



City of Seattle
Department of Construction and Inspections
www.seattle.gov/sdci

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SCREENING STANDARDS

**Large
Multi Family Projects
INDEX 5**

Large Multi Family Projects – General Responsibilities

Screening Responsibilities:

These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an application. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the intake time constraints.

“**Project stoppers**” are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener:

In coordination with the LU Screener, is responsible for the Project Description, the Land Use Considerations from the checklist and verifying the Legal Description matches the legal description approved by addressing. Also, responsible to verify plans and submittals are complete for building, energy/mechanical reviews, building code items:

- Stories and basements
- Type of construction
- Occupancy groups
- Construction Considerations from the checklist
- Accessibility Considerations
- Fees
- Identifying review locations
- O/S IP hours

LU Screener:

In coordination with the O/S Screener is responsible for the Land Use Considerations from the checklist, Project Description and verifying the legal description matches the legal description approved by addressing. Responsible for checking ArcView map to verify zoning and site characteristics.

- Locations of structure(s)
- Parking layout
- Zoning overlays and adjacent zoning
- Completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc.
- Use per Land Use Code
- Land Use review locations
- Zoning IP hours

Title – General Requirements Overview

Screening Overview (SCOPING):

Cover Sheet Completed

- Project Address matches the Address assigned by Seattle DCI
- All portions of Cover Sheet completed including contact information, related projects, zone and proposed uses, building data, construction value, fire protection, and where information is indicated on the plans, Energy/Mechanical Code Compliance information, parking information, etc.

Forms – all forms must be completed (Including but not limited to)

- Statement of Financial Responsibility Form
- Pre-application Site Visit Report
- Energy Calculations
- Equipment Sizing Calculations
- Water Availability Form
- Waste Diversion Plan (Projects with an area of work greater than 750 square feet)
- Deconstruction & Salvage Assessment (Projects involving demolition with a work area greater than 750 square feet)

Project matches addressing review

- Legal description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match Seattle DCI Project Address

Plot Plan, Floor Plan and Elevations agree

All Plans and notes indicated in Screening Checklist are included

Plans are legible

- Good print contrast
- Lettering is a minimum 1/8th inch
- Plot plan is drafted at a minimum 1/8th inch or 1:10
- Minimum ¼ inch scale for all other plans

Number of Plans Required

- Four (one additional for restaurants, one additional if SEPA, three additional for shoreline, and one additional for ECA). Identical Sets of Plans with Complete Coversheets and stapled.

Structural Calculations Included

ARCHITECTURAL PLANS

Plot Plan

Req Prov

General Information

Project site address
 Scale 1" = 10' or 1/8" = 1'
 Legal description(s) (Include easement legal description and recording number)
 King County Assessor's Parcel Number (APN)
 North Arrow

Street and Alley Information

Names and width of adjacent streets
 Street and Alley right-of-way width
 Street, alley improvement type and width (asphalt, concrete, gravel or specify "unimproved").
 Sidewalk location or specify "no sidewalk"
 Curbcut width and distance from adjacent property lines
 Label curbcut as "existing" or "proposed"
 Identify other structures in right-of-way (all utility poles, rockeries, street trees, Metro Bus Stops, etc.).
 Curb height and type (concrete, rolled asphalt or specify "no curbs")
 Identify and locate new street trees
 Identify existing and finished grade elevation of driveway and pedestrian access points at property line
 Identify all physical restrictions to the site access (utility poles, rockeries, street trees, Metro Bus stops, etc.)

Development Information

Indicate location of all structures to be demolished
 Dimension all portions of structure(s)
 Dimension distances from all portions of structures to front, side and rear property lines
 Dimension distances from structures to property lines
 Dimension distances between structures on property
 Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, etc.)
 Identify accessory structures and dimension distances from other structures and property lines
 Building Identifier for each building (if more than one building on site)
 Locate and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.
 Show and identify existing trees
 Identify caliper and species of exceptional and significant trees
 Construction access details
 Identify and dimension all areaways and/or window wells
 Quantity of grading when not incidental to construction
 Indicate location of all assumed property
 Identify existing and finished grade contours

Plot Plan - continued

Req Prov

Height Information

Identify existing and finished grade at each building corner

For pitched roofs – identify elevation at top of plate, top of roof peak(s), top of deck, if applicable

For flat roofs, identify elevation at top of roof structure, top of roof deck, top of penthouses, if applicable

Open Space

Label and dimension areas of open space

Indicate location of trees, shrubs and groundcover

Parking Information (see page 5 for requirements)

Label and dimension surface parking spaces (driveways)

Exiting Information

Indicate exits to public way

Indicate door swing of exits

Building ID Plan

Each building to be given an ID number consistent with plans on file with Seattle DCI if there is more than one structure on the site

Architectural Notes (Unless specified on details or framing and floor plans)

Code Edition (Such as year, including amendments)

Elevator Notes.

