. If you need to add a different owner:

1. Click **Change** next to **Owner**.

2. To use someone from **My Contacts**, select the check box next to his or her name and click **Save**.

💡 The Portal allows you to add contacts so you can easily select associates as co–applicants. See Changing SDCI Project Portal Account Settings for details about adding people to **My Contacts**.

3. To select someone else, click **search for other contacts or contractors**.

4. Type a first and last name or business name and click **Find**.

5. If you found the right contact, select the check box next to his or her name and click **Save**.

6. If you didn't find the right contact, click **create a new one**.

7. Type the contact details, making sure to complete all fields marked with an asterisk (*). Click **Save**.

Step 3: Site Information
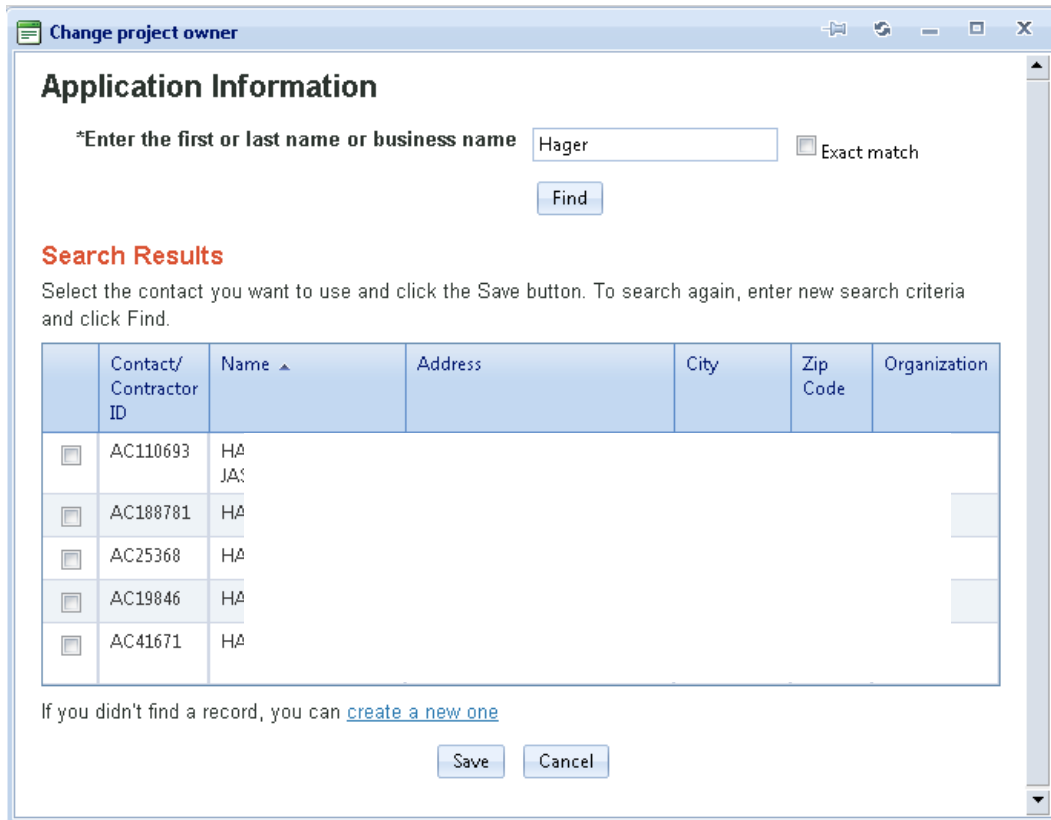
The only site information required for your preliminary application is the legal description for your property. You can usually find this information on your title or a recent appraisal. You can also use the King County Assessor's Parcel Viewer (http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp) to find your parcel number and associated property report, which contains the description.

Start a Preliminary Application   Print

Project Number: 6318582

① Project Information ② Applicant Information ③ **Site Information** ④ Ground Disturbance ⑤ Residential Units ⑥ Project Details ⑦ Documents

Address: 1222 E CROCKETT ST

* Legal Description:

If your legal description is longer than the space provided (2,000-character limit), please upload it as a document and put a note in the legal description field indicating you have done so.

Legal Description Document: [ ] [Select]
File size is limited to 200 MB.

[Upload]

Uploaded documents:

	File Name	Document Type	Date Uploaded	File Size
No documents to display				

King County APN: [ ] [ ] [ ] [ ]

You can find the Assessor's Parcel Number(s) for your site by address using King County's Parcel Viewer:
http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp

DPD Building Identifier: [ ]

Common Building Name: [ ]

Development Site Changes: [None ▼]

[Previous]   [Next]

Step 4: Ground Disturbance

If your project involves ground disturbance (moving or penetrating ground), a pre-application site visit (PASV) may be required before you can submit your permit application. The questions on this step will help determine whether or not a PASV is required.

All new construction and land use projects require a PASV, if one hasn't been recently performed.

If a PASV is required, the request form will appear as soon as you complete the ground disturbance questions. You must complete this request before submitting your preliminary application.

Start a Preliminary Application   Print

Project Number: 6318582

① Project Information ② Applicant Information ③ Site Information ④ **Ground Disturbance** ⑤ Residential Units ⑥ Project Details ⑦ Documents

*Will your project create ground disturbance?	Yes ▾		*Is your project in an environmentally critical area?	No ▾
			View ECA details for the site address	
*Will area of disturbance be > 750 square feet?	Yes ▾		*Pre-Application Site Visit performed in last 24 months?	No ▾

Because your project involves ground disturbance, DPD requires a PASV before application intake. Please complete the following information to help the site inspector perform an accurate evaluation of your site.

*Cut Depth in Feet (maximum):			*Foundation Type:	▾
*Fill Depth in Feet (maximum):				
*Cumulative in cubic yards):			*Is site occupied?	▾

Authorization to Conduct Site Visit

☐ I, the owner or owner's authorized representative of the property referenced in this submission, give the City of Seattle Department of Planning and Development permission to conduct a Pre-Application Site Visit. I agree that: 1) electronic filing constitutes an authorizing signature; 2) I will inform all tenants of the site visit prior to the inspection being conducted; and 3) if conditions such as uncontrolled dogs or uncooperative tenants hinder the inspector's ability to conduct the site visit, the site visit will not occur and the site visit fee may be forfeited.

Previous   Next

Step 5: Residential Units

This step only appears if your project involves a single or multi-family building. If your project is in either of these categories:

Project Number: 6318582

1 Project Information　2 Applicant Information　3 Site Information　4 Ground Disturbance　5 **Residential Units**　6 Project Details　7 Documents

Proposed New Residential Units	**No.**		
Accessory dwelling unit:		**Number of Existing Residential Units:**	
Accessory dwelling unit, detached:		**Number of Residential Units Proposed for Removal:**	
Cottage housing:		**Total Number of Residential Units:**	
Rowhouse:			
Single-family residence/duplex:			
Total Number of New Residential Units:			

[Previous]　　　　　　　　　　　　　　　　　　　　　　　　　　　　[Next]

1. Enter the number of new residential units involved in your project

   - Accessory dwelling unit: An additional room or set of rooms designed to be used as a separate residence, within an owner-occupied single-family residence (or within an accessory structure on the same lot as an owner-occupied single-family residence). See section 23.44.041 of the Seattle Municipal Code for the standards an ADU must meet.

   - Accessory dwelling unit, detached: An additional room or set of rooms designed to be used as a separate residence on the same lot as an owner-occupied single-family residence. See section 23.44.041 of the Seattle Municipal Code for the standards that an ADU must meet.

   - Cottage housing: Individual buildings arranged around a common open space; 950 square feet is the maximum size allowed for each cottage.

   - Rowhouse: Units attached side-by-side along common walls. Rowhouses must face the street directly with no other principal housing units behind them and occupy the space from the ground to the roof (they can't be stacked).

   - Single-family residence/duplex: Individual or two-unit residences.

2. Enter the number of existing units. (Note that a single-family residence is considered 1 unit.)

3. Enter the number or units to be removed.

Step 6: Project Details

To complete this step, you must:

1. Indicate whether nor you are requesting a **pre-submittal conference**. These conferences are typically only required for high-rise or atrium projects. See SDCI CAM 313 and 318 for more details.

2. Enter your **estimated project value**.

3. Enter the **total new and replaced impervious surface**. (An impervious surface sheds moisture that falls on it instead of absorbing it.)

4. Indicate if you are **participating in a green permitting program**, such as Priority Green.

5. Indicate if you are **using the right-of way for green factor requirements**. Green Factor is landscaping requirement that applies to some types of development in the city; see Seattle Green Factor for more details.

Project Number: 6318582

1 Project Information   2 Applicant Information   3 Site Information   4 Ground Disturbance   5 Residential Units   **6 Project Details**   7 Documents

*Do you plan to request a pre-submittal conference?	▼		*Are you proposing to use the right-of-way for any green factor requirements?	▼
Square Feet of New Construction:			Number of Existing Parking Spaces:	
Total Square Feet of Existing and New Construction:			Number of New Parking Spaces:	
Building Footprint (in Square Feet):			Proposed Number of Buildings:	
*Estimated Project Value:			Development includes structures that extend over or under the right-of-way?	▼
	Link to online fee estimator			
*Total New Plus Replaced Impervious Surface (in Square Feet):			Development includes structures that extend over/under alley?	▼
*Are you participating in a green permitting program?	▼ ☐ I'd like information on Green Building programs			

[Previous]   [Next]

If you have the information, you are encouraged to complete the other fields on this step. The more information SDCI has, the better we'll be able to help you determine requirements for your project. However, if you don't have this information, or aren't sure how accurate it is, you can submit with only the required fields compete. Required fields are marked with an asterisk (*).
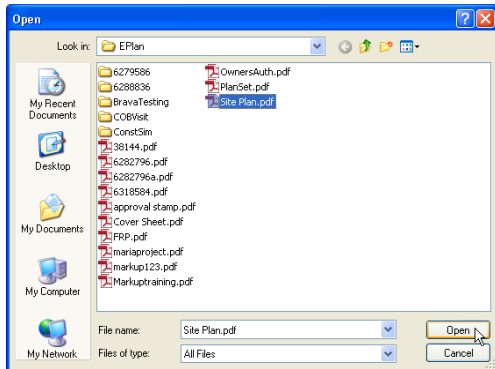
Step 7: Documents

For all project types but mechanical and temporary constructions, you need to submit a site plan to complete your preliminary application.

1. Click the **Upload file** button next to Site Plan.

* Site Plan

No. of Pages: ☐

[Upload file]

2. Select a file from your hard drive or network drive and click **Open**. SDCI accepts PDF, and image files (JPG, GIF, TIF).

The site plan appears on the list of uploaded documents. You can delete documents after they're uploaded, not but after you submit them to SDCI.

3. If you need to upload other documents (none are required), select the document type in the **Type** list, then click the **Upload file button** to upload the document. You can upload as many documents as you need to.

Submitting Your Preliminary Application

To submit your preliminary application to SDCI, select the check box acknowledging that this application is not a permit and click the **Submit to DPD** button.

Next Steps

After you submit your application:

- You'll receive e-mail confirmation, if you signed up for e-mail alerts, and the project will appear with Pre-Application Submitted status in the **Applications in Progress** section of the Portal.

Once SDCI processes your application:

- You'll receive an e-mail confirmation, if you signed up for e-mail alerts, and the project will appear with Pre-Application Processed status in the **Applications in Progress** section of the Portal

- If a PASV is required, associated fees will appear in the **Payable Fees** section of the Project Portal.

- If your application type is new construction or land use, SDCI and staff from Seattle City Light, Department of Transportation, and Public Utilities will review your application and provide you with a report of preliminary application requirements (PAR). You should receive this report 10 business days after your preliminary application is processed.

After the PASV is complete and you have received your PAR (if required):

- If you're not applying for permit exemptions, you can typically schedule an intake appointment to submit your full permit application after these activities are complete. If you're participating in our electronic plan review pilot, you can click your project number from the **Applications in Progress** section to continue the application process. Otherwise, contact the Applicant Services Center at 206-684-8850 to schedule your appointment.

SDCI Project Portal: Starting a New Electrical Project

Use the SDCI Project Portal to submit Electrical project applications that require plan review.

For electrical projects, you'll need the following to complete the application:

- Project site address
- Property owner information (if Owner is other than yourself)
- Declared project value
- Electrical plan set

Before starting: If you are an electrical contractor, please click on the My Account link in the SDCI Portal to update your account information with your electrical contractor's license number. Updating your information will make the application process easier.

Step 1: Project Information

1. To create your project number, from within your Project Portal, click **Start a preliminary application** under **Start your project here**.

Start your project here

If you need a permit, start here to get a project number.

Start a preliminary application
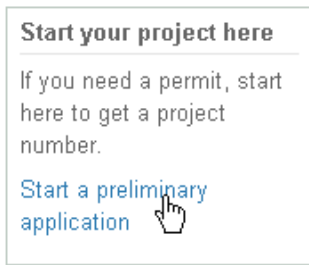
2. The Preliminary Application page will be displayed. Steps 3-10 relate to this screen.

Start a Preliminary Application

Once you've completed your preliminary application information, you can submit it to DPD to begin the permitting process. Once DPD receives and processes the preliminary application, you'll be notified of the next steps you need to take. Your work in progress will be saved as soon as you have created a project, but it can't be submitted until all required fields have been completed.

Please provide all the information you have about your project, but if you don't know the answer to a question, it's fine to leave it blank (if not required).

After you create your project, you will be led through a series of steps to complete your preliminary application.

| 3 | *Application Type: | | 6 | *Address: | Number* | Mod | Prefix | Street name* | Type | Suffix |

Minor telecommunication utility

7 *Description of Work:

| 5 | *Category: | | 8 | Related Project Number: |

9 Create Project

3. In the **Application Type** drop down menu, select **Electrical**.

   Electrical: Installations, fire alarm systems, or temporary power projects that require plan review.

4. From the pop-up window that appears when you select **ELECTRICAL**, click:

   - "Continue with Plan Review" if your electrical application requires plan review

   - "Use Self-Issue Online Electrical Permitting" if your electrical permit can be self-issued

   - "Return to Portal Page" if your application requires special or manual handling
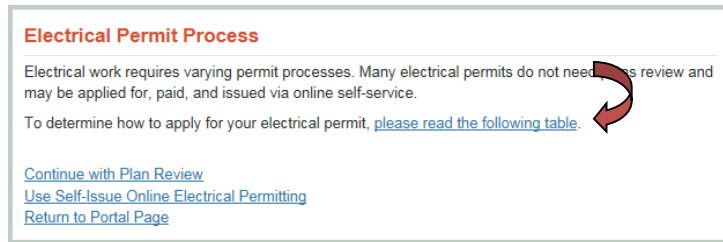
   If you are uncertain what process is required for your application, click on the "**please read the following table**" link.

5. Select the project's **Category.**

6. Enter the project **Address**.

7. Type a brief description of your project in the **Description of Work** field (e.g., "2,000 sf power and lighting remodel," or "revise and relocate ATS feeders 4th and 6th floors").

8. If this project is related to another SDCI project, type the number in the **Related Project Number** field. The system will check the address you entered in step 6 above against the address associated with the related project number you enter. If the addresses differ, you will be given the option to accept the related project number's address or to cancel and select a different related project number.

   NOTE: The related project number is <u>required</u> if you are applying for a <u>temporary power permit</u>.

