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 (<u>http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp</u>) 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 <u>Seattle Green Factor</u> for more details.
- All projects but mechanical and temporary construction require a site plan. See <u>CAM 103</u> for site plan requirements and <u>CAM 103B</u> and <u>CAM 316</u> 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.

Applications In Progress (12)					
Project	Application Type	Status			
<u>6331509</u>	New Construction	Pre- Application Submitted			
<u>6331510</u>	Addition/Alteration	Pre- Application Submitted			
6331575	New Construction	New	0		
<u>6331508</u>	New Construction	Pre- 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).

After you create your project, you will be led through a series of steps to complete your preliminary application.										
*Application Type:	•	*Address:	Number*	Mod	Prefix	Street name*	•	Туре	Suffix	•
	Minor telecommunication utility	*Description of Work:								
*Category:		Related Project Number: Create Projec								

- 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

USING THE PROJECT PORTAL

STARTING A NEW PROJECT

Yor	ur project has been created and a prelimi Please refer to this number when c				igned.				
*Application Type: Addition/Alte	eration *Addr	ess: Number*	Mod	Prefix E •	Street name*	•	Type ST	- Si	uffix 👻
🕅 Minor tele	ecommunication utility *Descriptio W	n of Addings ork:	econd stor	y and deck t	o existing residence.				

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.

Project Number: 63185	182						
Project Information		ation 3 Site Ir	nformation 4 Groun	d Disturbance	Residential Units	6 Project Details 7 Documents	1
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	
radifie							
HAGER, JENNIFER	700 5TH AVE	SEATTLE		98101	(206)615-1203	jennifer.hager@seattle.gov	
	700 5TH AVE	SEATTLE		98101	(206)615-1203	jennifer.hager@seattle.gov	
HAGER, JENNIFER	700 5TH AVE	City	Organization	98101 Zip Code	(206)615-1203 Day Phone	jennifer.hager@seattle.gov	

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

You can add the names of associates you often work with to your My Contacts list so they're easy to select. See <u>My</u> <u>Account</u> to add names.							
	Name	Address	City	Organization			
R _2	GEPHART, JULIE	700 5TH AVE	SEATTLE				
f you don't have any contacts in your My Contacts list, you can also <u>search for other contacts or contractors</u> to use.							

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

USING THE PROJECT PORTAL

📰 Change pr	roject owner			-[=]	9	-		×		
My Co	My Contacts									
	dd the names of associates you of o add names.	ten work with to your My Co	ntacts list so they're	easy to s	elect.	See	<u>My</u>			
	Name	Address	City	Organiza	ition					
	GEPHART, JULIE	700 5TH AVE	SEATTLE							
lf you don'i	If you don't have any contacts in your My Contacts list, you can also search for other contacts or contractors to use.									

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

🚍 Change project owner	-[=]	0	-		×
Application Information					
*Enter the first or last name or business name		Exa	ict ma	tch	
Find					

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

Chang	je project ow	ner				-[=]	s –		х
Application Information									^
*Enter the first or last name or business name Hager					Exact r	match			
Find									
ear	ch Result	s							
		you want to use and c	lick the Save	button. To searcl	n again, enter	' new sea	rch criter	ia	
	Contact/ Contractor ID	Name 🔺	Address		City	Zip Code	Organiza	ation	
	AC110693	HA JA:							
	AC188781	НА							
	AC25368	HA							
	AC19846	НА							
	AC41671	НА							
you (didn't find a r	ecord, you can <u>create</u>	a new one						
			Save	Cancel					•
	*E ear elect nd cli	Application *Enter the first tearch Result tearch Result tearch Result contact/ Contractor ID AC110693 AC19846 AC19846 AC41671 AC41671	*Enter the first or last name or bus elect the contact you want to use and conditional contractor Contractor Contractor AC110693 HA JAS AC188781 HA AC25368 HA AC19846 HA AC41671 HA	Contaction Information *Enter the first or last name or business name elect the contact you want to use and click the Save and click Find. Contact/ Contractor ID Address AC110693 HA JAS Address AC188781 HA - AC19846 HA - AC41671 HA - You udin't find a record, you can create a new one -	*Enter the first or last name or business name Hager Find	*Enter the first or last name or business name Hager Find earch Results elect the contact you want to use and click the Save button. To search again, enter ad click Find. Contact/ Contactor D AC110693 HA JA: AC19846 HA AC41671 HA	Application Information *Enter the first or last name or business name Find Exact r Find Exact r Exact r	Application Information *Enter the first or last name or business name Find earch Results elect the contact you want to use and click the Save button. To search again, enter new search criter nd click Find. Contact/ Contact/ Name Address City Zip Code Organize Code AC110693 H4 Aix AC188781 H4 AC19846 H4 AC198 H4 AC198 H4 AC198 H4 AC198 H4	Address City Zip Contact/ Name Address City Contractor ID ID Ac110693 HA IAC125368 HA IAC128761 HA Ac11671 HA Ac11671 HA Ac11071 HA Ac11671 HA Ac11671 HA Ac11071 HA Ac11071 HA Ac11071 HA Hager Image: Project contact/ Find Exact match Find Image: Project contact/ Image: Project contact/

