

To ensure that you receive your permit on time, make sure you research all the requirements before applying. This will help avoid any delays.

Talk To Us And Ask Questions

Talk to us first before you start. You can reach out to us at (206) 684-8850 or contact the Virtual Applicant Application Services center for a free 20 minute coaching session.

Prepare Your Site Plans

Create your site plans or location plan. The homeowner or contractor will do this. Tips 103, 103A, and 103B will assist you to prepare your site.

Research Your Property

Assess your property and determine the scope of your project. Do any additional research based on your coaching session. Research a Property is a good resource to start!

Seattle Service Portal

Create an account for the Seattle Services Portal.



SUBMITYOUR APPLICATION

There are several forms we need before receiving your permit. Depending on your project, you may have other requirements from other City departments that you have to fulfill.

> AVOID DELAYS Double check that your information is accurate.

Preliminary Application

You need to start by applying for a Building and Land Use Preliminary application. Submit your preliminary application and pay fees through the Seattle Service Portal using the Permits - Trade, Construction & Land Use category.

Preliminary Site Visit

Some permits require a site visit, to see if your property needs one reach out to your plan reviewer. Our site visit might identify additional submittal requirements such as exemptions for environmentally critical areas.

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TIP Make sure your plans are legible. See <u>**Tip 106**</u> for general standards

TIP Your project may need an exemption if it is located in an environmentally critical area or near the shoreline. Read <u>Tip 327A</u> to learn more.

Submit for Optional Screening

You can request an optional screening for your construction permit. We'll let you know if you have everything. You don't need an appointment to do this. Read How to Submit an Application for Screening for instructions. We only offer this on construction permits.

Prepare Detailed Plans

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Prepare plans for your project and fill out any required forms you have learned about from our site visit. Read Tip 106 to see what you need.

Schedule Intake Appointment

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Our intake calendars may be booked for 4-6 months. If all your forms are completed you can be added into our express lane and can be seen within 2 weeks.

Submit Completed Application

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Upload your application materials by 7:00 a.m. on the day of your scheduled virtual appointment. If you do not, we will reject your application and fees may be added. Pay any remaining fees within 48



Respond to Intake Corrections

If your application is rejected it may be because of missing forms or incorrect information. If you don't respond quickly and accurately, your project may be delayed. hours of being notified that the intake is approved.



Plan review corrections

Virtual Applicant Services Center

STUCK?

Contact your assigned

plan reviewer or the

How to respond to corrections.



Receive Your Permit

We'll begin our reviews once you've submitted your application and we have accepted it. Once we have completed all our reviews and you have addressed all the correction items, you will receive a permit, coversheet, and approved plans. Print out your permit, coversheet, and approved plans and display the permit on your worksite while your project is in progress. You can find the coversheet and plans on the Seattle Service Portal under the documents tab.



seattle.gov/sdci