Fireproofing Notes

Sprinkler Types

Alarm Required

Mechanical Notes

Code Edition (Such as year, including amendments)

Mechanical Equipment Schedule

Whole house ventilation method

Energy Notes

Identify Code Edition (such as year, including amendments)

Identify heat source

Identify compliance path

Identify compliance option

Land Use Code Analysis and Documentation

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations.

General Information

Identify Zoning of property

Identify Overlays that apply to property

Identify housing type (i.e. townhouses, ground related, apartments)

Land Use Code Analysis and Documentation - continued

Req Prov

Density Calculations

Identify lot area

Identify required minimum lot area per dwelling (i.e. 1/800 sq. ft., 1 / 1,200 sq. ft.)

Calculations for allowed density (i.e. 5,600 sq. ft. lot area/800 sq. ft. per unit = 7 units)

Identify proposed density (i.e. 5 units)

Lot Coverage

Show calculations of area of all principal and accessory structures

Identify allowed lot coverage

Identify proposed lot coverage

Identify exceptions used (i.e. first 4' unenclosed decks)

Structure Height

Identify maximum structure height allowed

Identify proposed structure height

Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus)

Structure Width

Identify allowed structure width

Show calculations for proposed structure width

Identify if modulation standards met to increase structure width

Identify exceptions used

Structure Depth

Identify depth of property

Show calculations for proposed structure(s) depth (Structure depth / Property depth)

Identify allowed structure depth

Identify exceptions used (i.e. first 4 feet of unenclosed decks)

Setbacks**Front**

Identify required front setback(s)

Provide calculations if front setback is an average of adjacent structures

Identify proposed front setback

Identify exceptions used (i.e. bay windows) and demonstrate code compliance for these features

Rear

Identify required rear setback(s)

Identify proposed rear setback

Identify exceptions used and demonstrate code compliance for these features

Side

Identify depth of lot

Identify depth of structure

Identify height of structure

Identify required side setback for each side

Identify exceptions used and demonstrate code compliance for these features

Land Use Code Analysis and Documentation - continued

Req Prov

Cluster

- Identify width of facing facades
- Identify required setback(s)
- Identify exceptions used and demonstrate code compliance for these features
- Show calculations for required setback

Screening and Landscaping

- Calculation of required landscaping (i.e. 3' x total length of property lines)
- Calculations of proposed landscaped areas
- Identify percent of ground cover, number of trees, number of shrubs
- Identify number of street trees proposed
- Show location of dumpsters and recycling containers and proposed screening
- Color Landscape Plan for design review projects

Open Space

- Identify required open space (i.e. 300 sq. ft. per unit, 800 sq. ft., etc)
- Identify proposed open space
- Show open space calculations
- Identify exceptions used and demonstrate code compliance for these exceptions

Light and Glare

- Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc)

Parking Information – surface parking and/or parking within the structure

General Information

- Identify use
- Identify area (in square feet) of use
- Identify parking requirements for use (i.e. 1 space per 350 square feet)
- Bicycle parking shown
- Parking calculations for all uses in building utilizing appropriate exceptions
- Width and depth of parking stalls dimensioned
- Parking angle identified
- Parking aisles dimensioned
- Barrier Free Parking and aisles shown and dimensioned
- Barrier Free Van stall height clearance
- Driveways shown and dimensioned
- Identify driveway slope
- Curbscuts shown and dimensioned
- Show and identify landscaping of surface parking area.
- Show visual screening for parking

Offsite Parking

- Fully dimensioned site plan for off-site parking, showing all parking spaces on site.
- Covenant parking spaces identified on site plan for off-site parking
- Parking Covenant completed with legal descriptions of both sites

Parking Information - continued

Req Prov

If transit reduction is proposed

- Show location of transit stops for bus
- Indicate distance from property line(s) to transit stops
- Include a copy of bus schedule(s)

