

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: Submitting Permit Revisions

You can submit revisions for issued construction, demolition, mechanical, or site work permits online, as long as the permit has not expired or been closed. If it has expired, you can [submit a renewal request online](#).

Starting Your Revision Request

1. Click **Revise your permit** under **Change your permit** on the Project Portal.

Change your permit

You have an issued permit that is still active.

- [Request a grading season extension](#)
- [Renew your permit](#)
- [Revise your permit](#)

2. Enter the permit number and click **Find**.

Revise your permit

If you have a building permit that has already been issued but is still active, you can submit revisions to your original plan.

Project Number: [Can't remember your permit number? Search for it by address in \[Permit & Complaint Status\]\(#\)](#)

- If other permits are associated with this permit number, you can choose one of those permits, or simply click **Continue** to revise the permit number you entered.

This permit is associated with other permits. You can continue with the permit number you entered, or select a different permit from the list. You must submit revisions for each permit number separately.

Related Permits:

	Permit #	Permit Type	Address	Description of work
<input checked="" type="radio"/>	6119249	CONSTRUCTION AND DEVELOPMENT	2301 6TH AVE	Construction of NORTH 40-story high-rise tower and base for retail, residential & parking. (Construction of 2- 40-story towers including foundation, structural, architectural and mech to completion & occupy per plans. Review and process for 2 AP's under 6119249).
<input type="radio"/>	6137142	CONSTRUCTION AND DEVELOPMENT	2301 6TH AVE	Grading / Excavation and Shoring for future construction of mixed use building, per plans.
<input type="radio"/>	6137143	CONSTRUCTION AND DEVELOPMENT	2301 6TH AVE	Construction of SOUTH 40-story high-rise tower for retail, residential & parking. (Construction of 2- 40-story towers including foundation, structural, architectural and mech to completion & occupy per plans. Review and process for 2 AP's under 6119249).=

Cancel

Continue

- If this is a standalone permit, permit information displays, along with instructions for completing each section of the revision request.

Revise your permit

Original Permit

Permit No: 6064856 **Application Type:** CONSTRUCTION AND DEVELOPMENT

Address: 8372 WABASH AVE S **Description of Work:** Establish use as multifamily structure and construct two-family dwelling, per plans.

Please complete each section below.

- ✔ Indicates sections where you have completed all required information.
- ❗ Indicates sections where more information is required.

Once all sections are complete, you can continue to update information until you click the button to submit your request to DPD. After that, you will be given a new permit number to track the progress of your revisions, and **this information can no longer be edited online.**

Submit request to DPD Delete this request

Once you’ve started your revision, it will appear on **Requests in Progress** on the Portal, so you can work you can save it in progress before you submit, You can also delete the revision before you submit.

Requests In Progress (3) +

Project	Request Type	
6312715	Grading Season Extension	
6064856	Permit Revision	
6327696	Pre-Application Site Visit	

There are four sections to the revision request:

- **What Is Changing**
- **Property Owner**
- **Financial Responsibility**
- **Upload Plan Set**

To complete each section, click the **Edit this section** button.

What Is Changing

❗ Edit this section

Description of the revision:
[Not answered]

Changes to energy/mechanical elements:
[Not answered]

Changes to land use elements:
[Not answered]

Changes to drainage elements:
[Not answered]

Changes to geotechnical elements:
[Not answered]

What Is Changing

1. Enter a description of the revision.
2. Select the check boxes to indicate the changes involved in the revision.
3. Click **Save Changes**.

[Quit editing]

What Is Changing

Description of the revision:

Does your revision include any of the following changes?

