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

SCREENING & SUBMITTAL CHECKLIST

NEW (Small) Multi-Family*

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Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850

***Multi Family projects three (3) stories or less of conventional wood frame construction, without structural irregularities.**

New (Small) Multi-Family

Project Number: _____ **Date**: _____

Project/Site Address: _____

Applicant Name: _____

Tip 106 General Standards **Other Tips:** _____
Tip 102 Small Business: Getting Your Use and Building Permit

LU Screener (please initial): _____ **OS Screener (please initial):** _____

This checklist has been provided to assist the applicant in preparing a complete application. The requirements apply to all projects unless not appropriate for the type of project. It is the responsibility of the applicant to complete the checklist for the appropriate requirements. Refer to the associted SCREENING STANDARDS for further clarification.

~ Please refer to our standards for further clarification ~

LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

Yes	No		Yes	No	
___	___	Street/Alley Improvements	___	___	Plan on applying for Unit Lot Subdivision
___	___	Using sloping lot height bonus	___	___	Legal building site
___	___	Using front yard averaging	___	___	Project in Historical Review District or is a Historical Landmark
___	___	MUP/LBA/Short Plat Number (if any) _____	___	___	Administrative Design Review under Project No. _____
___	___	Project exempt from SEPA			
___	___	SEPA under Project No. _____			

CONSTRUCTION CONSIDERATIONS:

___	___	Height/Area/Type of Construction covered	___	___	Tenant Relocation is required
___	___	Demolition is required – Tip 337	___	___	Accessible units required
___	___	Sprinkler or 2-hr separation required	___	___	Ventilation (garage, corridor)
___	___	Deep excavation at property line			

OTHER CONSIDERATIONS:

Yes	No		Yes	No	
___	___	In Shoreline – see Index 15	___	___	Stormwater, Grading & Drainage – see Index 14
___	___	In ECA – see Index 13			
___	___	Application meets Tip 106			

TYPE OF PLANS TO BE SUBMITTED

Req	Prov		Req	Prov	
✔	___	Architectural and Structural notes	___	___	Shoring Plans and details (see Index 14)
✔	___	Land Use notes	___	___	Engineered Civil drainage and Stormwater Control Plan (for over 5,000 sq. ft. of new or replaced Impervious surface
✔	___	Plot/Site Plan	___	___	Topographic survey with 2' contours If within 2' of height limit or using Sloping lot height bonus
✔	___	Building ID Plan	___	___	Seattle DCI Standard Construction Stormwater Control Plan (for less than 5,000 sq. ft. of new or replaced impervious surface.
___	___	Licensed Survey (In comments section below, specific criteria for survey)			
✔	___	Floor Plan(s)			
✔	___	Elevations			
✔	___	Foundation Plan(s)			
✔	___	Framing Plan(s)			
✔	___	Building cross sections			
✔	___	Construction details			

ADDITIONAL SUBMITTALS:

✔	___	Lateral Calculations	✔	___	Gravity Loads Calculations
✔	___	Financial Responsibility Form	✔	___	Target UA or Systems Analysis if not using prescriptive Energy compliance Path
___	___	Copy of recorded Short Plat/LBA Legal	___	___	No Protest Agreement (Covenant Consenting to Formation of a Local Improvement District)
___	___	Building Site letter	✔	___	Equipment Sizing Form for each unit
___	___	Construction Agreement or Temporary Shoring	✔	___	Waste Diversion Plan & Deconstruction & Salvage Assessment
___	___	Soils Report			
___	___	Letter of Agent Authorization			

NUMBER OF PLANS REQUIRED:

✔	___	4 sets	___	___	1 additional for ECA

COMMENTS: