

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 Applications & Plans

What Kind of Projects Can I Submit?

You can submit construction, demolition, grading, land use, and mechanical projects electronically. If you have scheduled in-person intake for a project and would like to submit it electronically, please send an e-mail to DPD_Portal@seattle.gov to ask about converting your intake appointment. Applications already in review cannot be converted to electronic review.

To submit a revision to an issued permit, see [Submitting Permit Revisions](#).



Plats can be submitted and reviewed via the electronic system. However, **you will be required to bring a hard copy of the final plat to SDCI** for recording with King County.

Prerequisites for Application Submission

Before you can submit your permit application, you need to complete a preliminary application. If you haven't done this yet, please see [Starting a New Project](#) before continuing.

Once your preliminary application has been processed by SDCI, you can start your permit application. Before you can submit, however, the following must be complete:

- The pre-application site visit (PASV), if required for your project. A PASV is required for all new construction projects and most land use projects; it's required for other projects if they involve ground disturbance over a certain amount. If a PASV has been performed on the site within the last two years, it may be waived for your project.
- A preliminary assessment of project requirements by SDCI and Seattle City Light, Department of Transportation, and Public Utilities. This assessment is required for all new construction projects and most land use projects. When it's complete (usually no more than 10 business days after your preliminary application is processed), you'll receive a report detailing requirements.
- Environmentally critical area (ECA) or shoreline exemptions, if you've applied for them.



If Seattle Department of Transportation requires a street improvement plan (SIP) for your project, it must be approved by your scheduled intake date. Approval is not required to submit your application. The preliminary assessment report contains details about SIP requirements.

Step 1: Project Information

To start your permit application:

1. Click a project number with Pre-Application Processed status from the **Applications in Progress** section of the Portal.

Applications In Progress (12) +			
Project	Application Type	Status	
6153914	New Construction	Pre-Application Processed	
6186434	New Construction	Pre-Application Processed	
6253971	Addition/Alteration	New	
6293721	Construction	New	



If you don't see your project in the **Applications in Progress** section, you are not the primary applicant. Call the Applicant Services Center (ASC) at 206-684-8850 for information about changing the primary applicant.

2. Review the project information to make sure you're working with the right project.

Submit a New Application

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Project Number:

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

[Add/View Project Notes](#)

Address: 100 BROADWAY

Application Type: CONSTRUCTION AND DEVELOPMENT

Description of Work: Construct deck and extend kitchen on single-family residence.

Category: SINGLE FAMILY / DUPLEX

[See full project details](#)

3. Click **Next** to continue.



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

Step 2: Applicant Information

Because you initiated the project, you are the primary applicant. If you need to change the owner or financially responsible party:

- Click **Change** next to **Owner** or **Financially responsible party**.

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Primary Applicant

Contact/Contractor ID	Name	Address	City	Organization
AC188781	HAGER, JENNIFER	700 5TH AVE	SEATTLE	

You can change any of the applicants on the project (except the primary) by clicking the Change button next to the applicant.

	Contact/Contractor ID	Name	Address	City	Organization	Capacity ▲
Change	AC188781	HAGER, JENNIFER	700 5TH AVE	SEATTLE		Financially responsible party
Change	AC188781	HAGER, JENNIFER	700 5TH AVE	SEATTLE		Owner

I declare, under penalty of perjury under the laws of the State of Washington, that the information provided about the owner and financially responsible party on this application is correct and complete. I understand and agree that the owner is responsible for payment of all fees associated with this project including all hourly or other fees which may accrue during the review and/or post-issuance whether the permit is issued or whether the application is canceled or denied before the permit is issued. I understand and agree that the owner must notify DPD of any address change which may occur at any time prior to payment of all fees associated with this project. If I am the owner, I agree that this electronic filing constitutes an authorizing signature. If I am not the owner of this property, I am attaching a signed Acceptance of Financial Responsibility/ Letter of Authorization to this application.

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- 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.

