

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Site Plan Requirements

Updated July 1, 2024

Applications for City of Seattle Master Use Permits (MUPs) and construction permits require site plans. This Tip will assist you in preparing a site plan. It lists information that must appear on site plans submitted with permit applications and provides examples of preliminary, basic, and enhanced site plans.

For general information on standards for plans and drawings, as well as helpful hints and guidelines on how to prepare a plan, refer to Tip 106, *General Standards for Plans and Drawings*, and Tip 103A, *Site Plan Guidelines*.

If your project site is in an environmentally critical area (ECA), reference Tip 103B, *ECA Site Plan Requirements*, for details on what additional items should be included in your site plan. Reference Tip 220, *Lot Coverage, Height and Yard Standards for Homes in Neighborhood Residential Zones*, for site plan details if your project comes within 2 feet of the height limit or is taking advantage of sloping-lot height bonus provisions in Seattle's Land Use Code (SMC Title 23).

### What is a Site Plan?

A site plan is an accurate drawing or map of a property that shows its size and shape; and the size, shape and location of man-made and natural features (such as buildings, structures, driveways, and trees) on the property. Site plans show both what currently exists on the site and what physical changes you wish to make to the site.

You may choose to contact SDCI to ask questions about what you may do on a site. If so, you will need to have a preliminary site plan to discuss. A preliminary site plan contains enough information to help staff understand the scope of your project. We can assist you in identifying codes, requirements, and processes that could impact your project.

To find out what permits are required for a proposed project and what plans you will need to prepare, contact the SDCI Applicant Services Center (ASC), [www.seattle.gov/sdci/about-us/who-we-are/applicant-services-center](http://www.seattle.gov/sdci/about-us/who-we-are/applicant-services-center), (206) 684-8850.

**NOTE: Be aware that the information provided to you can be only as reliable as the information you provide. Information given at the ASC is advisory only and does not constitute approval of an application.**

### Types of Site Plans

A **preliminary site plan** is a rough version of your site plan designed to help resolve preliminary questions.

A **basic site plan** may be submitted for preliminary application site visit (PASV) during intake to satisfy the SDCI requirement for smaller projects, including: small commercial alterations and additions, changes of use not affecting parking, truck loading, vehicle access, or residential (one- and two-family dwellings) additions and alterations and detached accessory structures less than 2,000 square feet in area and without new vehicular access.

An **enhanced site plan** is required for more complex projects, such as construction of a new single-family, multifamily, or commercial project.

### Preliminary Site Plan

The information listed below is sufficient for site plans used for coaching and pre-submittal conferences. The information for the public right-of-way does not need to be prepared by a licensed surveyor at this point; it is intended as general information only. You need to submit a preliminary site plan when you submit your preliminary application.

**Note:** We accept a less-detailed or "simple" preliminary site plan for projects including **interior-only** tenant improvements or alterations. The simple site plan must show street name, property lines with dimensions, general size and location of the building(s) on the site, property addresses, legal description, assessor's parcel number, and North arrow.