Building Code Analysis and Documentation

- Construction type
- Number of stories
- Allowable area calculations/Mixed occupancy ratio
- Type of Sprinkler Systems provided
- Fire Alarm provided
- Height calculations per Building Code
- Type of Occupancy
- Identify heated floor area.
- Ratio of glazing area to heated floor area for each unit.
- FAR calculations
- Egress/Exiting Analysis
- Stair/Elevator shaft pressurization requirements or lobby requirements
- High-Rise provisions if applies
- Accessibility Conformance
- Development Standard departure(s) approved through Design Review process
- Height above Lowest Fire Department Access
- Occupant Load of Common Areas including Roof Decks

Accessibility Analysis

- Total number of Units
- Number of Type A Units required
- Number of Type B Units required
- Type A Units: Number of Studios, 1 bedroom, 2 bedroom, etc.
- Type B Units: Number of Studios, 1 bedroom, 2 bedroom, etc.
- Total number of parking spaces
- Number of Barrier Free parking spaces provided
- Identify area of evacuation assistance
- Path of travel to units and commercial spaces

Means of Egress/Exiting Plan – (can be included on floor plans)

- Occupant load calculations
- Show exit door (and swing) for each room
- Rating of corridors, exit enclosure and stairs including doors
- Show hallways and/or non-rated corridors
- Show and dimension exit separation
- Identify horizontal exits and refuge areas
- Identify exit passageways/enclosures
- Show building exits
- Show swing of building exit doors
- Width of corridors and stairways

Floor Plans

Req Prov

General Information

North arrow
 Clear lettering and plan quality
 Label floor level (1st, 2nd, basement, etc.)
 Use of each room
 Reference call-outs for cross sections and details

Floor plan information

Overall dimensions (exterior wall to exterior wall)
 Location and dimensions of hallways, corridors, rooms, foyers, elevator lobbies, etc.
 Location of walls and reference to details (Wall type's legend indicating construction type, fire rating, etc.)
 Location of interior and exterior doors, windows and relites
 Show direction of all door swings
 Dimension door size
 Distance from door to adjacent walls (latch side for accessibility)
 Identify and fully dimension accessible restrooms (layout and full accessibility dimensions may be shown on separate plan)
 Specify STC sound rating
 Show and dimension decks, landings, etc.
 Indicate location of ramps and their slope
 Location of exit signs and exit pathway lighting
 Indicate location of mezzanines (separate dimensioned floor plan for mezzanine required)
 Location of area separation walls
 Identify Area of evacuation assistance

Stair Information

Locate stairs
 Dimension width and length of landing
 Indicate rise and run
 Show handrail information
 Show guard information
 Show headroom height
 Locate and dimension roof hatch

Unit Floor Plans

General Information

North arrow
 Scale $\frac{1}{4}'' = 1'$
 Label Unit and Type for Accessibility
 Use of each room (basement is not a use)
 If framing is shown on floor plans, identify which floor level framing is shown (i.e. "1st floor plans, 2nd floor framing")
 Reference call-outs for cross sections and details

Floor Plans - continued

Req Prov

Unit Floor Plans -continued

Unit Floor Plan Information

Overall dimensions of Unit

Dimension location of all interior walls and columns, from each other and from outside of exterior walls.

Location of interior and exterior doors and windows

Dimension of door size

Show direction of all door swings

Identify egress window(s), dimension sill height, net open area, clear open width, clear open height

Dimensions for window sizes on plan or provide schedule. Include height, width, type (i.e. slider, casement, awning), U-Value (factor) or call-out key on plan

Show and dimension critical ceiling breaks (i.e. sloped ceiling provisions, soffits, etc.)

Locate all smoke detectors

Locate exhaust fans

Attic access location and size

Water heater location

Furnace location

Kitchen sink, refrigerator, cooking appliances location

Toilet, bathing, sink location

Show decks, porches, landings, etc.

Identify partial height walls

Identify whole house fans

Locate stairs

Dimension width and landing size

Dimension rise and run

Handrail information

Guardrail information

Headroom height

Winding stair dimensions (if used)

Spiral stair dimensions (if used)

Roof Plan

Locate draftstops

Indicate slope, drainage, overflow

Locate fire walls

Locate and dimension all roof openings

Locate skylights

Show extent of roof decks if any

Dimension and locate all roof top mechanical equipment; elevator, stair and mechanical penthouses