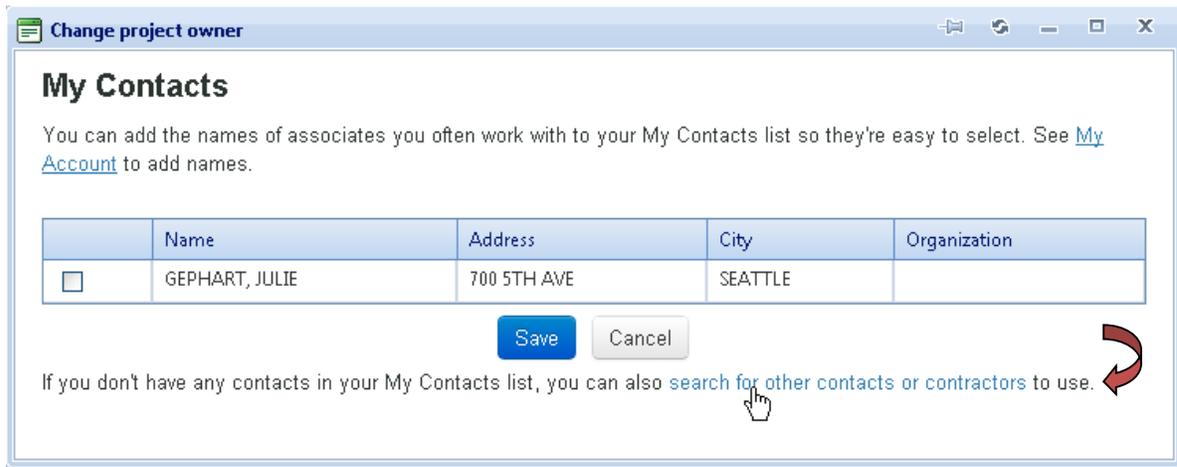
	Name	Address	City	Organization
<input type="checkbox"/>	GEPHART, JULIE	700 5TH AVE	SEATTLE	

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

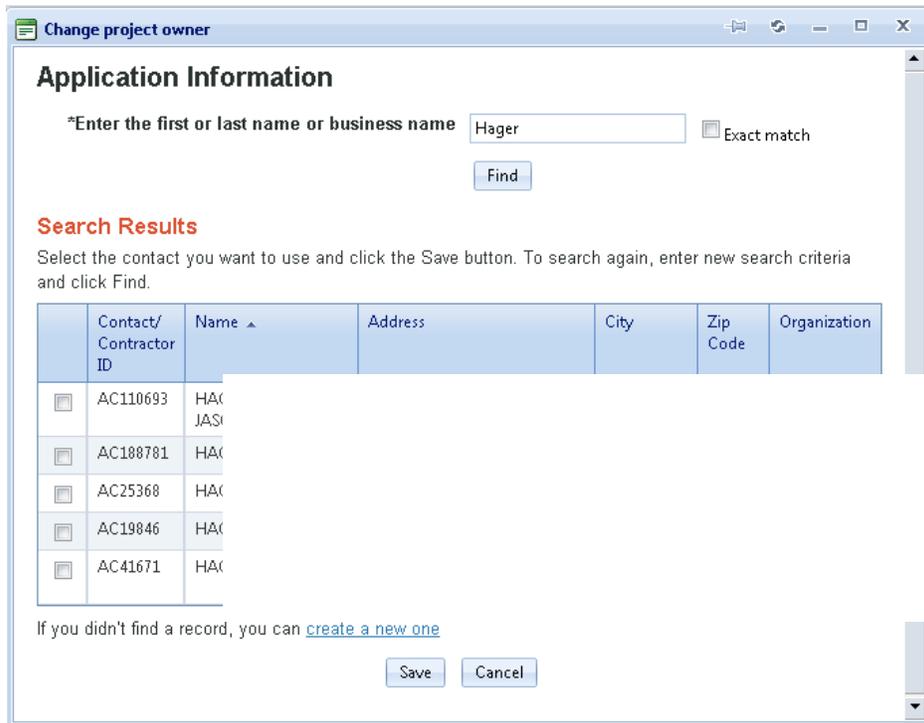
- To select someone other than an associated contact, click **search for other contacts or contractors**.



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



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



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

The screenshot shows a window titled "Change project owner" with a section for "Application Information". It contains a search input field with "Julian Bray" entered, an "Exact match" checkbox, and a "Find" button. Below this is a "Search Results" section with instructions: "Select the contact you want to use and click the Save button. To search again, enter new search criteria and click Find." A table with columns "Contact/ Contractor ID", "Name", "Address", "City", "Zip Code", and "Organization" is shown, but it contains the text "No records to display." A red arrow points from the "Address" column header to a "create a new one" link. At the bottom are "Save" and "Cancel" buttons.

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

The screenshot shows the "Enter Contact Information" form in the "Change project owner" window. It includes fields for:

- *First Name: [text box]
- *Last Name: [text box]
- MI: [text box]
- Organization: [text box]
- *Address: [text box]
- *State: [dropdown menu showing "Washington"]
- *City: [text box]
- *Zip Code: [text box]
- *Day Phone: [() () - [text box] ext: [text box]
- Cell Phone: [() () - [text box]
- *E-mail: [text box]
- Fax: [() () - [text box]

 At the bottom are "Save" and "Cancel" buttons.

