



Background

Seattle's development regulations, including the Land Use and Building Codes, are complex—in part because they regulate the full range of development that is possible throughout the city. Code language can be ambiguous for some situations, and very specific for others. The more specific the language is, the less flexible Seattle DCI's response to a particular project can be. Conversely, the more ambiguous the language, the less predictable our interpretation may be.

Achieving the right balance between flexibility and predictability is a constant dilemma in developing regulatory policies. It is not unexpected, therefore, that in some cases applicants or other interested parties may disagree with a Seattle DCI plan reviewer or inspector about how the code applies in a specific circumstance, or, how the process is being administered for their unique project.



City of Seattle
Department of Construction
and Inspections
www.seattle.gov/sdci

Resolving Development or Land Use Permit Disagreements

At Seattle DCI we are committed to continuously improving our customer service and responsiveness. Our customers have told us that quickly clearing up disagreements about the permit process and policy or technical code issues will reduce delays in permitting. We agree, and have taken steps to promptly address any disagreements you may have about how your application is proceeding or how the code applies to your project. In the long term, we believe our prompt attention to resolving disagreements will reduce correction requests, enhance follow-through on agreements, and improve both plan quality and plan review consistency.

How We Responded

To help resolve disagreements, we emphasize that our land use and construction supervisors and managers should find a quick resolution. We have also clarified the process to resolve disagreements.

How to Resolve a Permit Disagreement

STEP

1

Work With City Staff & Supervisors

If you disagree with assigned staff about how a process problem will be resolved or about how a policy or technical issue affects your project, you may ask for a supervisor to review the situation. A list of the appropriate supervisor is on the second page. You can also get the supervisor's name and contact number from the assigned staff person. If the supervisor is not immediately available, the supervisor will return your call within 24 hours. The supervisor will talk with you about your disagreement, and will review the circumstances with you and the assigned staff. After appropriate consideration—usually within a day—the supervisor will give you a verbal answer.

Details on back...

How to Resolve a Permit Disagreement, Cont.

STEP

1

Cont.

Contact a Supervisor

(Email is preferred and responses are quicker.)

CONSTRUCTION PERMIT SUPERVISORS

Construction Appointments & Permit Processing

- Amy Donlan: (206) 733-9822, amy.donlan@seattle.gov
- Sajada McCoy: (206) 615-0866, sajada.mccoy@seattle.gov
- Becky Scheffer: (206) 727-8526, becky.scheffer@seattle.gov
- Marcus Davis: (206) 684-0173, marcus.davis@seattle.gov

Pre-Submittal Conference Appointments

- Cindy Hoover: (206) 233-2554, cindy.hoover@seattle.gov

Zoning Code Disagreements

- Darlene Edwards: (206) 684-5606, darlene.edwards@seattle.gov
- Cheryl Mosteller: (206) 684-5048, cheryl.mosteller@seattle.gov

Site Development

- Ede Courtenay: (206) 733-9679, ede.courtenay@seattle.gov

Geotechnical Review

- Susan Chang: (206) 386-9785, susan.chang@seattle.gov

Energy/Mechanical Review

- Shailesh Desai: (206) 233-7860, shailesh.desai@seattle.gov

Ordinance/Structural Review

- Mahvash Nassiri: (206) 615-0728, mahvash.nassiri@seattle.gov
- Jamie Anderson: (206) 615-0715, jamie.anderson@seattle.gov
- Kaveh Aminian: (206) 233-7858, kaveh.aminian@seattle.gov
- Rick Pellingner: (206) 615-0591, richard.pellingner@seattle.gov
- Cindy Hoover: (206) 233-2554, cindy.hoover@seattle.gov

Building Code Technical Decision-Making

- Ardel Jala: (206) 684-0573, ardel.jala@seattle.gov

Structural Engineering Technical Decision-Making

- Cheryl Burwell: (206) 684-8416, cheryl.burwell@seattle.gov

MASTER USE PERMIT (MUP) SUPERVISORS

Process or Service-Level Complaints

- **MUP application appointments and MUP permit processing:**
 - Sue Putnam: (206) 684-8275, sue.putnam@seattle.gov
- **Scheduling pre-submittal conference appointments:**
 - Jerry Suder (Land Use Pre-subs):
(206) 386-4069, jerry.suder@seattle.gov

MUP Discretionary Decision Disagreements

- **Short plats and lot boundary adjustments:**
 - Scott Ringgold: (206) 233-5132, scott.ringgold@seattle.gov
- **SEPA, variances, conditional uses, full subdivisions, and rezones:**
 - Jerry Suder: (206) 386-4069, jerry.suder@seattle.gov
- **Design Review issues:**
 - Lisa Rutzick: (206) 386-9049, lisa.rutzick@seattle.gov

Zoning Code Disagreements

- **Zoning review production and zoning technical decision-making:**
 - Darlene Edwards: (206) 684-5606, darlene.edwards@seattle.gov
 - Cheryl Mosteller: (206) 684-5048, cheryl.mosteller@seattle.gov

STEP

2

Contact a Manager

If you continue to disagree with the supervisor's answer and you feel the decision does not apply to your project, you may request review of the issue by the appropriate manager. You must seek resolution of the disputed issue in writing. Please contact the appropriate manager by email, below, or by mail c/o Seattle DCI, 700 Fifth Ave., Suite 2000, PO Box 34019, Seattle, WA 98124-4019:

- **Production issues for land use review on Master Use Permits or construction permits:**
 - Stephanie Haines, Manager
(206) 684-5014, stephanie.haines@seattle.gov
- **Production issues for zoning review on Master Use Permits or construction permits:**
 - Darlene Edwards, Manager
(206) 684-5606, darlene.edwards@seattle.gov
- **Production issues related to building permit ordinance/structural, energy, drainage and geotechnical reviews on routed construction permit applications:**
 - Andy Higgins, Manager
(206) 615-0568 or andy.higgins@seattle.gov
- **Construction inspection issues:**
 - Dave Cordaro, Manager
(206) 684-7933 or dave.cordaro@seattle.gov

The final decision-makers on technical and policy code issues, who act on the Seattle DCI Director's behalf, are:

- **Construction:**
 - Jon Siu, Principal Engineer:
(206) 233-5163 or jonathan.siu@seattle.gov
- **Land use:**
 - Cliff Portman, Principal Planner:
(206) 694-5593 or cliff.portman@seattle.gov

The manager will send you a written response, usually within two weeks of your request. If additional, time-consuming research, analysis or discussion is required, the manager will let you know within a week of your request. The manager will work with the assigned staff and supervisor to gain a full understanding of the situation and to inform them of the final resolution.

STEP

3

Contact the Director

If, after following the above process, you are still not satisfied, feel free to contact:

Roberta Baker, Land Use Director
(206) 684-8195, roberta.baker@seattle.gov

Andy Higgins, Engineering Services Director
(206) 615-0568, andy.higgins@seattle.gov