



PLAN COVERSHEET Updated 1/10/08

Available online at: www.seattle.gov/DPD/publications/Forms/Coversheet.pdf

1. APPLICANT INFORMATION

INSTRUCTIONS: Fill in all areas, in sections 1 - 7 of the Coversheet, that pertain to your project. Please note that sections 8 - 14 will be filled out by DPD staff.

PROJECT ADDRESS _____ PROJECT # _____
 DESCRIPTION OF WORK _____

 OWNER _____ ADDRESS _____
 OWNER PHONE _____ EMAIL _____
 CONTACT PERSON _____ ADDRESS _____
 PHONE _____ FAX _____ EMAIL _____
 PREVIOUS MUPS RELATED TO PROJECT _____
 RELATED STANDARD PLANS _____

2. LAND USE CODE INFORMATION

ZONE _____ Assessor's Parcel No. _____ DESIGN REVIEW? No Yes
 OVERLAY ZONING _____ If yes, please provide:
 HISTORIC OR LANDMARK DISTRICT _____ Planner: _____
 SHORELINE ZONE _____ Planner phone: _____
 Exempt Req. Shoreline Review
 SEPA _____
 Exempt Requires Review

EXISTING USE	SQ. FT.	PROPOSED USE	SQ. FT.

 Permit # establishing existing use _____
 DEPARTMENT OF NEIGHBORHOODS CERTIFICATE OF APPROVAL REQUIRED? No Yes
 STREET / ALLEY IMPROVEMENTS OR WORK IN RIGHT-OF-WAY REQUIRED? No Yes
 PARKING SPACES: Existing #: Onsite _____ Offsite _____ Accessible _____
 Proposed #: Onsite _____ Offsite _____ Accessible _____
 Offsite Location: _____
 NUMBER OF DWELLING UNITS: Existing _____ Proposed New _____
 Demolished _____ Live-work Units _____
 TOTAL UNITS: _____

3. HOUSING UNIT OCCUPANCY

DEFINITION: Housing unit means any dwelling unit, housekeeping unit, guest room, dormitory, or single room occupancy unit, and may include a residential unit in a commercial building, an artist's studio dwelling unit, or a live/work unit.

CHECK ONLY ONE BOX BELOW, INDICATING HOUSING OCCUPANCY AT DATE OF PERMIT APPLICATION.

Unit(s) is/are unoccupied Unit(s) is/are occupied by a residential tenant(s)
 Unit is occupied by the owner of the property Do not know
 There is/are no housing unit(s) on the property Refer to Property Owner/Tenant Assistance
 Housing unit on property is not affected by this permit scope.

I certify, under penalty of perjury under the laws of the State of Washington, that the above information is true and correct.

Owner/Applicant Signature _____ Printed Name _____ Date & Place _____

4. GROUND DISTURBANCE

GROUND DISTURBANCE: No Yes Cut: cubic yds. _____ Maximum Height _____
 Fill: cubic yds. _____ Maximum Height _____
 DISPOSAL SITE: Outside City of Seattle Inside City of Seattle Address and/or Permit # _____
 EROSION CONTROL IS REQUIRED PRIOR TO ANY GROUND DISTURBANCE. Please refer to Temporary Erosion and Sediment Control (TESC) Plan.

CUSTOMER ALERT!

Site Inspection Required Prior to First Ground Disturbance - Call (206) 684-8900
 A DPD site inspection is required prior to any ground disturbance related to this permit, including clearing, grubbing or grading.

Preconstruction Conferences, When Required - Call (206) 684-8860
 A DPD PRECONSTRUCTION CONFERENCE should be scheduled prior to beginning work. A conference is required for the following types of work:
 1. When any special inspections are indicated on the plan
 2. When land use or design review conditions are indicated on the plan
 3. When a DPD plans examiner specifies on plans unusual or complex inspection or occupancy requirements

Rules for Ufer Grounds - Call (206) 684-5383
 If you have any questions or concerns regarding the rules (2005 NEC) for installation of ufer grounds, please contact DPD's Electrical Technical Backup, Monday-Friday, 7 a.m. - 4:30 p.m.

Required SDOT Permits and Inspections
STREET TREE INSPECTIONS: Protection and/or planting/pruning/removal of street trees requires SDOT inspection and approval.
Call prior to construction: Commercial/Multifamily Zones, (206) 684-5693
 Single Family Zones, (206) 684-7997
STREET USE PERMITS:
Call prior to construction: (206) 684-5283

Water Service Inspection by SPU Required
 All water service piping on property must be inspected prior to backfilling trench. For information and inspection, call Seattle Public Utilities (SPU) at (206) 684-5800. For water quality backflow protection information and inspection, call SPU at (206) 684-3536.

