



**City of Seattle**  
 Department of Planning and Development (DPD)  
 Applicant Services Center  
 700 Fifth Ave., Suite 2000, P.O. Box 34019  
 Seattle, WA 98124-4019  
[www.seattle.gov/dpd](http://www.seattle.gov/dpd)  
 206-684-8850

**CHECKLIST**

**Temporary Occupancy Permit**

Project Number: \_\_\_\_\_  
 Event Address: \_\_\_\_\_  
 Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
 Type of Occupancy: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Temporary Occupancy applications must include the following documents:**

**Required Submitted**

**An ASC Counter Application Form.**

**A copy of the Fire Department Assembly Permit.**

Obtain this permit from the Special Events Officer at the Permit Desk, Fire Marshall's Office, 220 3<sup>rd</sup> Ave S.

**Two sets** of drafted, scaled and dimensional plans with the following information:

- DPD Coversheet
- Vicinity or plot plans
- Floor Plans showing the location of the occupancy and exiting plans
- Seating plan showing the layout and aisle
- Barrier Free facilities

**Other:** \_\_\_\_\_

**2013 Permit Fees payable to the "City of Seattle"**

- \$362.00 minimum permit fee
- \$181.00 per hour for additional review time after 2 hours.
- \$ 4.50 Washington State surcharge

**A Health Department** review is needed if there is a food related use.