**The following information is required:**

1. Address of project.
2. Owner's name.
3. Legal description of the property, including any easements and project numbers of short plats or lot boundary adjustments.
4. King County Assessor's parcel number (property tax account #).
5. King County recording number for any easements or other pertinent legal features.
6. North arrow pointing to the top of sheet and consistent across all sheets.
7. Property lines, dimensions and bearings.
8. Dimensions and right-of-way limits in addition to roadway widths of adjacent streets (by name), alleys or other adjacent public property.
9. Curbs, sidewalks, and street trees: type, location, and dimensions.
10. Street and alley improvement type (asphalt, concrete, gravel, etc.).
11. The boundaries of steep slopes, steep slope buffers, wetlands, wetland buffers, riparian management areas, and any other ECA areas, per Tip103B, *Environmentally Critical Area Site Plan Requirements*.
12. SDCI building identifiers for sites with more than one building.
13. Location of the pedestrian path to each dwelling unit and the primary entrance to each building.
14. If existing or proposed building structures (e.g: building overhangs, chimneys, gutters, sky-bridges, tunnels, underground parking, etc.) extend into, over, or under the ROW, a utility easement, or known utility for which there is no easement, the dimensions of these structures and their locations must be provided.
15. Location and dimensions of all driveways, parking areas, and other paved areas (existing and proposed).
16. General location, size, and shape of any structures presently on the site and of those proposed for construction; including buildings, retaining walls, patios, decks, porches, rockeries, and driveways (existing and proposed).
17. For existing and proposed structures, the front, side and rear distances from structures to property lines, and distances between structures, porches and decks.
18. For projects subject to the provisions of SMC Chapter 25.11, Tree Protection, you must show the following:
  - Location, species, and diameter at 4.5 feet above the ground of all Tier 1, Tier 2, Tier 3, and Tier 4 trees, including off-site Tier 1, Tier 2, Tier 3, and Tier 4 trees with canopies overhanging and/or roots extending onto the lot.
  - Tree protection area per SMC 25.11.060.A for all Tier 1, Tier 2, Tier 3, and Tier 4 trees that will be retained during development.
  - Tree protection fencing for all Tier 1, Tier 2, Tier 3, and Tier 4 trees that will be retained during development. SDCI's Tree and Vegetation Protection Detail must be included in the plan set.

**Basic Site Plan**

The information listed below is sufficient for site plans submitted for the following types of projects:

- Small commercial alterations and additions
- Change of use not affecting parking, truck loading, vehicle access
- Residential (one- and two-family dwellings) additions and alterations and detached accessory structures less than 2,000 square feet in area without new vehicular access

Include everything required on the preliminary site plan, as well as the following information, to create a basic site plan. Numbers 19-29 are the **additional items** required for a basic site plan.

**The following information is required:**

19. The drawing's scale (min. 1" = 10').
20. Specific location, size, and shape of all existing and proposed structures, including buildings, retaining walls, patios, decks, porches, rockeries, and driveways.
21. A location plan is required when repair and/or minor interior alteration to an existing structure is proposed.
22. Street and alley improvement dimensions.
23. Include site lot coverage calculations.
24. Identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features. Statements such as "Existing wall to remain" are acceptable call-outs.
25. Location and dimension of all window wells, fireplaces, chimneys, etc.

26. Center elevation and developed roadway at 25-foot intervals if a change to access or parking is proposed.
27. Identify existing and finished grade elevation of driveway at property line, and at garage entry, if a change to access or parking is proposed
28. Curb cut width and distance from adjacent property lines. (Label curb cuts as "existing" or "proposed.")
29. Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.) if a change to access is proposed.

### Enhanced Site Plan

Include everything required on the preliminary and basic site plans. Numbers 30-44 are additional items required for an enhanced site plan.

#### *The following information is required:*

30. Elevations and contour lines with labeled contour intervals on sloping sites or where earth grading is proposed (2-foot intervals).
31. Identify top and bottom of steep slopes (as defined in SMC 25.09) and show dimensions from slope top/bottom to the building(s).
32. Identify drainage ditches, natural watercourses, and culverts.
33. All proposed and existing street trees and other landscaping in the public right-of-way.
34. Sewer mains (sanitary only {PPS} and/or combined sewers {PS}).
35. Storm drains {PSD}, catch basins, and inlets.
36. Water mains, fire hydrants, and water meters.
37. Power poles, street lights, signal and transit poles, overhead system, bus zones, street signs, etc. adjacent to the subject property.
38. All other elements between the pavement edge and property line (such as side sewer, electrical ducts and vaults, electrical conduits, handholes, ditches, culverts, curb ramps, etc.).
39. On-site stormwater treatment, infiltration, or detention systems.
40. Calculations demonstrating compliance with applicable Land Use Code development standards.
41. For street improvement plans (SIPs) refer to the City of Seattle's standard plans. Standard plans 002 and 003 provide information related to standard symbols and abbreviations, which are required when submitting plans to SDOT.