<p>Land Use Elements</p> <p><input type="checkbox"/> Change in building footprint</p> <p><input type="checkbox"/> Increase in the building height</p> <p><input checked="" type="checkbox"/> Decrease in floor to ceiling height at the street level floors</p> <p><input type="checkbox"/> Decrease in the depth of any street level commercial space</p> <p><input type="checkbox"/> Changes to projections such as bays and desks</p> <p><input type="checkbox"/> Changes to approved façade materials</p> <p><input type="checkbox"/> Changes to landscaping</p> <p><input type="checkbox"/> Changes to any feature counted in Green Factor compliance</p> <p><input type="checkbox"/> Changes to the number, size, or configuration of parking spaces</p> <p><input type="checkbox"/> Changes to the location or width of vehicular access</p> <p><input type="checkbox"/> Changes to street level façade transparency</p> <p>Energy/Mechanical Elements</p> <p><input type="checkbox"/> Change in the building envelope</p> <p><input type="checkbox"/> Change in the mechanical equipment</p>	<p>Drainage Elements</p> <p><input type="checkbox"/> Changes to the drainage plan</p> <p><input type="checkbox"/> Change in how storm water is managed on site</p> <p><input type="checkbox"/> Change so that an existing building will be demolished to the foundations</p> <p><input type="checkbox"/> Increase in the amount of impervious surface</p> <p>Geotechnical Elements</p> <p><input type="checkbox"/> Change to retaining wall locations, height, or type</p> <p><input type="checkbox"/> Change to the foundation location, type, or depth</p> <p><input type="checkbox"/> Change to the temporary excavation/shoring plan</p>
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Property Owner

1. If the owner hasn't changed, select **No** and click **Save Changes**, and go to the next section (**Financial Responsibility**).

Property Owner

Property owner on original permit:
SMITH, JOHN
100 MAIN ST, KENT

Has owner changed?

▼

2. If the owner has changed, select **Yes** and click **Save Changes** and continue with the next steps to select or add an owner.


Select an Owner from My Contacts

- To select from **My Contacts**, choose this option and click **Continue**.

Property Owner

Tell us who the new property owner is:

Search for or add new contact
 Select from My Contacts [What is this?](#)

 The Portal allows you to store contacts so you can easily select business associates as co-applicants. See [SDCI Project Portal Account Settings](#) for details about adding people to **My Contacts**.

Property Owner [Quit editing]

My Contacts

To choose one of your contacts as the property owner, select them in the list. If you want to search for another contact, click *Previous* and choose *Search for or add new contact*.

	ID	Name	Address	City	Organization
<input type="radio"/>	AC	(ME)			PERMIT CONSULTANTS NW
<input type="radio"/>	AC130894	GEPHART, JULIE	700 5TH AVE	SEATTLE	

- Select the contact and click **Continue**.

Search for or Adding an Owner

- To select an owner from an existing record in SDCI’s permitting system, or to add a new owner, select **Search for or add new contact** and click **Continue**.

Property Owner

Tell us who the new property owner is:

Search for or add new contact
 Select from My Contacts [What is this?](#)

- Type the owner’s name and click **Find**.

Property Owner

Our permitting system contains records for all past permit applicants, so we may already have the name and address of the person or business that owns the property. Searching for an existing record will save you time, and help us keep our system free of duplicates. If you can't find who you're looking for, you'll be able to create a new record after you search.

Enter the first and last name or a business name and click Find.

- If you found the owner, select him or her and click **Continue**.

Property Owner

Search Results

If you found the property owner, select them in the list below. If not: [Create New](#)

	ID	Name	Address	City	Organization
<input type="radio"/>	AC192639	HAGER, JENNIFER	700 5TH AVEN	SEATTLE	

[Previous](#) [Continue](#)

- If you didn't find the owner, click **Create New** and complete all fields marked with an asterisk, then click **Save & Continue**.

Create a new contact record

Enter the information about the property owner; fields marked with an asterisk are required.

*First Name: *Last Name: MI:

Organization:

*Address: *State:

*City: *Zip Code:

*Day Phone: () - ext: Cell Phone: () -

*E-mail: Fax: () -

[Search Again](#) [Save & Continue](#)

- Click **Save & Continue** to confirm your selection.

Selected property owner

Here's who you chose. If you'd like to change it, search again.

ID: **AC192639**

Name: **HAGER, JENNIFER**

Address: **700 5TH AVEN**

City: **SEATTLE**

Organization:

[Search Again](#) [Save & Continue](#)

Upload Documents

If you change the property owner, you'll be required to upload several documents.

1. To upload each of the required documents, click the **Upload file** button

Since the owner has changed, we need new documents to make sure the owner has authorized this work. We also need a document that proves the new owner bought the permit when they bought the property.

* [Proof of Property Ownership](#)

Upload file

* [Proof of Permit Ownership](#)

Upload file

* [Statement of Financial Responsibility](#)

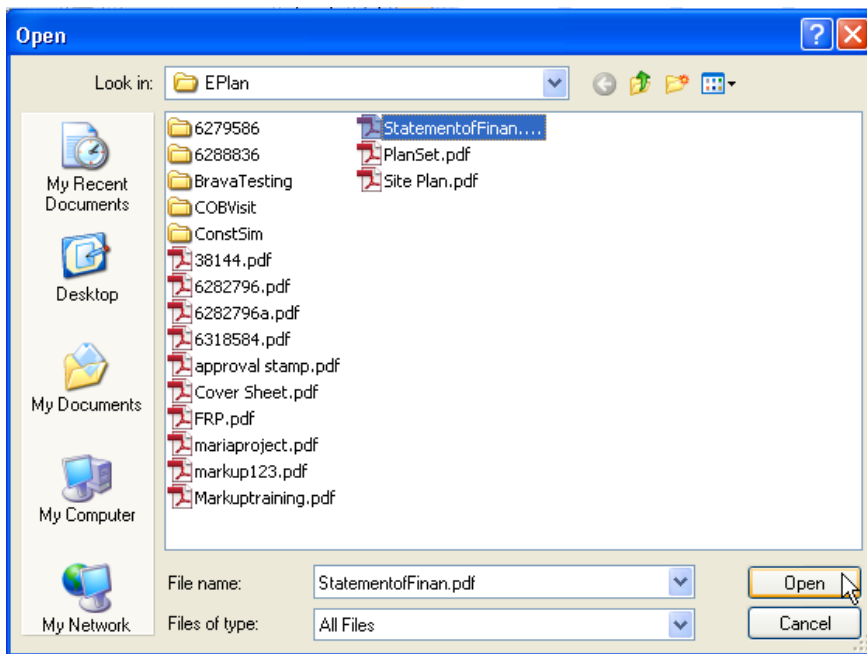
Upload file

File size is limited to 200 MB.

[No files uploaded]

Previous **Finish**

2. Select the file and click **Open**.



After you've uploaded documents, they appear in a list. You can delete and replace them any time before your revision is submitted.

To replace a file you have already uploaded, first delete the existing file, then upload a new one.

Document Type	File Name	Upload Date	File Size	
Proof of Property Ownership	Proof of Property Ownership.pdf	09/12/12	710 KB	
Proof of Permit Ownership	Proof of Permit Ownership.pdf	09/12/12	49 KB	
Financial Responsibility Form	Financial Responsibility Form.pdf	09/12/12	12 MB	

Previous **Finish**

3. To complete this section, click **Finish**.

Financial Responsibility

1. If the financially responsible party hasn't changed, select **No** and click **Save Changes**, and go to the next section (Upload Plan Set).
2. If the financially responsible party has changed, select **Yes** and click **Save Changes**. Follow the steps in **Property Owner** to select or add a contact as the new financially responsible party..

Financial Responsibility

Financially Responsible Party (FRP) on original permit:
TACHDJIAN, TAMARA
25506 122ND PL SE, KENT

Has FRP changed?

▾

3. Once you've selected a new financially responsible party, you're required to upload a new statement of financial responsibility. (You don't need to upload a second statement if you uploaded one when changing the property owner).
4. Click **Upload file**.

Financial Responsibility

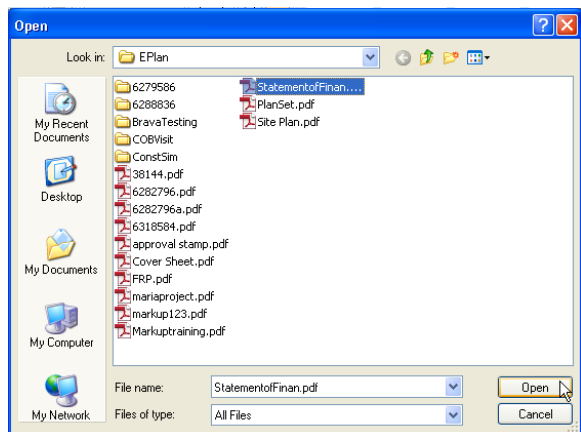
Since the FRP has changed, we need a new [statement of financial responsibility form](#).

* [Statement of Financial Responsibility](#)

File size is limited to 200 MB.

