



5 Steps to Submitting a Successful Permit Application

Step 1: RESEARCH

No Fee

- **SDCI website:** at www.seattle.gov/sdci you can research property information, zoning, and permit history; determine the application types and requirements; review Tips, Director’s Rules, and Checklists and Standards; and create fee estimates.
- **Green Building Permitting Incentive Information:** www.seattle.gov/dpd/prioritygreen
- **Public Resource Center:** you can purchase codes, view land use files and construction drawings, and research permit and plan history in the microfilm library (fees for copies may apply).
- **Coaching:** come into the Applicant Services Center to get information on the building code, land use code, application processes, and submittal requirements.
- **Create Seattle Services Portal account:** all that is required to create a Seattle Services Portal account is an email and a password. You only need one portal account regardless of the number of projects you are submitting. <https://cosaccela.seattle.gov/Portal/>

Step 2: SUBMIT PRELIMINARY APPLICATION MATERIALS

No Fee

- The following preliminary application materials should be submitted through the Seattle Services Portal at <https://cosaccela.seattle.gov/Portal/>.

Preliminary Application

- Submit a Building & Land Use Pre-application to start the construction and land use (MUP) permit processes.
 - If you are applying for a Subject-to-Field-Inspection (STFI) permit, use the Building & Land Use Pre-Application. (This includes STFI demolition permits.)
 - If you are applying for a mechanical permit, select mechanical permit under the Trade heading on the portal.
- Include:
 - A site plan meeting the requirements in Tip 103, *Site Plan Requirements*, for a Preliminary Site Plan or Simple Site Plan (depending on your project type).
 - Location plans per Tip 316, *Subject-to-Field-Inspection Permits*, are required for all STFI permit applications.
 - Application documents per Tip 316, *Subject-to-Field-Inspection Permits*, are required for all STFI permit applications.
- If you are requesting a street improvement exception, submit a Right-of-Way Improvement Exception Request Form per Tip 205, *Street and Ally Improvement Exceptions*.

Step 3: Pre-Application Requirements

Fees Apply

Pre-Application Site Visit (PASV)

Fee

- We require a PASV for land use (MUP), new construction, grading applications, most environmentally critical areas (ECA), and other projects having ground disturbance greater than 750 square feet in non-environmentally critical areas.
 - Exception: If we conducted a PASV at your development site within the past 24 months.
 - Exception: STFIs having no ground disturbance or ECA issues [*ground disturbance is defined as equal to or greater than 1 cubic yard of hand-dug earth disturbance (roughly 5 or 6 footings)*].
- You will receive a PASV Assessment Report identifying site conditions including ECAs, drainage patterns, large trees, existing structures, street curb, and potential property line impacts.
- Begin exemption process if required. See Tip 327A, *Environmentally Critical Areas Exemptions, Relief from Prohibition on Steep Slope Development, and Modifications to Submittal Requirements*, or Tip 327B, *Environmentally Critical Areas — Small Project Waivers Application Instructions and Submittal Requirements*.
- **Note:** based on the PASV results, we may require additional submittal materials.

Preliminary Assessment Report (PAR)

No Fee

- We will conduct a Preliminary Assessment on all MUPs and new construction applications. This is a preliminary review of your project by SDCI, Seattle Department of Transportation, Seattle Public Utilities, and Seattle City Light to identify major project stoppers. We start this process once you submit your preliminary application, request the Pre-Application Site Visit, and pay the associated fees.
- Begin the Street Improvement Plan process, if required.

Pre-Submittal Conference Application

Fee

- We require Pre-Submittal Conferences for high-rise structure and atrium construction, Early Design Guidance, and Streamline Design Review.
- We recommend Pre-Submittal Conferences for substantial alterations, buildings with unusual structural systems, ECA exceptions, Shoreline Substantial Development permits, system analysis for energy code compliance, complex zoning interpretations, right-of-way requirements, and council actions (e.g. rezones).
- Submit the Pre-Submittal Conference Application Form and a Financial Statement of Responsibility to request a conference to discuss codes, processes, or complex issues spanning many disciplines (e.g. construction, land use, etc.) and/or involving several City departments.
- We have a limited number of Pre-Submittal Conferences available that we schedule based on available resources and the complexity of the application.
- Submit a list of questions about your project that you would like answered. Please cite the appropriate code sections that apply to your questions.
- You must pay the initial pre-submittal conference fees before we schedule your appointment.

Step 4: SCREENING – *construction applications only*

No Fee

- Screening is done through the Seattle Services Portal. (See our help article at <https://seattlegov.zendesk.com/hc/en-us/articles/360009187794-How-to-Submit-an-Application-for-Screening>.)
- Submit detailed construction drawings, forms, reports, and other documents for SDCI to screen for completeness prior to intake. Please include a full-size site plan in your plan set.
- We will review your application to make sure it meets submittal requirements and is complete. Once we have approved your screening, you may schedule an intake appointment.

Step 5: INTAKE

Fees Apply

- Your intake appointment will be done electronically. You do not need to come into our office for your appointment.
- Your documents must be uploaded by 7:00 a.m. the morning of your intake appointment.
- Once all your intake documents have been uploaded and your intake appointment has been scheduled you can submit your intake. We will automatically move your intake forward as we have openings. Please be aware once you have submitted for intake you are no longer able to add or make changes to your submittal.
- If a Street Improvement Plan (SIP) is required, a 60% complete SIP must be submitted to the Seattle Department of Transportation, screened, and accepted 5 days prior to SDCI's construction intake appointment.
- Once we have accepted your intake materials, you must pay your fees within 48 hours. If you don't pay your fees, we will reject your intake and you will need to reschedule.

HOW TO PAY FEES

Fees Apply

- You may pay fees online through the Portal (<https://cosaccela.seattle.gov/Portal/>) or contact our cashiers at (206) 386-9780 to submit payment. We accept Visa and Mastercard.
- For help paying fees, see our article at <https://seattlegov.zendesk.com/hc/en-us/articles/115005864427-How-to-Pay-Fees>.
- If you need to pay by check, see our article <https://seattlegov.zendesk.com/hc/en-us/articles/115005228247-How-Do-I-Pay-by-Check>.
- You will get a confirmation page when you have successfully submitted your payment. If you don't, contact our cashier to check payment status at (206) 684-8873 or SClaccounting@seattle.gov.