9. Click **Create Project**. Your project is created and a number is assigned
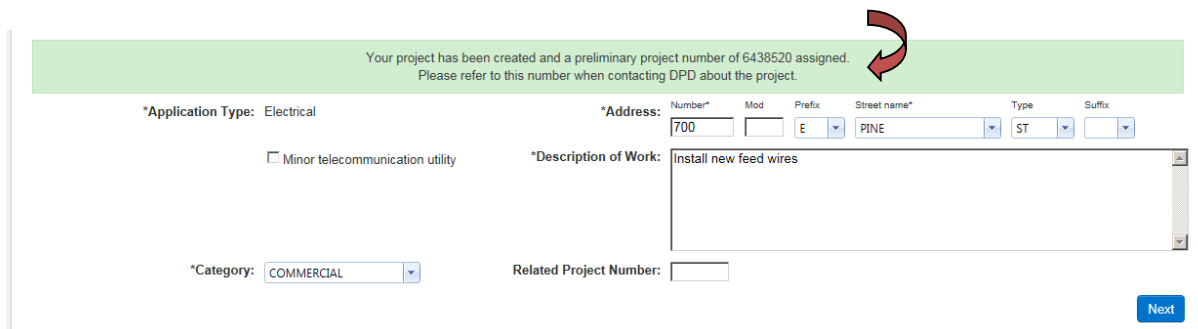
10. Click **Next** to continue your application and move to the next step, **Applicant Information**.

   You can also exit at any point and complete the application later. Each time you click **Next**, the information you have entered on the current step will be saved.

Step 2: Applicant Information

Because you initiated the project, you are the Primary Applicant. If you are also the property owner, skip to Section 2: Selecting an Installer.

Section 1: Changing the Owner

1. Click **Change** next to **Owner**.

Start a preliminary application   Print

Project Number: 6438520

① Project Information ② Applicant Information ③ Project Details ④ Documents

Since you have initiated the project, you are the primary applicant. If you need to specify a different contact as owner, click the Change button.

Primary Applicant

Name	Address	City	Organization	Zip Code	Day Phone	Email
THE ELECTRIC COMPANY	12345 78TH PLACE W	SEATTLE	THE ELECTRIC COMPANY	98188	(444)444-4444	tec@tec.net

Owner Change

Name	Address	City	Organization	Zip Code	Day Phone	Email
THE ELECTRIC COMPANY	12345 78TH PLACE W	SEATTLE	THE ELECTRIC COMPANY	98188	(444)444-4444	tec@tec.net

2. To use someone from **My Contacts**, select the check box next to his or her name and click **Save**.

Change project owner

My Contacts

You can add the names of associates you often work with to your My Contacts list so they're easy to select. See My Account to add names.

	Name	Address	City	Organization
☐	GEPHART, JULIE	700 5TH AVE	SEATTLE	

Save   Cancel

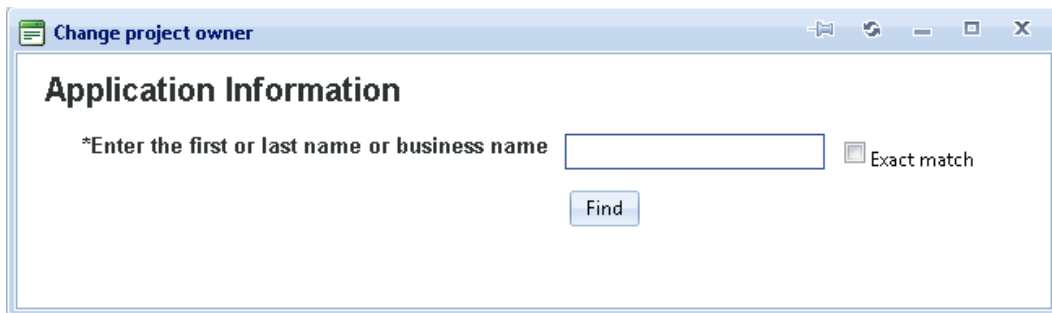If you don't have any contacts in your My Contacts list, you can also search for other contacts or contractors to use.