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

Change project owner					-	- 0	×		
Application Information									
*Enter the first or I		Exact ma	tch						
Find									
Search Results									
Select the contact you v click Find.	want to use and clic	k the Save button	. To sear	ch again, enter ne∖	w searcł	n criteria an	4		
Contact/ Contractor ID	Name 🔺	Address	City	Zip Code	Organi	zation			
No records to display.									
lf you didn't find a record	l, you can <u>create a</u>	new one 🖊							
Save Cancel									

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

🚍 Change project ow	ner			0 H	- • ×	5
Enter Conta	ct Information					
*First Name:		*Last Name:			MI:	
Organization:]				
*Address:		*State:	Washington	•		
*City:		*Zip Code:				
*Day Phone:	() - ext:	Cell Phone:				
*E-mail:		Fax:				
		Save Cancel				

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

(<u>http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp</u>) to find your parcel number and associated property report, which contains the description.

Start a Prelimina	ary Application	<u>Print</u>
Project Number: 631858	2	
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:		
		11
	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/kingcounty/viewer.asp	
DPD Building Identifier:		
Common Building Name:		
Development Site Changes:		
Previous		Next

*ls site occupied?

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 Project Information Applicant Information Site Information Ground Disturbance	e 6 Residential Units 6 Project Details 7 Documents
"Will your project create ground disturbance? ▼es ▼	*Is your project in an environmentally critical area? No View ECA details for the site address
"Will area of disturbance be ∀es ▼ > 750 square feet?	*Pre-Application Site Visit No + performed in last 24 months?
Because your project involves ground disturbance, DPD requires a PASV before application intake. Ple evaluation of your site.	ease complete the following information to help the site inspector perform an accurate
*Cut Depth in Feet (maximum):	*Foundation Type:
*Fill Depth in Feet	

Authorization to Conduct Site Visit

*Cumulative in cubic yards):

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 Informatio	on 🗿 <u>Site Information</u>	Ground Disturbance	5 <u>Residential Units</u>	6 Project Details	7 Documents	
	Residential Units No.			Number of Existi	ing Residential Units:	
Acces	sory dwelling unit:			Hampor of Emot	ing reconcentration of the	
Accessory dwelli	ng unit, detached:		Number of	Residential Units Pr	oposed for Removal:	
	Cottage housing:			Total Number	r of Residential Units:	
	Rowhouse:					
Single-family	residence/duplex <mark>:</mark>					
Total Number of New F	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 <u>Seattle Municipal Code</u> 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 <u>Seattle Municipal Code</u> 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:

- 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 <u>313</u> and <u>318</u> 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 <u>Seattle Green</u> <u>Factor</u> for more details.

Project Number: 6318582					
1 Project Information 2 Applicant Inform	ation 3 <u>Site Information</u>	<u>Ground Disturbance</u> 6 <u>Residentia</u>	al Units 🛛 🚯 Project Details 🛛 🖸 🖸	ocuments	
*Do you plan to request a pre-submittal conference?	•		*Are you proposing to use the right-of-way for any green fact requirements	ir	
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	S:]
*Estimated Project Value: Li	ink to online fee estimator		Development includes structures that stend over or under the right-of-way		
*Total New Plus Replaced Impervious Surface (in Square Feet):		I	Development includes structures tha extend over/under alley		
*Are you participating in a green permitting program?	 I'd like information on 	Green Building programs			
Previous				ſ	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:	
Uploachfile	

USING THE PROJECT PORTAL

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

Open							? 🗙
Look in:	🚞 EPlan		~	G	1	• 📰 🕈	
My Recent Documents Desklop My Documents	6279586 6238336 BravaTesting COBVist COBVist COStSim 238144.pdf 26382796a.pdf 26382	lf If					
٩	File name:	Site Plan.pdf			_	~	Open
My Network	Files of type:	All Files				~	Cancel

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.

No other documents are required at this time, but you can submit other documents if you think they will be helpful to DPD in processing your preliminary application. Please do not submit your full plan set at this time.

Туре: 🗠				
Upload file				
To replace a file you have already uploaded, first delete the existing fil	e, then upload a new one.			
Document Type	File Name	Upload Date	File Size	
Site Plan	Site Plan.pdf	09/11/12	344 KB	0

🗌 I understand that this does not constitute a complete application or permit. Other submittal documents, such as plans and calculations, may be required for each permit application.