Attic access

Elevation Views

Req Prov

General Information

Clear lettering and plan quality
 Show and label north, south, east and west elevation views
 Show property lines
 Indicate exterior materials (for Special Review District, Landmark structures or prior Design Review approval)
 Show and dimensions exterior architectural features
 Location of doors and windows
 Show location of existing and proposed finished grades
 Provide floor plate heights
 Show extent of basements and basement floor plate heights
 Dimension blank façade lengths (when required by LU code)
 Dimension transparent areas of façade (when required by LU code)
 Dimension building height per building code analysis
 Identify the elevation of the lowest Fire Department Access
 Show and dimension height of roof top mechanical equipment, elevator and stair penthouses
 Show all vents (for odors, smoke, fumes, etc.) and dimension distance above sidewalk
 Indicate slope of roofs
 Identify the elevation of each floor
 For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof deck if applicable)
 For flat roofs – identify elevation at top of roof structure, top of roof decks, if applicable, and top of parapets
 Height of set back exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower.
 Height of cantilevered portions of structure from grade
 Height of chimney above structures within 10'
 Details of open railings on decks if yard or height exceptions used.
 Color Elevations for design review projects

Building Sections

General Information

Clear lettering and plan quality
 Reference call-outs to construction details
 Locate property lines
 Show retaining walls or extent of shoring if used
 Dimension all floor-to-floor height. Identify all floor levels including basement and mezzanines
 Show horizontal fire barrier
 Illustrate mixed construction conditions (total height of the building, height from top of the fire barrier, specify all occupancies, specify all types of construction).
 Show existing and finished grade
 Show all fire walls and their extent
 Illustrate unusual conditions (unusual ceiling configurations, etc.)

Building Sections - continued

Req Prov

General Information - continued

Show energy code information such as insulation
 Show wall, footing and under slab drains
 Provide parapet framing details, dimension height

Stair Section

Rise and run dimensions
 Dimension headroom height
 Handrail information (grasp requirements, extensions, and returns)
 Guard information (rail height and spacing of intermediate rails)
 Fire protection under stair (if enclosed)

Typical Wall Section - extending from roof/ceiling assembly to floor/ceiling assembly**Roof Detail**

Framing Members

Ceiling Detail

Insulation R-Value
 Sheathing
 Roofing Material
 Fire Resistive Assembly – include listing number
 Roof ventilation
 Distance from ceiling to floor and roof assembly above
 Seismic bracing

Wall Detail**Interior walls and partitions**

Size and grade, type and number of top and bottom plates
 Size, grade, type and spacing of studs
 Sheathing, including Fire resistive assembly
 Height of wall or partition
 Connection or bracing at ceiling and floor
 Elevator/stair or other shaft walls if not shown as wall details
 Fire walls
 Fire partitions and horizontal fire rated assemblies between units

Exterior Wall Details

Size and type of wall material
 Size, grade, type and number of top and bottom plates
 Size, grade, type and spacing of studs
 Store front and/or Window framing
 Canopy/Awning Details
 Exterior side: Siding, weather protection, structural sheathing (thickness and material); Veneer type (brick, stone) thickness and attachment. Fire resistive assembly if appropriate.
 Interior side: Insulation R-Value and type; Wall covering material and thickness (usually gypsum wall board).
 Fire Resistive Assembly – include listing number

Building Sections - continued

Req Prov

Floor Detail

Fire Resistive Assembly requirements – include listing
Insulation requirements
Floor framing

Reflected Ceiling Plan (if included)

Show areas where there are dropped ceilings, soffits, and custom designed ceilings.
Location of lights
Fire Resistive Information
Lighting schedule
Location of exit lights (should be on floor plan)
Reference call-outs for cross sections and details
Seismic bracing detail if not on details page

Door/Window Schedule

Provide fire ratings, U-Values, type, size and special hardware

Construction Details

General Information

Clear lettering and plan quality (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented)

Roof Details

Scupper Box
Parapet/Cornice Detail
Roof Deck details if used
Roof framing detail
Roof vent
Roof drain and overflow

Floor Details

Floor framing, fire resistive assembly
Floor deck details, if used (fire resistive assembly, vents railing)
Window well details, if used (width, height, and egress ladder)

Wall Details

Wall framing, fire resistive assembly
Stair/elevator shaft wall details
Fire barrier wall details
Type of construction wall details

Watch For:

1. Floor plans must show the location of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as insulation levels or stair section, may be on the Building Section as long as the proposal is clear.

Landscape Plan

Req Prov

Lot Area

Total square footage of: 1) required open space; 2) provided open space and 3) required landscaped area.

Number of trees, number of shrubs and quantity of ground cover required.