5. BUILDING CODE INFORMATION

Multiple Buildings in this Project? No Yes Fill out separate sheets and attach.
 Shown on plan sheet _____
Code Used For Design: (Select One)
 2006 Seattle Building Code
 2006 Seattle Residential Code
 2006 SBC (Struct) & 2006 SRC (Arch)

PROVIDE THIS INFORMATION FOR EACH BUILDING IN YOUR PROJECT:
 DPD Building ID(s) _____ (see Building Data Sheet)
 Existing # of Above-grade stories _____ Proposed # of Above-grade stories _____
 Existing # of Below-grade stories _____ Proposed # of Below-grade stories _____
 Mezzanines: No Yes Location _____
 Building Code Type of Construction _____

FLOOR LEVEL	GROUP	OCCUPANCY / USE	FLOOR AREA	SPRINKLER (Y if yes)	OTHER FIRE PROTECTION

Remodel: Construction Project Value: \$ _____
 Sprinklers: NFPA 13 Fire alarm
 NFPA 13 R Other system Type? _____
 Partial system Location _____
 Change Of Occupancy: No Yes From _____ to _____
 Posted Occupancy: _____

EMERGENCY SYSTEMS PROVIDED:
 Elevator Pressurization Exit And Pathway Lighting
 Stairway Pressurization Emergency Generator
 Smoke Removal System

6. ENERGY/MECHANICAL CODE

SCOPE OF MECHANICAL WORK DESCRIPTION:

RELATED BUILDING PERMIT PROJECT # _____
LOCATION OF DUCTWORK OR MECHANICAL EQUIPMENT:
 Interior N Y Exterior Walls N Y Rooftop N Y

MECHANICAL - ONLY PERMIT - Project Value: \$ _____

APPLICABLE OCCUPANCY:
 Group R Other than Group R

BUILDING ENVELOPE COMPLIANCE: HEATED SEMI-HEATED UNHEATED SPACE
 Existing envelope - no change
 Existing envelope - altered
 New envelope

Compliance method: System analysis Target UA Prescriptive - Group R
 Provide Option # _____

HVAC MECHANICAL SYSTEM:
 Not included in this application (if mech. drawings are included in the plans, please stamp "for reference only")
 Included in this application (see scope description for detail)

Heating Fuel Type: Group R Electric Other
 Other than Group R Electric Other

OTHER MECHANICAL EQUIPMENT INCLUDED IN THIS APPLICATION:
 Commercial kitchen hood exhaust system
 Fume hood
 Spray paint booth
 Other - specify _____

DOCUMENT SUBMITTED:
 Group R equipment sizing calc (unit by unit)
 Cooling and heating load calculation (for other than Group R)
 Target UA calculation
 Structural load calculation (for mechanical equipment)
 Noise compliance report (for mechanical equipment)
 Commercial kitchen hood worksheet
 Other _____

Separate permits are required for: Lighting, Plumbing, Gas piping, Boiler, and Refrigeration systems.

SINGLE FAMILY/DUPLEX
 Min. equipment size _____
 Max. equipment size _____
 Gas or Oil Heating AFUE _____%

7. GREEN BUILDING

www.seattle.gov/dpd/GreenBuilding

LEED Leadership in Energy & Environmental Design Green Building Rating System™ (LEED)
 LEED for New Construction (LEED-NC)
 LEED for Core & Shell (LEED-CS)
 LEED for Commercial Interiors (LEED-CI)
 LEED for Existing Buildings (LEED-EB)
 LEED for Homes (LEED-H)
 LEED for Neighborhood Development (LEED-ND)
 LEED Application Guide _____

BUILT GREEN™
 Built Green Remodeler
 Built Green Home Builder
 Built Green Multi-Family
 Built Green Communities
 Built Green Rating Anticipated:
 1-2 Star 3 Star 4 Star 5 Star

LEED Rating Anticipated:
 Platinum Gold Silver Certified

OTHER PROGRAMS
 SeaGreen: Seattle's Affordable Housing
 Labs for the 21st Century (Labs21)
 Green Guide for Healthcare (GGHC)
 ENERGY STAR® Home Label