- To complete the **Applicant Information** step, select the check box acknowledging that owner and financially responsible party information is correct and click **Next**.

I declare, under penalty of perjury under the laws of the State of Washington, that the information provided about the owner and financially responsible party on this application is correct and complete. I understand and agree that the owner is responsible for payment of all fees associated with this project including all hourly or other fees which may accrue during the review and/or post-issuance whether the permit is issued or whether the application is canceled or denied before the permit is issued. I understand and agree that the owner must notify DPD of any address change which may occur at any time prior to payment of all fees associated with this project. If I am the owner, I agree that this electronic filing constitutes an authorizing signature. If I am not the owner of this property, I am attaching a signed Acceptance of Financial Responsibility/ Letter of Authorization to this application.

Step 3: Intake

If you're submitting your permit application electronically, you don't need to come to SDCI for an in-person intake appointment. However, you do need to choose a day for your intake so we have staff scheduled to screen and process your application. If you submit all your application materials before your scheduled intake day, your application may be screened and processed earlier.



If you do not have a consistently prepared applicant rating of 80 percent or higher, you will not see the intake step, because you need to submit your application and plans for screening before scheduling. Continue with the application; you will be able to submit your application for screening at the end of the process.



If you have a project that you believe qualifies for a subject to field inspection (STFI) permit, skip this step and click the **Plans** step.



You will be able to submit your application for STFI screening at the end of the process. STFI permits are issued for simple construction projects, such as roof repair, that don't require extensive plan review. See [CAM 316](#) to determine if your project qualifies as an STFI. For mechanical projects, please see the Mechanical STFI checklist on our [Building Permit Forms](#) page

To schedule intake:

1. If you are submitting a project that involves more than two buildings, select the check box. The list of available times refreshes to show appointments designated for these types of projects.

Submit a New Application

[Print](#)



Please Note: If your project qualifies as subject-to-field inspection, you may not need to schedule an intake appointment. For construction projects, see [CAM 316](#) to determine if your project qualifies. For mechanical projects, please see the Mechanical STFI checklist on our [Building Permit Forms](#) page. If you believe your project qualifies, complete Steps 4 and 5 by clicking the links above and select the Submit for Screening button on Step 5.

Choose a day for your application intake.  You commit to screening your application and notifying you of the result by the end of the day you choose. You do not need to come to DPD's office for this appointment.

Project involves more than two buildings

- Tuesday, May 22
- Thursday, May 24
- Tuesday, May 29
- Thursday, May 31

2. Select your intake day and click **Schedule Intake**.

The image shows a date selection dropdown menu with the following options: Tuesday, September 18 (highlighted in orange), Wednesday, September 19, Thursday, September 20, Friday, September 21, Monday, September 24, and Tuesday, September 25. Below the dropdown is a blue button labeled "Schedule Intake" with a mouse cursor hovering over it.

A confirmation of your intake appointment appears.

Your intake appointment has been scheduled for Tuesday, September 18.

If you have not submitted your permit application, it is required by 7 a.m. on the day of your appointment. Your appointment may be canceled if the application is not received.

Your application will be evaluated by the end of the day you've selected. If your application is submitted earlier, it may be evaluated earlier than your selected date, depending on current application volumes.

Please Note: A fee of \$88.50 per appointment shall be charged for failure by applicant to notify the department at least 24 hrs prior to a scheduled application intake appointment or a pre-application conference appointment that the appointment will not be kept (Seattle Municipal Code Title 22, Section 900B.020.B).

DPD reserves the right to cancel scheduled appointments if your permit application and plans are not received by 7:00 a.m. on the day of the appointment. If your application passes technical screening, intake fees will be due. Your application will not be accepted by DPD until fees have been paid; if fees are not paid within two business days after screening is approved, you may be required to reschedule your appointment and resubmit your application and plans.

 You cannot change your intake day online after it's scheduled. If you need to cancel or reschedule, call the ASC at 206-684-8850.