List common and botanical names of all plant material

For parking lots and all other required landscaped areas: dimensions of tree planting area and location of vehicle stops

If existing plants are required to be retained, show location, size and species; indicate how the plants will be protected during demolition and/or construction

For roof top container landscaping: a schematic irrigation and drainage plan; size and depth of plant containers

Specifications for soil improvement

For street trees: width of planting strip; existing utility lines, poles or meters; and structures located within the planting strip; and species and diameter of the trees

Color landscape plan for design review projects

STRUCTURAL PLANS

Req Prov

Structural Notes

General Notes

Reinforced Concrete Masonry Notes

Steel Floor/Roof Deck Notes

Cast-In-Place Concrete Notes

Concrete Reinforcement Notes

Post-tensioned Concrete Notes

Structural Steel Notes

Cold-Formed Steel Framing

Steel Stairs

Wood Framing Notes

Shop fabricated wood joists, beams and trusses

Testing and Inspection notes

Design Criteria

Code Edition (Such as year)

Floor Dead Load and Live Load

Roof Dead Load and Snow Load

Wind Exposure and Speed

Seismic Zone and R_w

Soil Bearing Capacity

Foundation Plan

Req Prov

General Information

North Arrow
Clear lettering and plan quality
Reference call-outs for cross sections and details

Footing and foundation information

Overall dimensions
Location and dimensions of posts from each other
Dimension and locate spread footings or provide footing Schedule
Dimension continuous footings or grade beams and foundation walls (width, height) or reference detail
Crawl space, vent size and locations
Crawl space access (location and size)
Locate and identify all steps in footing, retaining walls and/or foundation
Show hold-down location and size
Show all shearwalls, indicate construction detail including nailing schedule
Show locations of Pile and Pile Caps
Indicate depth of excavation and distance to property line

Floor Framing Plans

General Information

North Arrow
Clear lettering and plan quality
Reference call-outs for cross sections and details
Identify floor (1st Floor, 2nd floor, etc.) and framing level

Framing Information

Size and spacing of framing members (i.e. joists, beams)
Size and span of headers, beams, etc.
Dimension and size of framing around openings in floors, ceilings and other horizontal diaphragms
Locate all bearing walls and supporting floor framing
Show all ledger connections
Show all shearwalls, and/or braced and alternate braced wall panels. Indicate construction detail including nailing schedule
Show all diaphragms, indicate construction detail including nailing schedule
Show steel Moment Frames/Braced Frames
Specify steel deck/concrete diaphragm
Specify concrete floor slab thickness, rebar size and spacing
Show rebar information around openings in floor
Show all concrete shearwalls and their rebar information or provide rebar schedule.
Show all concrete post-tensioned floor tendon or rebar information
Show concrete column cap

Roof Framing Plan

Req Prov

General Information

North Arrow
Clear lettering and plan quality
Reference call-outs for cross sections and details

Framing Information

Specify header/beam, joist sizes and span
Specify truss span, spacing, type
Specify all diaphragms indicate construction detail including nailing/blocking
Specify size of framing around roof openings and other horizontal diaphragms
Show Steel Moment Frames/Braced Frame
Specify concrete roof slab thickness, rebar size and spacing
Show rebar information around openings in roof
Show all concrete shearwalls and their rebar information or provide rebar schedule
Show all post-tensioned concrete roof tendon and rebar information
Show concrete column cap

Structural Details

Foundation/Basement Wall/Retaining Wall Details

Fully dimension
Detail differing conditions (reference to detail required on foundation plan)
Specify connection to post, beams, etc.
Specify footing depth below grade
Indicate depth of cut in relation to the property line
Specify footing/wall rebar location and size or provide rebar schedule
Specify connection to post, beams, etc.
Show concrete/steel column elevation details
Specify column rebar detail or provide rebar schedule
Elevator pit detail
Show approximate location of footings of building(s) on adjacent properties

Floor Framing Detail

Sheathing material, thickness and connection, steel deck material and/or slab thickness and rebar
Show structural members and their connections
Provide concrete beam elevation and rebar details
Foundation information or reference to separate detail
Light gage steel framing details

Shearwall Details

Show all Shearwall construction and assembly details
Shearwall schedule
Sheathing material, thickness
Required nail size, spacing
Top and bottom plate connection to diaphragm
Design capacity
Floor to floor transfer details (hold down strap details)
Diaphragm to shearwall connections

Structural Details - continued

Req Prov

Miscellaneous Details

Rockery/ecoblock cross section

Rated construction details if not provided elsewhere

Masonry veneer connection detail if not shown on wall details

Ledger connection (member size, connection size, and spacing) if not provided on framing plan

Concrete masonry unit details