



# SDCI DIRECTOR’S RULE 8-2025

**Applicant:**

City of Seattle  
Department of Construction and Inspections

<b>Supersedes:</b> 6-2025	<b>Publication Date:</b> December 15, 2025
<b>Effective:</b> December 30, 2025	<b>Page:</b> 1 of 4

**Subject:**

Requirements for Large Notice Sign

**Code and Section Reference:**

**Index:** SMC 23.76.012

**Type of Rule:** Code Interpretation  
**Ordinance Authority:** SMC 3.06.040

**Approved**

(signature on file)	December 30, 2025
Brooke Belman, Director, SDCI	Date

## **Background:**

Title 23, Land Use Code, of the Seattle Municipal Code includes provisions for public notice of project applications in Section 23.76.012 of the Master Use Permits Subchapter. It includes detailed information about the “types of notice required” and “contents of notice.” A large notice sign for master use permit applications are required to be posted. The Director may require more than one large notice sign or both a large notice sign and ten placards. The purpose of the large notice sign is to provide public notice about key elements of the application under consideration and invite public comments about the project.

This rule establishes standards and procedures for the large notice sign.

## **Rule:**

Once the intake fees are paid, Seattle Department of Construction and Inspections (SDCI) staff will install the large notice sign. The same day that the sign is installed, SDCI will publish the notice of the application in the Land Use Information Bulletin. SDCI staff will add the comment period dates when they install the sign.

### **Large Notice Sign Template**

The template for the large notice sign is provided at the end of this director’s rule. The large notice sign shall at minimum be measured 1.5 feet by 2 feet. SDCI will include the notice of application which includes the following:

- Project number
- Address
- Area
- Zone
- Date of Application
- Date Application deemed complete
- Applicant Contact
- SDCI Contact
- Description
- Public comment period
- Land Use Approvals
- Other permits needed
- Key Location plan (map) or In-language information

**Maintenance of the Large Notice Sign**

The applicant shall maintain the large notice sign in good condition until the City’s final decision on the application. If the large notice sign is removed or defaced before the final decision, SDCI may delay review of the project or proposal until the sign is replaced or repaired. SDCI will re-notice the project with a new public comment period if timely replacement or repairs do not occur. SDCI will also charge re-notice fees per the fee ordinance.

**Removal of the Large Notice Sign**

The applicant may remove the large notice sign:

- 14 days after the SDCI decision has been published if no appeal is filed; or
- 21 days after SDCI Shoreline decision has been filed with Washington State Department of Ecology (DOE) and if no appeal is filed; or
- After any appeal being resolved; or
- At the time the application is withdrawn or canceled.

**Large Notice Sign Example:**



## **Alternative Large Notice Sign Template**

At the applicant's option, an alternative template is available as an InDesign file and located on the SDCI webpage [https://www.seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/land-use-%C2%A0master-use-permit---overview-of-mup](https://www.seattle.gov/sdci/permits/permits-we-issue-(a-z)/land-use-%C2%A0master-use-permit---overview-of-mup). SDCI will provide the applicant with a Word document with their project-specific information. A graphic depiction of the project or in-language information, as selected by the applicant, should fill the space on the template but not cover the disclaimer at the bottom of the space. Alternative large notice signs shall measure 4 feet by 8 feet. The alternative large notice signs located midpoint on the street frontage(s) from which the site is addressed or as otherwise directed by SDCI staff. The alternative large notice signs shall be located on the property, no more than 10 feet back from the property line so that it can be easily read from the adjacent street and/or sidewalk. The alternative large notice signs shall be between 7 and 9 feet above grade at the top of the sign, making it accessible for posting of comment period dates by SDCI staff.

At the direction of SDCI, the applicant will install the large notice sign. Once the sign has been installed, the applicant is responsible for notifying SDCI of the installation. Applicants should do this through our Large Notice Sign Confirmation tool on the Seattle Services Portal: <https://services.seattle.gov/Portal/Customization/SEATTLE/welcome.aspx>. If, upon field inspection, SDCI determines that the large notice sign does not meet the requirements of this Director's Rule, the applicant will need to make the required corrections and resubmit another sign installation confirmation. SDCI will need to re-notice the application. This could delay the review process. SDCI will charge re-notice fees per the fee ordinance.