



Low-Income Housing Checklist: Instructions

The City of Seattle has a streamlined process for permitting publicly funded low-income housing. Seattle Department of Construction and Inspections (SDCI) prioritizes developments that meet “low-income housing” criteria to expedite the permit reviews for those projects.

To receive priority permitting status for low-income housing, the following criteria must be met:

- Proposed development includes construction or rehabilitation of residential structure(s) to provide **low-income housing**.
- An application for **public funding** for the **capital costs of constructing or rehabilitating the low-income housing** has been or will be submitted.
- Public funding for capital costs of construction is awarded before SDCI issues the first building permit that includes the structural frame for each structure. Loans for land acquisition do not qualify. The public funding must be conditioned on one or more **regulatory agreements, covenants, or other legal instruments**, enforceable by The City of Seattle, King County, State of Washington, Washington State Housing Finance Commission, or other public agency, if approved by the Director of Housing, being executed and recorded on the title of the property that includes the low-income housing and such legal instruments either:
 - For a minimum period of 40 years, require **rental** of at least 40 percent of the dwelling units, small efficiency dwelling units, or congregate residence sleeping rooms as restricted units with rent and income limits no higher than **60 percent of median income**; or
 - For a minimum period of 50 years, require at least 40 percent of the dwelling units as restricted units sold to **buyers** with incomes no higher than **80 percent of median income** at prices (initial sale and resale) to allow modest growth in homeowner equity while maintaining long-term affordability for income-eligible buyers, all as determined by the Director of Housing.

Next steps:

1. To get your project flagged with Priority 2 permitting status, email a completed checklist to [Laura Hewitt Walker](#) at the Office of Housing before your pre-submittal conference.
2. As soon as you have a public funding award letter *and* term sheet for your project, update your checklist and email it with .pdfs of *both of those documents* to the Office of Housing and the assigned SDCI zoning reviewer.
3. Prior to building permit issuance, a final checklist, approved/signed by both SDCI and OH, must be embedded in the Plan Set for the project.

Your project could be delayed if you fail to provide documentation of a public funding award consistent with “low-income housing” requirements as outlined above prior to when building permit(s) are ready for issuance.

Low-Income Housing Checklist

Date: _____

Permit numbers: _____

Project name: _____

Project address: _____

Legal name of property owner: _____

Sponsor/Developer: _____

Who should City staff contact if they have questions? Name: _____

Phone: _____ Email: _____

Tenure of proposed project: ☐ Renter-occupied ☐ Owner-occupied

The project will meet the definition of permanent supportive housing ([SMC 23.84A.030](#))

Yes ☐ No ☐

The property on which the project is being developed is owned or controlled by religious organization ([SMC 23.42.055](#)) Yes ☐ No ☐

Project description:

Total number of units in project by affordability limit (i.e., percentage of area median income)

Affordability	# Units
<= 30% of AMI units	
<= 40% of AMI units	
<= 50% of AMI units	
<= 60% of AMI units	
<= 70% of AMI units	
<= 80% of AMI units	
Unrestricted units	
TOTAL UNITS	

Status of public funding for the project

- ☐ Intend to apply for public funding for capital costs of construction.

Identify the public funder(s) and their application deadline(s): _____

- ☐ Application for public funding for capital costs of construction has been submitted and decision is pending. Identify the public funder(s) and their anticipated decision date(s): _____

- ☐ Public funding has been awarded. **Your checklist cannot be finalized until you provide .pdfs of the signed public funding award letter(s) and term sheet(s). The public funding must be permanent funding for capital construction costs, not land acquisition. If you have not yet secured permanent public funding, complete one of the status sections above instead.**

Identify the public funder(s): _____

Date(s) of public funding award notice(s): _____

Status of regulatory agreement that satisfies the “low-income housing” criteria:

- ☐ Regulatory agreement will be executed and recorded at the financial closing

Anticipated financial closing timeline: _____

Grantee (e.g., City of Seattle; Washington State Department of Commerce):

Minimum term (# of years): _____

Project information, including # of housing units by AMI limit, matches the terms of the pending agreement and Plan Set: ☐ Yes ☐ No

- ☐ Regulatory agreement has been executed and recorded

14-digit recording number: _____

Grantee (e.g., City of Seattle; Washington State Department of Commerce):

Minimum term (# of years): _____

Project information, including # of housing units by AMI limit, matches the terms of the executed/recorded agreement and Plan Set: ☐ Yes ☐ No

Comments (optional):

[City Staff determination on following page]

FOR CITY STAFF USE ONLY

Permit record #s: _____

- ☐ PRELIMINARY low-income housing checklist (*temporary pending Final checklist*)
- ☐ FINAL low-income housing checklist to embed in Plan Set (*due prior to Building Permit issuance*)

Office of Housing staff reviewer: _____

Date of review: _____

SDCI staff reviewer: _____

Date of review: _____