💡 The Portal allows you to add contacts so you can easily select associates as co-applicants. See Changing SDCI Project Portal Account Settings for details about adding people to **My Contacts**.
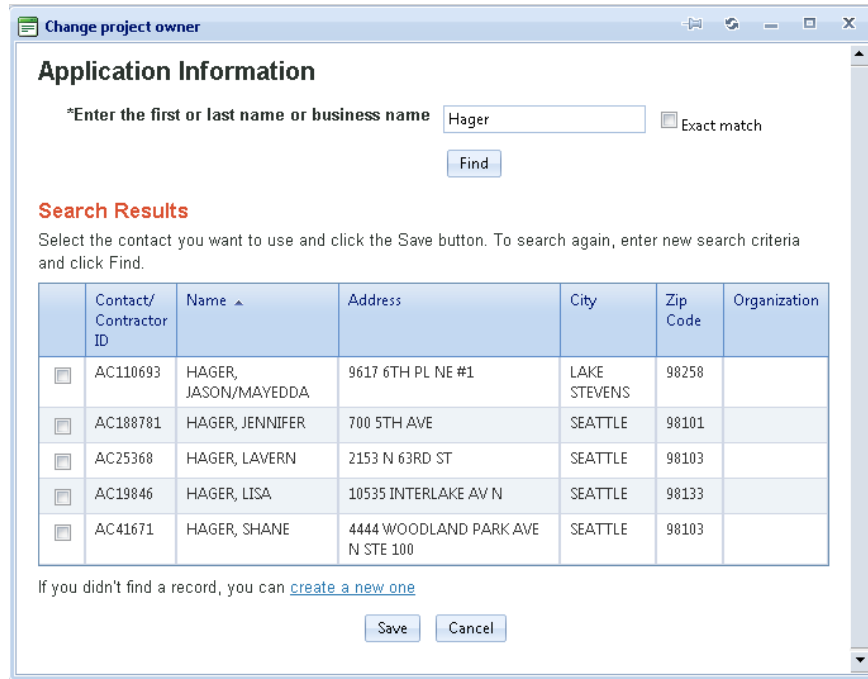
3. To select someone else, click **search for other contacts or contractors**.
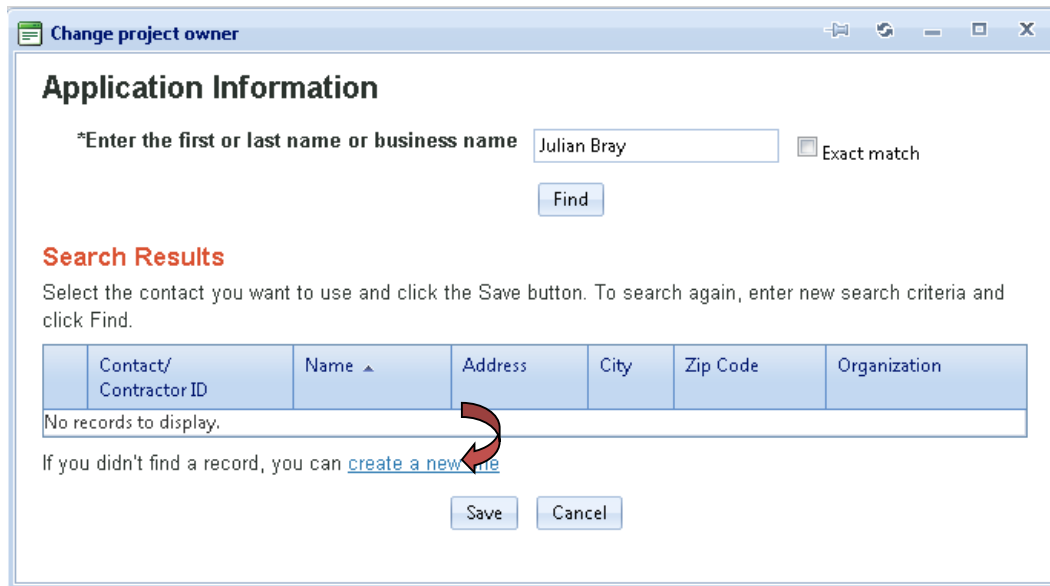