### Site Plan Examples

Site plan examples are included on the next few pages. **Figure 1** shows a preliminary site plan; **Figure 2** shows a basic site plan; and **Figure 3** shows an enhanced site plan.

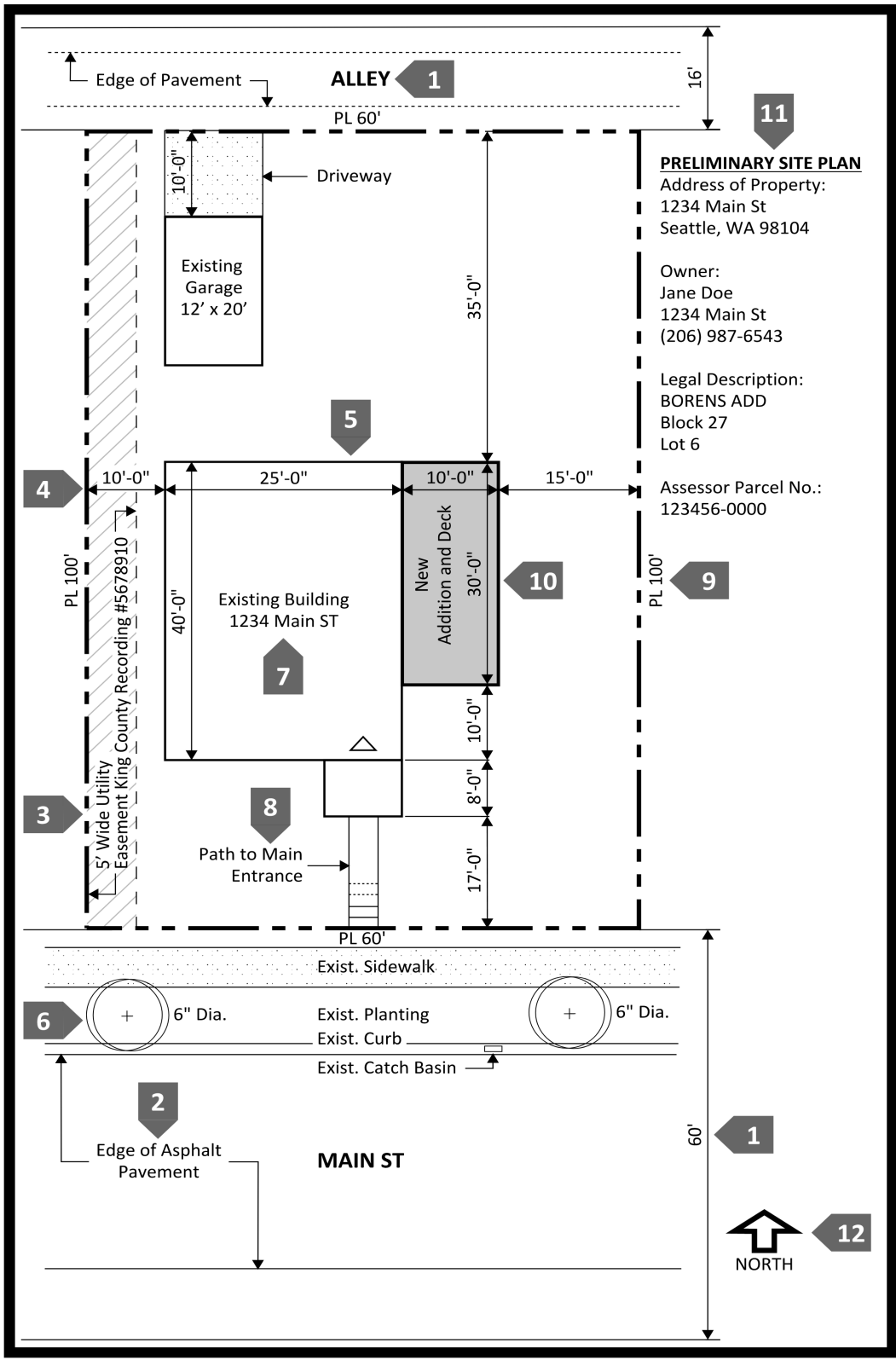
### For More Information

Additional information on requirements and assistance with site plans are available from:

