



# How to Respond to a DPD Correction Notice

This flyer outlines a 3-step process which must be followed in order to successfully respond to a DPD Correction Notice. If the process is not followed, applicants will likely experience a delay in receiving their permit.

## Step 1: Pick up the Plans.

- Shortly after reviews for a project have been completed, DPD Plans Routing will notify the project's primary contact by phone or email, and a letter will be sent by mail as notification that the plans are ready to be picked up. Once the contact is notified that the plans are available, the plans may be picked up from the Plans Routing Central Library [21st floor]. The status of the reviews for any project can be checked by calling Plans Routing at (206) 684-8169, or by going to DPD's website at [www.seattle.gov/dpd](http://www.seattle.gov/dpd).

## Step 2: Make Corrections.

- Verify that all corrected plan sets are identical.
- Verify that the responses to all corrections have been coordinated, as appropriate, among all designers, architects, engineers and owners.
- Changes that have been made that are not in direct response to a correction notice should be identified, shown to comply with code, and explained why the changes have been made. (Changes that do not need to be reviewed for code compliance need not be identified.)
- Pencil mark-ups and stapled or taped papers are not acceptable on the corrected plans.

**Provide a complete written response to each correction item. Each response is to include the following:**

- A clear description of the change that has been made.
- A clear description of where in the plans the change can be found.
- A statement justifying why the requested change has not been made, including a code-based explanation or calculations, as appropriate.

**If replacement sheets are being provided in the corrected plan sets:**

- Clearly identify changes on the replacement sheets by clouding or circling the changes.
- Mark the old sheets as "VOID" and roll them up with the corrected plans. Do NOT staple void sheets into the corrected plan sets. It is not necessary to interleaf the voided sheets into the corrected plan sets.

**If changes are being made to the original sheets:**

- Clearly identify the changes by clouding or circling them with ink (preferably red, waterproof ink).

**PLATTING ACTIONS:** When responding to corrections for a platting action (lot boundary adjustment, short plat, etc.), entirely new plan sets must be provided. Marked-up surveys are not allowed.

## Step 3: Return Corrected Plans.

- Return the corrected plans to the Plans Routing Central Library [21st floor]. **Plans Routing will NOT accept corrected plans without written responses to all corrections.**

**If the above process is not followed, one or more of the following will occur:**

- The corrected plan submittal may not be accepted by Plans Routing.
- There will be a delay in corrected plan review and permit issuance.
- A \$300 penalty fee will be charged to the project.