8. LAND USE CONDITIONS (DPD staff use only; insert additional sheets if needed)

Assigned Planner _____ Phone _____

TO BE COMPLETED BY DPD STAFF ONLY

NEW CURB CUT REQUIRED? No Yes Residential Commercial

9. SPECIAL INSPECTIONS

(DPD staff use only; attach extra sheets as needed)

ARCHITECT: Name: _____ Phone: _____
ENGINEER: Name: _____ Phone: _____

GEOTECHNICAL INSPECTIONS:
 Soil Bearing Verification
 Notes: _____
 Fill - Verify Structural Fill and Compaction
 Excavation - Observe and Monitor Excavation
 Drainage - Sub/Surface Drainage Installation
 Erosion Control - Temp/Permanent
 Other _____
 Other _____
 Other _____

STRUCTURAL INSPECTIONS:
 Concrete - Reinforced Concrete CIP
 Notes: _____
 Shotcrete
 Reinforced Masonry Level 1
 Structural Steel Fabrication
 Structural Steel Erection
 Wood Seismic Resistance System (for IBC only)
 Notes: _____
 Epoxy Grouting
 Notes: _____
 Mechanical Anchor Bolt Installation
 Notes: _____
 Epoxy Grouted Anchor Bolt Installation
 Notes: _____
 Other _____
 Other _____
 Other _____

OTHER: _____

Geotechnical Firm:
 Name: _____

 Phone: _____

Inspection Agency:
 Name: _____

 Phone: _____

Code Alternate:
 See Sheet: _____

10. DRAINAGE & SEWER REVIEW (DPD staff use only)

DPD SEWER AND DRAINAGE REVIEW DESK: (206) 684-5362

DRAINAGE REVIEW REQUIRED? No Yes
 Flow control required
 No flow control required
 Impervious surface this project (new or replaced) _____ sq. ft.

NOTE: The drainage system shown in these plans may be changed at the time of side sewer permit issuance to meet standard plans and methods.

Route for drainage review _____

SIDE SEWER REVIEW REQUIRED? No Yes
 No conflict with side sewer
 Construction conflicts with applicant's side sewer. Contact Public Health Department at (206) 233-7914.
 Construction conflicts with side sewer serving another property. Contact DPD Sewer and Drainage Review Desk at (206) 684-5362.
 Conflict with public utility main (requires buildover). Contact SPU at (206) 684-7563.

Reviewed by: _____ Date: _____

NOTE: A separate side sewer permit is required from DPD for ALL new drainage and sewer installations. For more information, call the Sewer and Drainage Review Desk at (206) 684-5362.

11. ENVIRONMENTALLY CRITICAL AREAS INFO

ENVIRONMENTALLY CRITICAL AREAS (ECA):
 Site is not located in ECA
 Mapped ECA designation: 1 2 3 4 5 6 7 8 9 10
 ECA identified by Preapplication Site Visit Report as: _____

ECA Exemption [See review details in Hansen.]
 Reviewed by: _____ Date: _____
 Denied
 Granted, Type: _____
 Small Project Waiver
New Developmental Coverage - this permit: _____ sq. ft.
Previous Developmental Coverage after October 31, 1992:
 Permit # _____ sq. ft.
 Permit # _____ sq. ft.
 TOTAL: _____ sq. ft.

12. SHOP DRAWINGS, KEY AREA INSPECTION & BUILDING CONDITIONS (DPD staff use only)

Sprinkler drawings required for:
 NFPA 13
 NFPA 13 R
 Partial system
 Location _____
 Fire alarm

13. PERMIT ISSUANCE AUTHORIZATION (DPD staff use only)

Review Location	Approved		Notes
	Initials	Date	
ZONING (incl. street improvements)			
CURB CUT			
ORDINANCE			
STRUCTURAL			
ENERGY			
MECHANICAL			
DRAINAGE			
ECA			
GRADING			
WATER (SPU)			
FIRE			
HEALTH (King County)			
NOISE			
CONVEYANCE / ELEVATOR			
SHORING (SDOT)			
STREET IMPROVEMENT (SDOT)			
PARKS			
PROTECTED DISTRICTS (DON)			
SEPA EXEMP			
LAND USE REVIEW			

14. DEPARTMENT SIGN OFFS (DPD staff use only)

ISSUED BY: Initials _____ Date _____

BUILDING PLANS EXAMINER	MECHANICAL PLANS EXAMINER	DATE RECEIVED AT INTAKE
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DPD STAFF ONLY
 To Fill Out Sections 8 - 14

Call (206) 684-8860 to schedule a pre-construction conference before the start of construction.