4. Type a first and last name or business name and click **Find**.

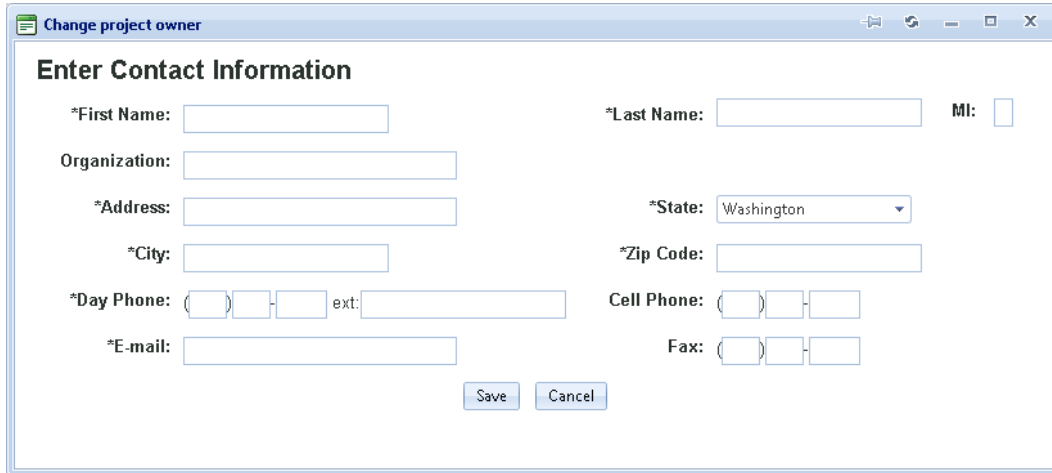5. If you found the right contact, select the check box next to his or her name and click **Save**.

6. If you didn't find the right contact, click **create a new one**.

7. Type the contact details, making sure to complete all fields marked with an asterisk (*). Click **Save**.

Section 2: Selecting an Installer

If you know which electrical contractor that you will be using to perform the work on your project, follow the instructions below to make the selection. The application has been designed to pre-select you as the installer, if you have a valid electrical contractor's license.

> **NOTE:**
>
> - Only electrical contractors with an active general or residential or low voltage contractor's license can be selected in the Installer section.
>
> - If you are an electrical contractor and will be doing the project work, be sure that you have updated your My Account information to include your license. The My Account page can be accessed by clicking the link in the upper right corner of any Project Portal page.
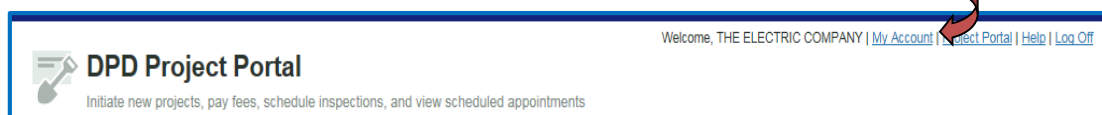
> - If you are the property owner and will also be doing the installation, leave the Installer section blank.

1. If the "**I am doing the installation work**" checkbox is selected but you (Primary Applicant) will not be doing the work, uncheck the box.

2. Click on the **Change** button.

3. Enter the license number of the electrical contractor you want to select.

4. If the search results are correct, click on the **Save** button. If the search results do not display your contractor, check the license number and re-enter or leave the installer section blank.

5. Click on the **Next** button to save your information and to move to the next step, **Project Details**.

Example: Primary Applicant with a Valid Electrical Contractor's License in My Account

Example: Primary Applicant: Not a Contractor or No Valid Electrical Contractor's License in My Account

Step 3: Project Details

1. Select the work type for your permit application.

    Start a preliminary application
    Project Number: 6438520
    ① Project Information ② Applicant Information ③ Project Details ④ Documents

    ○ **Temporary Power**
    ○ **Fire Alarms**
    ○ **All Other Electrical Work Requiring Plans Review**

    [Previous]

2. Enter the information required for the work type you selected.

    > **Note**: If you select Temporary Power but did not enter a related project number on the
    > Project Information page, you will be redirected to Step 1: Project Information.
    > Enter the related project number and then click **Next** twice to return to the Project Details
    > page.

    Example: Temporary Power

    Start a preliminary application
    Project Number: 6438520
    ① Project Information ② Applicant Information ③ Project Details ④ Documents

    ● Temporary Power
    *Work Activity Location: Corner of 6th and Marion
    (floor#, apt#, suite#, etc.)
    *Declared Value of Work: 25000

    Fees will be based on electrical construction value only. Include labor and materials, whether or not furnished by installer, and fixtures, furnishings, and equipment provided by the owner.