 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.

No other documents are required at this time, but you can submit oth your full plan set at this time.	er documents if you think they will be helpful to DPD in pr	ocessing your	preliminary application. Please do not s	submit
Type: 🔽 🗸				
To replace a file you have already uploaded, first delete the existing fil	e, then upload a new one.			
Document Type	File Name	Upload Date	File Size	
Site Plan	Site Plan.pdf	09/11/12	344 KB	0
🗹 I understand that this does not constitute a complete application of	r permit. Other submittal documents, such as plans and o	alculations, m	ay be required for each permit applicat	ion.
Previous			Submit to	DPD

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.

Applications In Progress (12) +									
Project	Application Type	Status							
<u>6331508</u>	New Construction	Pre- Application Submitted							
<u>6331535</u>	New Construction	Pre- Application Submitted							
<u>3013980</u>	Land Use	Pre- Application Submitted							

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**.



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).

A	fter you create your project, you will be le	ed through a series	of steps to	comple	te your pre	liminary application.			
3 *Application Type:	•	6 *Address:	Number*	Mod	Prefix	Street name*	Type	e Suffi	×
	Minor telecommunication utility 7	*Description of Work:							
5 *Category:		Related Project Number: Create Projec							//

USING THE DPD PROJECT PORTAL

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

Electrical Permit Process	
Electrical work requires varying permit processes. Many electrical permits do not need may be applied for, paid, and issued via online self-service.	s review and
Fo determine how to apply for your electrical permit, <u>please read the following table</u> .	
Continue with Plan Review	
Jse Self-Issue Online Electrical Permitting Return to Portal Page	

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

Your project has been created and a preliminary project number of 6438520 assigned. Please refer to this number when contacting DPD about the project.	
*Application Type: Electrical *Address: Number* Mod Prefix Street name* Type Suffix 700 E Y PINE Y ST Y	
Minor telecommunication utility *Description of Work: Install new feed wires	4
	V
*Category: COMMERCIAL Related Project Number:	
Ne	ext

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 ap	plication					Pr
roject Number: 6438520						
1 Project Information 2 Ap	plicant Information 3 Project Deta	ails 🕢 Documents				
ince you have initiated the project	t, you are the primary applicant. If you no	eed to specify a differe	nt contact as owner, click the Change but	ton.		
rimary Applicant						
Name	Address	City	Organization	Zip Code	Day Phone	Email
Name THE ELECTRIC COMPANY	Address 12345 78TH PLACE W	City SEATTLE	Organization THE ELECTRIC COMPANY	Zip Code 98188	Day Phone (444)444-4444	Email tec@tec.net
THE ELECTRIC COMPANY						
THE ELECTRIC COMPANY						
THE ELECTRIC COMPANY						

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

📰 Change pr	oject owner			-(= S	- 0	×						
My Co	My Contacts											
	dd the names of associates you ofl) add names.	en work with to your My Col	ntacts list so they're	easy to selec	rt. See <u>M</u>	Υ						
	Name	Address	City	Organization	ı –							
R .	GEPHART, JULIE	700 5TH AVE	SEATTLE									
v	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 <u>Changing SDCI Project Portal Account Settings</u> for details about adding people to **My Contacts**.

ଭୁ

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

Account to add names. Account to add names. Name Address City GEPHART, JULIE 700 5TH AVE SEATTLE Save Cancel	-(H S	- 0	x					
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								
		Optical colspan="2">Contacts Contacts colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2">colspan="2" colspan="2">colspan="2" colspan="2" c						
		Name	Address	City	Organization			
	My Contacts You can add the names of associates you Account to add names.	GEPHART, JULIE	700 5TH AVE	SEATTLE				

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

🚍 Change project owner	-[=]	0	-		x
Application Information					
*Enter the first or last name or business name		🗖 Exa	ct ma	tch	
Find					

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

	nter the firs	t or last name or bu	siness name	Hager		Exact	match
				Find			
elec	ch Result t the contact lick Find.	: S you want to use and	click the Save	button. To searc	ch again, ente	r new sea	rch criteria
	Contact/ Contractor ID	Name 🔺	Address		City	Zip Code	Organization
	AC110693	HAGER, JASON/MAYEDDA	9617 6TH PL N	NE #1	LAKE STEVENS	98258	
	AC188781	HAGER, JENNIFER	700 5TH AVE		SEATTLE	98101	
	AC25368	HAGER, LAVERN	2153 N 63RD 3	ST	SEATTLE	98103	
	AC19846	HAGER, LISA	10535 INTERL	AKE AV N	SEATTLE	98133	
	AC41671	HAGER, SHANE	4444 WOODL/ N STE 100	AND PARK AVE	SEATTLE	98103	

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**.

