



*Phased Projects  
(New Buildings)*

**Applicant Services Center**  
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Phone: (206) 684-8850  
[www.seattle.gov/sdci](http://www.seattle.gov/sdci)

**Project Number:**

**Project/Site Address:**

This checklist has been provided to assist the applicant in preparing a complete application. It is the responsibility of the applicant to prepare a complete submittal. For further reference, please visit: [seattle.gov/sdci/permits/permits-we-issue-\(a-z\)/phased-permit](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/phased-permit)

**LAND USE CONSIDERATIONS** (check zoning and overlays and refer to Land Use Code for specific development standards):

Use Allowed Outright  
Use Allowed as Conditional Use  
Does Use exceed maximum size limit  
zone SEPA required (DR17-2019)  
MUP Number

Project in pedestrian designated zone  
Project in Overlay District  
Project in Review District or  
Landmark Design review project

**CONSTRUCTION CONSIDERATIONS:**

Project requires design professional stamp  
Compliance with the SBC, including  
occupancies, heights and areas, type(s) of  
construction, fire protection, means of egress,  
accessibility, etc  
MUP reviews in process or completed  
Shoring and Excavation part of phased project  
Staggered Occupancy

Tenant relocation is required  
Demolition is required – Tip 337  
Deep excavation at property line  
Group H, control areas  
High Rise, Atrium, or Mall – Tip 318  
Curtain Walls

**OTHER CONSIDERATIONS:**

In Shoreline  
In ECA

Stormwater, Grading & Drainage

**TYPE OF PLANS TO BE SUBMITTED:**

- Civil drawings
- Grading Plan
  - Drainage and Wastewater Control (DWC) Plan<sup>1</sup>
  - Construction Stormwater and Soil Amendment (CSC/SOIL Plan)<sup>1</sup>
  - Other Civil Plans

Shoring Plans (if Shoring and  
Excavation Included in phase)  
Survey (Topo survey with 2' contours if  
within 2' of height limit)

1. Drainage Plans (DWC and CSC/SOIL Plans) are not required for projects with less than 750 sf of new plus replaced hard surface and/or 5,000 sf of land disturbing activity unless the project is in an environmentally critical area (ECA) or buffer. Preparation by a licensed civil engineer is required if there is 5,000 sf of more of new plus replaced hard surface.

# SCREENING & SUBMITTAL CHECKLIST

## *Phased Projects (New Buildings)*

### **ARCHITECTURAL PLANS** Required if part of an Architectural Phase (Reference only if not included in phase):

Basic Plot plan (if change to site or parking) Tip 103, 103A & 103B (if ECA site) Building ID plan (if more than one building on site) Architectural notes Land Use notes and documentation Code Analysis (Land Use and Building) Means of Egress/Exiting plan	Floor plans Roof plan Elevation Views Building Sections Reflected ceiling plan Construction details Landscape plans – DR 11-2020
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### **STRUCTURAL PLANS** Required if part of Structural Phase (Reference only if not included in phase):

Structural notes Foundation plan(s) Floor framing plan(s)	Roof framing plan(s) Structural details
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### **MECHANICAL PLANS** (if Mechanical Permit included):

Project required design professional stamp Mechanical notes	Tip 415
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### **ADDITIONAL SUBMITTALS:**

Copy of Preliminary Assessment Report (PAR) Copy of Geotechnical Report Financial Responsibility Form Agent's Letter of Authorization from owner Structural calculations Target UA calculations or system analysis Cooling and heating calculations (if Mechanical Permit included with this permit) Completed Fee Estimator Worksheet Copy of Pre-submittal minutes	Special Inspection Forms Parking Covenants (Site plan for covenant parking location required) Certificate of approval from Special Review District or Landmark Acoustical Study – Tip 118 Drainage Report Infiltration Checklist (if required) On-site Stormwater Management (OSM) Calculator Workbook Memorandum of Drainage Control King County Sewage Treatment Capacity Charge Certification Form
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