



City of Seattle
Department of Construction and Inspections
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
(206) 684-8850

POST-PERMIT SUBMITTAL CHECKLIST

(To be completed by applicant)

- Complete and sign the Post-Permit Submittal Application.
- Post-Permit Submittals for finalized or expired permits **will not** be accepted.
- **All Plans must be of Microfilmable quality.** (see Tip 106).

BLANKET PERMIT REQUIREMENTS:

- Authorization letter allowing the use of the blanket permit (if the applicant is not the designated Blanket Permit Contact).
- Two sets* of plans with a minimum size 18" X 18" (do not include Seattle DCI coversheets).
- Two copies of the key plan (8 1/2" X 11") showing the location of the work to be done.
- Two copies of the most up-to-date Blanket Permit Record sheet (all fields should be filled out for the proposed work, except the fee field).

NOTE: Change of Use and Structural changes **DO NOT** qualify for a Blanket Permit.

REVISED PLANS

- A summary letter explaining the changes contained within the revised plans.
- Two sets* of revised plan sheets with a minimum size of 18" X 18".
- Highlight or cloud the changes on the revised sheets so the changes are easily identifiable.
- Revised Heating Equipment Sizing Form, if applicable.
- Revised Target UA Form, if applicable.
- One set of revised Structural Calculations, if applicable.
- No Taped or stapled items are acceptable on the plans. We will accept sticky backs.
- Construction Project revisions: A minimum plan review fee equal to 1 times the Seattle DCI hourly fee is due at the time of submittal.
- Land Use Project revisions: There is a minimum review fee of 2 hours (1 hour is due at time of submittal).

SHOP DRAWINGS

- Three sets* of plans (including one set of Structural Calculations, if applicable) with a minimum size of 18" X 18".
- Minimum size of sheets 11" X 17" for Truss Drawings.
- Plan review fee equal to 1.75 times the Seattle DCI hourly fee is due at the time of submittal .

SPRINKLER SHOP DRAWINGS

- Three sets* of plans and one set of calculations.
- Minimum size of 18" X 18".
- Plan review fee equal to .75 times the Seattle DCI hourly fee is due at the time of submittal.

* Additional sets of plans may be required if revisions require review by several review locations or require interdepartmental review. Consult the **original** Building Code Reviewer for construction permit revisions or the **original** Land Use Planner for land use permit revisions for how many sets are required.

** Where original or copies of original sheets are provided, they must contain the Seattle DCI Approval Stamp.