📄 Change project ow	ner - 🖓 🦿	× 🗆 – 🕯
Enter Conta	act Information	
*First Name:	*Last Name:	MI:
Organization:		
*Address:	*State: Washington *	
*City:	*Zip Code:	
*Day Phone:	Cell Phone:	
*E-mail:	Fax: ()	
	Save Cancel	

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 <u>blank</u>.
- 1. If the "I am doing the installation work" checkbox is selected but you (Primary Applicant) will <u>not</u> 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

Start a preliminary applica	tion						Print			
Project Number: 6438462										
1 Project Information 2 Applicant	1 Project Information 2 Applicant Information 3 Project Details 4 Documents									
Since you have initiated the project, you ar	e the primary applicant. If you need to	specify a differen	t 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				
Installer Change I am doing the installation work										
Previous							Nex			

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

Start a prelimin	ary appli	ication								Print
Project Number: 6352970										
1 Project Information	2 Applic	ant Informatio	n Project De	etails 🛛 🕘 Documen	its					
Since you have initiated t	the project, yo	ou are the prima	ry applicant. If you	need to specify a diff	erent contact as own	er, click the	e Change button.			
Primary Applicant	t						-			
Name		Address		City	Organization	Zi	/ip Code	Day Phone	Email	
JONES, MATTHEW		12345 9TH PL	N	SEATTLE		98	8188	(444)444-4444	test@test.c	:om
Owner Change										
Name		Address		City	Organization	Zi	Zip Code	Day Phone	Email	
JONES, MATTHEW		12345 9TH PL	N	SEATTLE		98	98188 (444)444-4444		test@test.com	
Installer Change	🗆 I am o	doing the ir	stallation wo	rk						
Name	Address		City	Organization		Zip Code		Day Phone	E	mail
Previous										Next

Step 3: Project Details

1. Select the work type for your permit application.



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

Note: If you select <u>Temporary Power</u> but did <u>not</u> 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 applica	ition
Project Number: 6438520	
1 Project Information 2 Applicant	Information 3 Project Details 4 Documents
Temporary Power	
*Work Activity Location: (floor#, apt#, suite#, etc.)	Corner of 6th and Marion
*Declared Value of Work:	25000
Fees will be based on electrical c	onstruction 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: (floor#, apt#, suite#, etc.)	SW section of the 43rd flr]
Number of Control Units:	7]
Number of Fire Alarm Devices:	18]
*Are you installing a new fire alarm pa	anel or replacing an existing	
fire alarm panel?	© Yes ⊂ No	
Fees will be based on number of dev	ies and controllers, plus PDP administra	tion fees and SFD plans review and field inspection fees.

Example: All Other Electrical Work Requiring Plans Review

© All	Other Electrical Work Requir	ing Plans Review
	*Work Activity Location: (floor#, apt#, suite#, etc.)	SW corner of the 42nd fir
	*Declared Value of Work:	15000
	Fees will be based on electri	cal 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

Project Number: 6438520
1 Project Information 2 Applicant Information 3 Project Details 4 Documents
Upload your plan set, required for permit application. (* indicates your answer is required.)
 File size is limited to 200 MB. File type: CAD, PFD, or image format (e.g., GIF, JPEG, TIFF, or Windows bitmap).
* Electrical Plan Set 1 No. of Pages: Upload file 2
Upload any additional documents or forms that are required as part of your application (ex: energy forms, specification documents, related shop drawings).
Type: 4 Upload file
[No files uploaded]
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

- 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).

Choose File to Uplo			• (2)	Search Eplan	×
Organize 🔻 New fo	der				- 🗆 📀
👉 Favorites	4	Name ^		Date modified	Туре
E Desktop		140823-street-closure-map.pdf		8/29/2014 8:03 AM	Adobe Acroba
🚺 Downloads		🔁 Plan Set.pdf		8/29/2014 8:03 AM	Adobe Acroba
Recent Places	laces	🔁 Residential to housing.pdf		8/20/2014 10:26 AM	Adobe Acrobi
Libraries Documents Music Pictures Videos		1 SEPA Checklist.pdf		10/1/2014 1:10 PM	Adobe Acrob
Computer	•	•			
	File <u>n</u> a	me: Plan Set.pdf	•	All Files (*.*) <u>O</u> pen	▼ Cancel

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.

To replace a file you have already uploaded, first del	lete the existing file, then upload a new one.			
Document Type	File Name	Upload Date	File Size	
Plan Set	Plan Set.pdf	11/25/14	69 KB	C)
		Click here if you want set you uploaded.	to delete the plan	

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.



- 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



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**.

Applications In Progress (3)			+
Project	Application Type	Status	
<u>6444478</u>	Electrical	New	Ċ.
<u>6444479</u>	Electrical	Application Submitted for Intake	
<u>6444522</u>	Addition/Alteration	New	0

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.