3. Click **Next** to continue

Step 4: Plans

Plan Set Requirements

We require that you follow these guidelines on electronically submitted plans:

- Unless your plan set is very large (over 200 pages or 200 MB), submit the entire plan set as one document. Large plan sets may be submitted in plan sections (e.g., architectural, site, structural).
- Ensure pages display at the correct orientation and do not require rotation.
- Include an index of plan sheets and use bookmarks to distinguish different sections of the plan set (e.g., site, architectural, structural).
- Leave a space, preferably in the lower right corner, for SDCI's approval stamps, in the same exact place on each sheet of the plans. The minimum size for this space is 4½" wide X 1" tall, OR, 2 ½" wide X 2" tall.
- Upload the cover sheet as a separate document from your plan set.
- Construction documents and plans must meet the requirements of section 106.5.2 of the 2009 Seattle Building Code Section, including the requirements for seal and the signature of the a registered design professional before the permit is issued. SDCI does not require "wet" stamps on building permit submittals.

To upload your plan set:

1. Click **Upload Files** next to the **Plan Set** field.

- 1 Project Information
2 Applicant Information
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Please download and complete the necessary forms and review DPD's submission guidelines before uploading your plans.

Please Note: You can delete uploaded plan sets and documents while you are working on the Submit an Application pages, but once you exit, they will be added to your project file and can't be removed.

* **Plan Set**

No. of Pages:

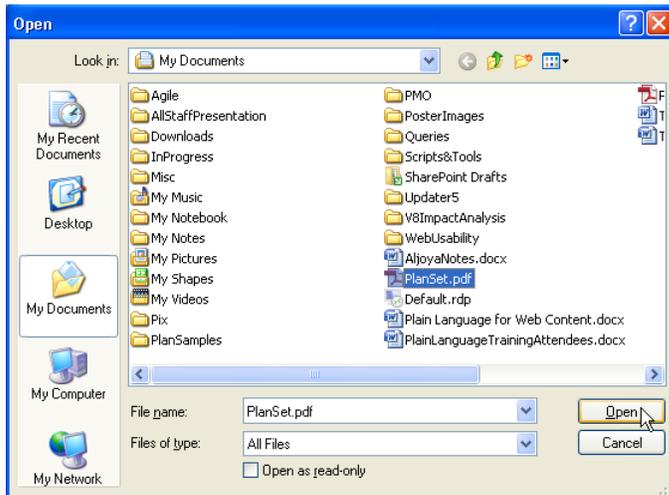
Upload file

File size is limited to 200 MB.

Unless your plan set is larger than 200 MB, **please submit it as a single file.** If it is larger, please break it into plan sections (e.g., architectural and structural) and use the additional upload fields on the Applications Documents page. The preferred format for plan sets is PDF or CAD (including DWG and DWF). We can also accept files in GIF, JPEG, TIFF, or Windows Bitmap format.

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



If your plan set is over 200 MB or 200 pages, you'll be able to upload additional plan sections in the next step (**Application Documents**).

The plan set appears as an uploaded document. You can delete documents after they're uploaded, but not after you submit them to SDCI.

Plan Set to be 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	
Plan Set	Plan_Set.pdf	09/12/12	12 MB	

3. Click **Next** to continue.

Step 5: Application Documents

1. Click **Upload file** for each document type you need to upload.

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2 [Applicant Information](#)
3 [Intake](#)
4 [Plans](#)
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Please download and complete the necessary forms and review DPD's submission guidelines before uploading your documents.

File size is limited to 200 MB.

*** DPD Cover Sheet**

Upload file

Depending on your project type, other documents may be required as part of your permit application. Fields for several commonly required forms are provided; you may also enter other documents and select a document type.

Owner's Authorization

Upload file

Contractor Disclosure Form

Upload file

Structural Calculations

Upload file

Screening & Submittal Checklist

Upload file

Type:

Upload file

2. Select the documents from your hard drive or network drive and click **Open**.



Documents other than plan sets can be submitted in PDF or Microsoft Office format.

3. To upload a document type not listed on this page, select the document type in the **Type** list at the bottom of the screen and click Upload file.

Type:

Upload file



All uploaded documents appear in the Documents to be submitted list..You can delete documents after they're uploaded, not but after you submit them to SDCI.

Documents to be 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	
Cover Sheet	Cover Sheet.pdf	09/12/12	313 KB	
Owner's Authorization	Owner's Authorization.pdf	09/12/12	383 KB	
Contractor Disclosure	Contractor Disclosure.pdf	09/12/12	710 KB	
Structural Calculations	Structural Calculations.pdf	09/12/12	344 KB	
Screening & Submittal Checklist	Screening & Submittal Checklist.pdf	09/12/12	344 KB	

4. If you're ready to submit, select the check box acknowledging that submission doesn't constitute acceptance by SDCI.

I understand that submission does not constitute application acceptance by DPD. Other submittal documents may be required for specific permit applications.