[No files uploaded]

5. Select the file and click **Open**.



6. Click **Finish**.

Upload Plan Set

1. To upload the plan set, click **Upload file** under **Plan Set**.

[\[Quit editing\]](#)

Upload Plan Set

Please upload a revised plan set containing **only the sheets that have changed**.

*** Plan Set**

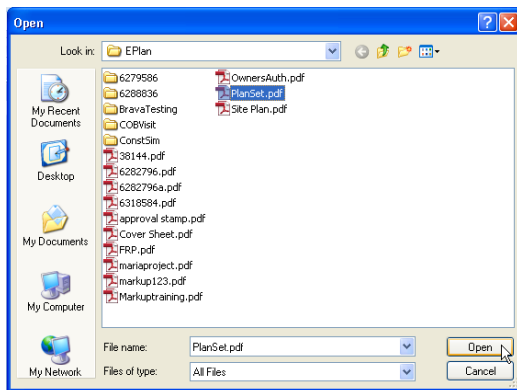
No. of Pages:

Only your plan set revisions are required; you may upload any other documents specific to your project here:

Type:

File size is limited to 200 MB.
[No files uploaded]

2. Select the file and click **Open**.



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

[\[Quit editing\]](#)

Upload Plan Set

Please upload a revised plan set containing **only the sheets that have changed**.

Only your plan set revisions are required; you may upload any other documents specific to your project here:

Type:


File size is limited to 200 MB.

To replace a file you have already uploaded, first delete the existing file, then upload a new one.


Document Type	File Name	Upload Date	File Size	
Plan Set	Plan_Set.pdf	09/13/12	12 MB	


Submitting the Revision

Once all sections are complete, a green check mark appears in each.

<p>What Is Changing</p> <p> Edit this section</p>	<p>Description of the revision: Non-structural ceiling and beam alterations on first floor</p> <p>Changes to land use elements: None</p>	<p>Changes to energy/mechanical elements: None</p> <p>Changes to drainage elements: None</p> <p>Changes to geotechnical elements: None</p>
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<p>Property Owner</p> <p> Edit this section</p>	<p>Owner changed since original permit? Yes</p> <p>Owner for revision permit: HAGER, JENNIFER 700 5TH AVEN, SEATTLE</p> <p>Files you have uploaded:</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>File Name</th> <th>Upload Date</th> <th>File Size</th> </tr> </thead> <tbody> <tr> <td>Proof of Property Ownership</td> <td>Proof of Property Ownership.pdf</td> <td>09/12/12</td> <td>710 KB</td> </tr> <tr> <td>Proof of Permit Ownership</td> <td>Proof of Permit Ownership.pdf</td> <td>09/12/12</td> <td>49 KB</td> </tr> <tr> <td>Financial Responsibility Form</td> <td>Financial Responsibility Form.pdf</td> <td>09/12/12</td> <td>12 MB</td> </tr> </tbody> </table>	Document Type	File Name	Upload Date	File Size	Proof of Property Ownership	Proof of Property Ownership.pdf	09/12/12	710 KB	Proof of Permit Ownership	Proof of Permit Ownership.pdf	09/12/12	49 KB	Financial Responsibility Form	Financial Responsibility Form.pdf	09/12/12	12 MB
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<p>Financial Responsibility</p> <p> Edit this section</p>	<p>Financially Responsible Party (FRP) changed since original permit? No</p> <p>FRP for revision permit: TACHDJIAN, TAMARA 25506 122ND PL SE, KENT</p> <p>Files you have uploaded:</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>File Name</th> <th>Upload Date</th> <th>File Size</th> </tr> </thead> <tbody> <tr> <td>Financial Responsibility Form</td> <td>Financial Responsibility Form.pdf</td> <td>09/12/12</td> <td>12 MB</td> </tr> </tbody> </table>	Document Type	File Name	Upload Date	File Size	Financial Responsibility Form	Financial Responsibility Form.pdf	09/12/12	12 MB
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If all information is correct, click the **Submit request to DPD button**.

Once you click to submit, you can no longer edit this information online.

[Submit request to DPD](#)

A message displays confirming your submission and letting you know what permit number your revision will be tracked under.

This request was submitted on 9/12/2012 and is being tracked under permit number 6327757. Once your revision is screened and accepted, fees will be due. If you do not pay fees within two business days, you may be required to resubmit your revision.