

Seattle Permits

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

Master Use Permit (MUP) Revisions

Updated October 7, 2019

This Tip provides general information about our Master Use Permit revision process. You can make revisions to issued and unexpired MUPs. Making revisions will not extend the life of your original MUP. See Seattle Municipal Code (SMC) 23.76.032 and Tip 224A, *Master Use Permit (MUP) Renewals and Shoreline Substantial Development Permit Extensions*, or information about MUP expiration, renewals, and shoreline extensions. If your changes exceed the scope and authority of your original MUP, you will need to submit a new MUP application. Revisions to shoreline permits are subject to different rules, as required by City and State regulations.

We may process your revision as either a minor or major revision. If we have issued your building permit, you may make a minor revision to your MUP using the building permit post submittal revision process.

Minor MUP revisions:

- Do not require any new appealable decisions (refer to SMC 23.76.004)
- Meet the code standards that applied to the original MUP or meet the current code standards
- Do not require public notice

Major MUP revisions will:

- Require a new Master Use Permit
- Require a new appealable Director's decision
- Require changes to the original Land Use conditions in your MUP decision

- Use the Early Design Guidance from the original MUP (if applicable)
- Require public notice

HOW TO APPLY TO REVISE YOUR MUP

Before starting your MUP revision application, you may want to discuss your proposal with Seattle Department of Construction and Inspections (SDCI) staff. You can schedule a pre-submittal conference with a land use planner to review your proposal. The Pre-submittal Conference Application Land Use form is available on the forms page of our website at www.seattle.gov/sdci.

If you have any unpaid fees related to the original MUP, you must pay them before submitting your application for a revision. We will collect any fees associated with the time we spent determining the appropriate review process for your revision when you submit your revision application.

You can apply for your MUP Revision and pay your fees through the Seattle Services Portal at <https://cosac-cela.seattle.gov/portal/>.

There is an hourly review fee for revision requests. You must pay the minimum review fee when you apply; it is non-refundable once we begin review of the request.

Application Materials

Submit the following documents through the Seattle Services Portal (use the form attached to this Tip to help you prepare the information you need):

- Plans that reflect your proposed changes
- One completed Statement of Financial Responsibility form

Process

- The Land Use and Zoning reviewers will make a determination if the application qualifies as a minor revision, or if a new MUP (major revision) application must be submitted to SDCI.

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- Land use and zoning reviewers will approve your minor revision; or will notify you if a new MUP (major revision) application is required.
- The PRC will prepare the minor revision for issuance. The PRC will notify the primary applicant and financially responsible person of any outstanding fees. We will issue the permit and plans once outstanding fees are paid.

HOW LONG DOES IT TAKE?

How long it takes to get the revision issued depends on how complex your project is and how many corrections, if any, you need to make. However, we do try to complete the initial review within two weeks.

SHORELINE PERMITS

If your project is in a shoreline zone, you must comply with the rules outlined in the Shoreline Management Act ([RCW 90.58](#)), the City's Shoreline Master Program (SMP) ([SMC 23.60A](#)), and the Washington Administrative Code (WAC). The state's rules relevant to shoreline permit and enforcement procedures are found in [WAC 173-27](#).

You can find the specific regulations regarding revisions to shoreline permits in [SMC 23.60A.076](#) and in [WAC 173-27-100](#). We will only consider minor revisions for shoreline permits. If you are revising a shoreline permit, we may require additional mitigation and/or conditioning if there is additional impact to the shoreline habitat.

If your revision to the original permit involves a shoreline conditional use or variance, either of which was conditioned by the Department of Ecology (DOE), then you also need DOE approval per SMC 23.60A.076 and [WAC 173-27-160](#) or [WAC 173-27-170](#).

Use the same submittal procedures outlined in this Tip for a minor revision for your shoreline permit revision. If your proposed changes are not within the original scope and intent of the original permit as defined in WAC 173-27-100, you will need to apply for a new permit.

Access to Information

Links to electronic versions of Seattle DCI **Tips, Director's Rules**, and the **Seattle Municipal Code** are available on the "Tools & Resources" page of our website at www.seattle.gov/sdci. Paper copies of these documents, as well as additional regulations mentioned in this Tip, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467 (message line).



**Request to Renew/Extend a Master Use
Permit or Extend a Shoreline Substantial
Development Permit**

Master Use Permit # _____ Original Expiration Date _____

Shoreline Substantial Development Permit # _____ Original expiration date _____

Property Address: _____

Does the MUP include a shoreline decision? Yes No

(If the answer is yes, please refer to SMC 23.60.074 for timelines for time limits for shorelines permits).

Describe the requirements and circumstances of the project which require the permit renewal or extension in the space below. Feel free to attach additional pages as needed.

Is there a related issued construction permit? Yes No *If Yes:* Building Permit # _____

Has construction work commenced and is it currently underway? Yes No

Please check if owners/contact information has changed: Yes No

Provide a completed Financially Responsible Party form. Follow this link to [SDCI Forms](#)