- **King County Assessor**  
[www.kingcounty.gov/depts/assessor.aspx](http://www.kingcounty.gov/depts/assessor.aspx)
- Department of Assessment Real Estate Office  
7th floor, King County Administration Building  
500 Fourth Ave  
(206) 296-7300
- **Seattle Department of Construction and Inspections (SDCI)**  
[www.seattle.gov/sdci](http://www.seattle.gov/sdci)
- Applicant Services Center  
(206) 684-8850
- Drainage Review Desk  
(206) 684-5362
- **Seattle Dept. of Transportation (SDOT)**  
[www.seattle.gov/transportation](http://www.seattle.gov/transportation)
- Engineering Records Vault  
47th floor, Seattle Municipal Tower  
700 Fifth Ave  
(206) 684-5132
- Street Use Counter  
37th floor, Seattle Municipal Tower  
700 Fifth Ave  
(206) 684-5283

### Access to Information

Links to SDCI's Tips, Director's Rules, and Seattle Municipal Code are available on our website at [www.seattle.gov/sdci](http://www.seattle.gov/sdci).

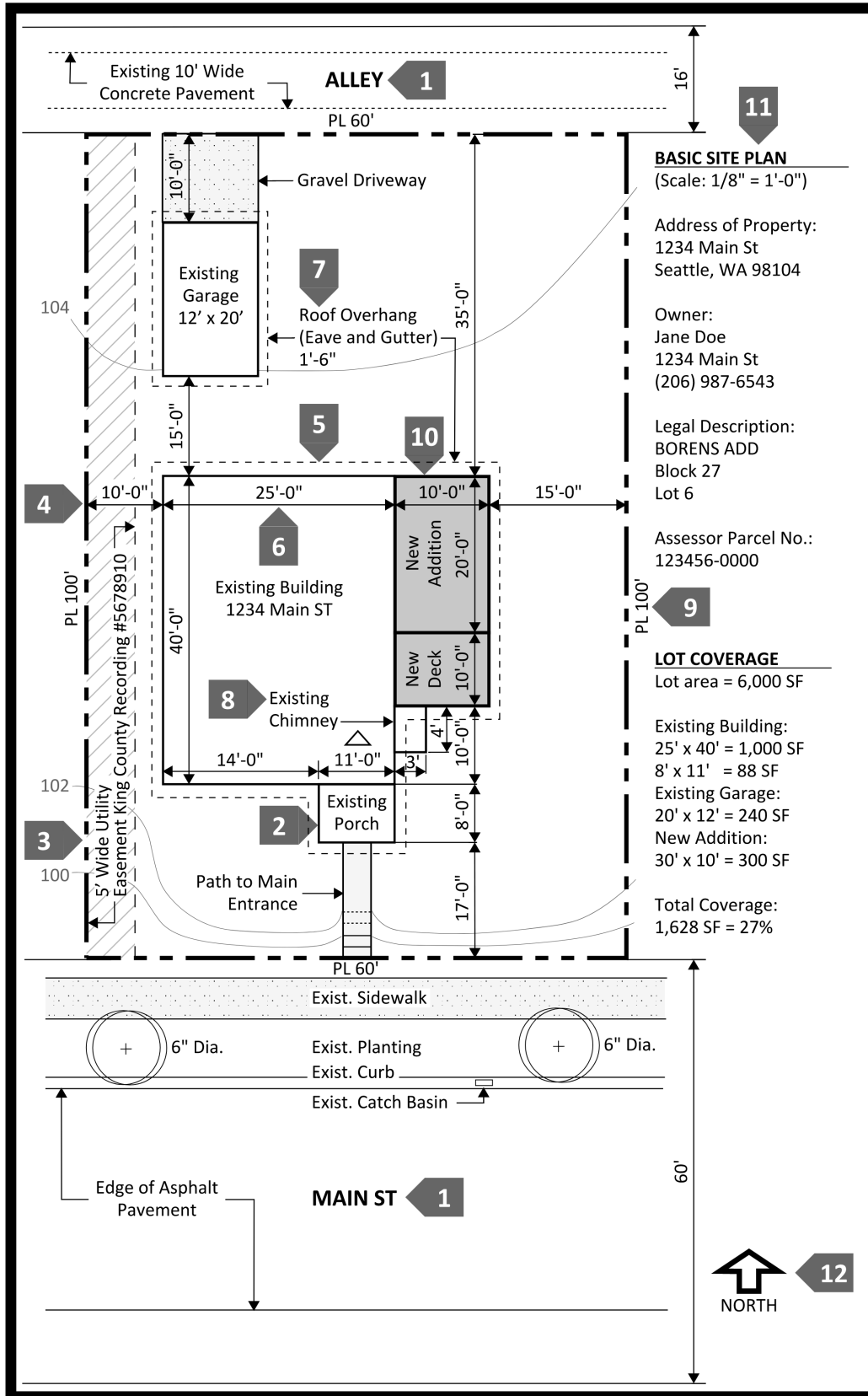


**Preliminary Site Plan Elements Key**

1. Adjacent streets and alleys by name and width
2. Street and alley improvement type
3. Easements
4. Distances from structures to property lines
5. General size and shape of current and proposed structures
6. Curbs, sidewalks, and street trees: type, location and dimension
7. Building identifiers for sites with more than one building
8. Location of primary entrance
9. Property line dimensions
10. Proposed work clearly depicted
11. Address of project, owner's name, legal description, and King County Assessor Parcel No. (and KC Recording number for any easements or other pertinent legal features)
12. North direction arrow