    Example: Fire Alarms

    ● Fire Alarms
    *Work Activity Location: SW section of the 43rd flr
    (floor#, apt#, suite#, etc.)

    Number of Control Units: 7

    Number of Fire Alarm Devices: 18

    *Are you installing a new fire alarm panel or replacing an existing
    fire alarm panel?   ● Yes ○ No

    Fees will be based on number of devies and controllers, plus PDP administration fees and SFD plans review and field inspection fees.

    Example: All Other Electrical Work Requiring Plans Review

    ● All Other Electrical Work Requiring Plans Review
    *Work Activity Location: SW corner of the 42nd flr
    (floor#, apt#, suite#, etc.)
    *Declared Value of Work: 15000

    Fees will be based on electrical construction value only. Include labor and materials, whether or not furnished by installer, and fixtures, furnishings, and equipment provided by the owner.

3. Click on the **Next** button to save your information and move to the next step, **Documents**.

Step 4: Documents

1. Enter the number of pages in your electrical plan set.

2. Click the **Upload file** button.

3. Select a file from your hard drive or network drive and click **Open**. SDCI accepts PDF and image files (JPG, GIF, TIF).
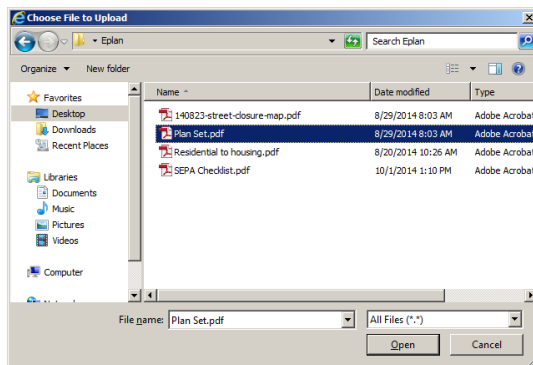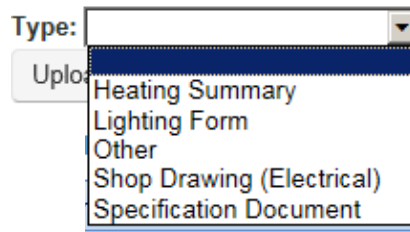

The plan set document you uploaded will be displayed. To replace the file you have uploaded, first delete the existing file, then upload a new one.

Click here if you want to delete the plan set you uploaded.

4. If you have other documents that need to be submitted with your application, use the **Type** drop down list to select the appropriate document type.

Type:

Uplo
Heating Summary
Lighting Form
Other
Shop Drawing (Electrical)
Specification Document

5. Select a file from your hard drive or network drive and click **Open**.

6. Repeat steps 4 and 5 as necessary for each document type or file that you need to upload.

7. Read the information statement at the bottom of the page. If you agree with the terms, click the check box.

8. Click on the **Submit** button.

☐ This application is complete and accurate to the best of my knowledge. I understand that if DPD determines that my application is not complete, the Seattle Electrical Code authorizes DPD to charge for time spent handling incomplete electrical plans review submittals. Time will be charged at the DPD hourly rate, as established in the City of Seattle Fee Ordinance. I certify that I have reviewed and am familiar with the plan set requirements for electrical application submissions. I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal code.

Previous   Submit to DPD
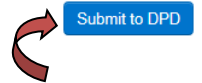
9. If your application is completed and ready to submit, click on **Continue**. If you still want to make modifications to your application, click **Cancel**.

Next Steps

After you submit your application:

- Your project will appear with Pre-Application Submitted status in the **Applications in Progress** section of the Portal. It will have a status of **Application Submitted for Intake**.

Once SDCI processes your application:

- When the fees for your application are calculated, the fees will appear in the **Payable Fees** section of the Project Portal. When your project appears in this section, click on your project number to be redirected to the fee payment site.

- Once your initial application fees are paid, review of your application will begin.