

SDCI APPOINTMENT TIMES

Updated March 9, 2018

The next available appointment time is:

Construction Intake*	14 weeks
Land Use Coaching	1 week
Geotechnical Coaching	2 weeks
Land Use Intake	9 weeks
Mechanical Intake	1 week
Construction Presubmittal	4 weeks
EDG Presubmittal	7 weeks
Land Use Presubmittal	3 weeks



* **Submit your application early to be eligible for an earlier appointment in case of a cancellation.** As soon as you click the “submit for intake” button, we will add your project to the express lane. This means your application will likely be taken in well ahead of your *scheduled* appointment. We can usually take in your application within 2-3 weeks after you upload your application.

Plan Ahead

Before your intake appointment, complete the research and application steps for your [permit type](#). At a minimum, you must:

- Research your project and project site
- Complete your submittal documents
- Submit a [Preliminary Application](#) and [Pre-Application Site Visit Request](#)
- Bring your Preliminary Assessment Report and Site Visit Report to your appointment
- Pass submittal requirements at the counter, or have a [Consistently Prepared Applicant](#) rating of 80% or better

Make Your Intake Appointment Count

- Schedule your appointment, or check for new openings, by calling (206) 684-8850 or use the [SDCI Project Portal](#) to make an electronic appointment
- Have the correct number of plan sets and all required supporting forms
- Make sure your application is complete and ready for review
- Be prepared to pay all intake fees at the time of the appointment

Avoid Cancellation Fees

To avoid a cancellation fee of \$108.00, cancel at least 24 hours before your intake appointment. You can cancel by calling (206) 684-8850 or logging into the [SDCI Project Portal](#).



www.seattle.gov/dpd/permits