**Figure 1: Preliminary Site Plan Elements**

**LEGAL DISCLAIMER:** This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.



**BASIC SITE PLAN**  
(Scale: 1/8" = 1'-0")

Address of Property:  
1234 Main St  
Seattle, WA 98104

Owner:  
Jane Doe  
1234 Main St  
(206) 987-6543

Legal Description:  
BORENS ADD  
Block 27  
Lot 6

Assessor Parcel No.:  
123456-0000

**LOT COVERAGE**

Lot area = 6,000 SF

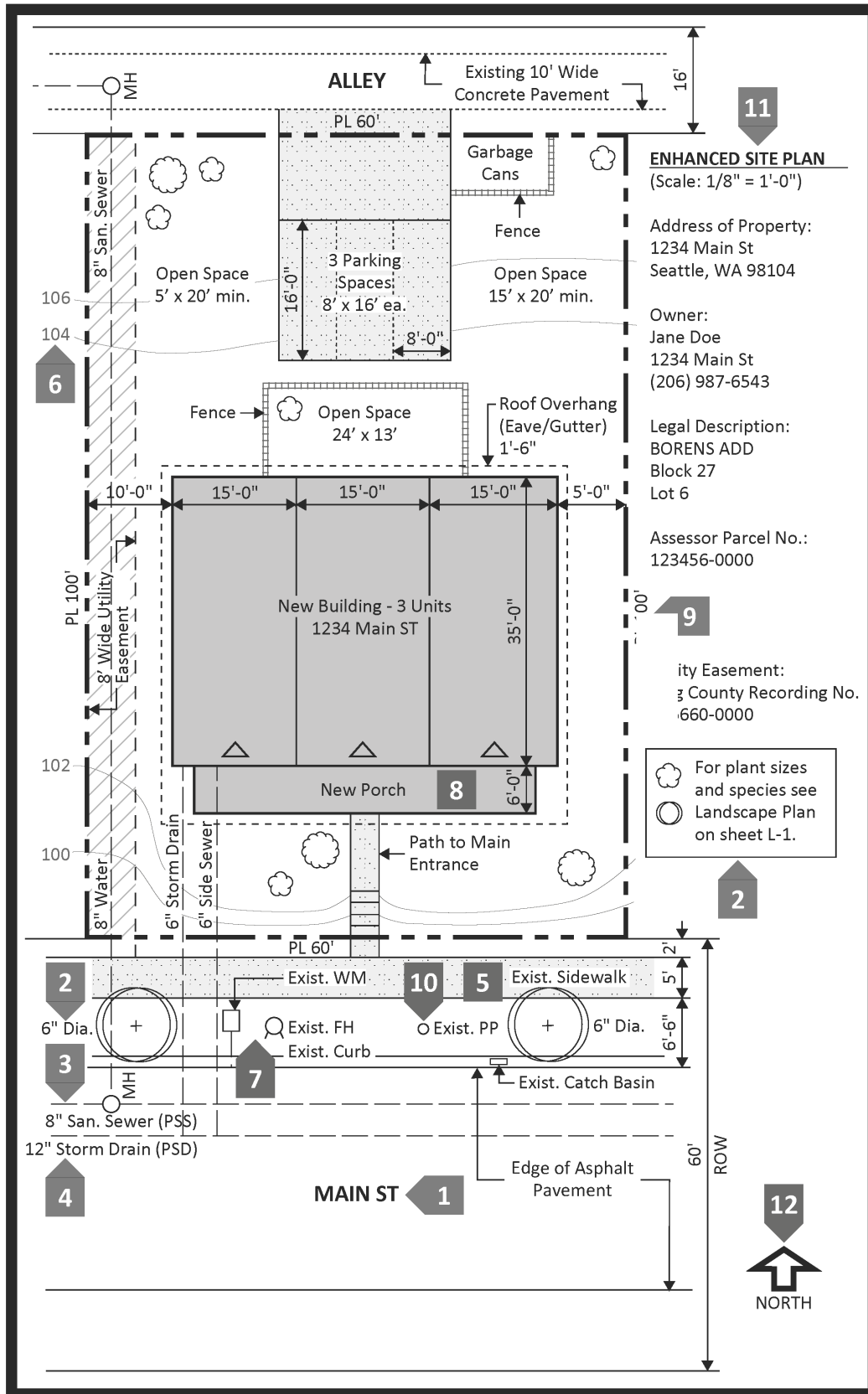
Existing Building:  
25' x 40' = 1,000 SF  
8' x 11' = 88 SF  
Existing Garage:  
20' x 12' = 240 SF  
New Addition:  
30' x 10' = 300 SF

Total Coverage:  
1,628 SF = 27%

**Checklist**

1. Streets by name.
2. Labeled and dimensioned porches and decks.
3. Easements.
4. Setbacks.
5. All roof overhangs with dotted lines. Roof overhang is the total of the EAVE and the GUTTER.
6. Dimension all exterior walls.
7. Dimension all overhangs (dimensions include gutters).
8. Location and dimension of chimneys if they protrude.
9. Property lines and dimensions.
10. Proposed work clearly depicted.
11. Address of project, owner's name, legal description, and King County Assessor Parcel No. (and KC Recording number for any easements or other pertinent legal features).
12. North direction arrow

Figure 2: Basic Site Plan Elements



### Checklist

1. Street by name.
2. Street trees and landscaping.
3. Sewer mains or combined sewers (PPS).
4. Storm drains (PSD) and catch basins.
5. Stippling (dotting) helps to identify walks and pavements.
6. Ground elevations and contour lines on sloping sites or where proposed.
7. Water mains, fire hydrants, and water meters.
8. Locations and dimensions of all porches and decks.
9. Property lines and dimensions.
10. Power poles, street lights, bus zones, street signs, etc. adjacent to property.
11. Address of project, owner's name, legal description, and King County Assessor Parcel No. (and KC Recording number for any easements or other pertinent legal features).
12. North direction arrow

**Figure 3: Enhanced Site Plan Elements**

**LEGAL DISCLAIMER:** This Tip should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Tip.