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Submit for Screening

Submit for Intake

5. Click **Submit for Intake**, if you've scheduled an intake appointment. Click **Submit for Screening** if you believe your project qualifies as an STFI or you do not have a CPA rating of 80 percent or higher.



Your application, including plans, must be submitted by 7:00 a.m. on the day of your scheduled appointment.

Next Steps

After you submit your application:

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

Applications In Progress (1) +			
Project	Application Type	Status	
6153914	Temporary Construction	Application Submitted for Intake	

- Once SDCI processes your application, you'll receive an e-mail (if you signed up for e-mail alerts) letting you know the results.

If Intake Is Approved

Projects for which intake is approved appear in the **All Projects** section of the Portal, with Intake Approved Status.

All Projects (4) +					
<input checked="" type="checkbox"/> Hide issued permits					
	Project	Application Type	Address	Status	Description
	6318582	Addition/Alteration	1222 E Crockett St	Pre-Application Processed	Adding second story and deck to existing residence.
	6318584	Addition/Alteration	100 Broadway	Intake Approved	Construct deck and extend kitchen on single-family

To move your project into the review stage, you need to pay intake fees. Fees will appear in the Payable Fees section of the Project Portal. You can click the project number to pay online, or visit the ASC to pay by check.

Payable Fees (2) +			
Project	Application Type	# Fees	Amount
6318584	CONSTRUCTION	2	\$309.75
6318584	CONSTRUCTION	1	\$132.75



If fees are not paid within 2 business days, you will be required to reschedule intake and resubmit.

If Intake Is Not Approved

If intake is not approved, the screener will enter notes and/or upload screening corrections to let you know what changes are necessary.

To view notes:

1. Click the project number from the **Applications in Progress** section of the Portal.

Applications In Progress (1) +			
Project	Application Type	Status	
6327755 	Temporary Construction	Intake Not Approved	

2. Click **Add/View Project Notes**.

Submit a New Application

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Project Number:

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

[Add/View Project Notes](#)

Address: 100 BROADWAY

Application Type: CONSTRUCTION AND DEVELOPMENT

Description of Work: Construct deck and extend kitchen on single-family residence.

Category: SINGLE FAMILY / DUPLEX

[See full project details](#)

Notes entered by SDCI staff display.

Project Note		
Date	Entered By	Note
5/18/2012 10:13:16 AM		Project not approved intake. Either remove the 2nd kitchen, or proposed to establish ADU per CAM 116A; revise drawings to show no more than maximum 1,000 sq. ft. GFA, include completed ADU covenant and application. Revise site plan to show most conforming yard configuration with rear and front yard (this is not a through lot). Proposed garage must be shown on the plans to conform with all terraced garage provisions (including 2' provision) per SMC 23.44.016 D9b to be allowed in the front yard per SMC 23.44016 D1.

To view screening corrections:

1. Click the project number from the **Corrections and Documents** section of the Portal.

Corrections and Documents (1) +	
Project	Application Type
6318584	Addition/Alteration

2. Click the document titled Screening Corrections to open it.

View Project

Your permit application has been approved for intake. Your application will be accepted once you pay your intake fees, which can be accessed from the Payable Fees section of the Portal.

Project Number:

Find

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

[Add/View Project Notes](#)

Address: 100 BROADWAY

Application Type: CONSTRUCTION AND DEVELOPMENT

Description of Work: Construct deck and extend kitchen on single-family residence.

Category: SINGLE FAMILY / DUPLEX

[See full project details](#)

Project History

- Preliminary Application Submitted 5/16/2012 11:10:20 AM [View preliminary application](#)
- Preliminary Application Processed 5/17/2012 2:47:00 PM
- Permit Application Submitted for Intake 5/18/2012 9:52:22 AM
- Intake Approved 5/18/2012 10:48:42 AM

Project Documents

This list includes all plans and documents you have uploaded or as well as those that have been added by DPD staff.

File Name	Document Type	Date Uploaded	File Size
Plan Set.pdf	Plan Set	May 18, 2012	14 KB
Cover Sheet.pdf	Cover Sheet	May 18, 2012	171 KB
Screening Corrections.pdf	Screening Corrections	May 18, 2012	171 KB
Owner's Authorization.pdf	Owner's Authorization	May 18, 2012	171 KB
Financial Responsibility Form.pdf	Financial Responsibility Form	May 18, 2012	171 KB
Structural Calculations.pdf	Structural Calculations	May 18, 2012	171 KB
Site Plan.pdf	Site Plan	May 16, 2012	14 KB

Resubmitting Your Application

If your intake was not approved, make the necessary corrections and repeat the submittal process. You will be required to schedule another day for your intake.