

How to Get a Land Use Permit



DO THE PREP WORK

Begin your research as soon as possible to determine if a proposal will require a land use discretionary approval, and to identify the regulations that apply to your property or proposal. 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. We're here to answer general questions about the building code and land use code through our [Virtual Applicant Services Center](#). You can use our live chat feature to ask our staff basic questions or submit a question by email.

- Do you need a more tailored approach? Consider requesting a zoning or geotechnical [paid coaching appointment](#).
- For more complex questions, you can request a [presubmittal conference](#).

Research

Find your property information, such as zoning, permit history, and environmentally critical areas information. Determine if your proposal will require a land use discretionary approval and identify the regulations that apply to your property or proposal.

Find Incentives for Your Project

Research the City's different incentives that might apply to your project. [Green Building Incentives](#), [City Light Energy Conservation](#), [Stormwater Facility Credit](#), [Saving Water Partnership](#), [Additional Multifamily Floor Area Ratio](#), [Additional Commercial Floor Area Ratio](#).

Seattle Services Portal

Create an account on [Seattle Services Portal](#).

SUBMIT YOUR APPLICATION

You may need to submit several forms before receiving your permit. Depending on the project, you may have other requirements from other agencies.



Tip
You don't need to be present for the site visit.

1

Submit a Preliminary Application

You need to start by applying for a building and land use preliminary application and uploading your site plan. Submit your preliminary application and pay fees through the [Seattle Services Portal](#) using the Permits – Trade, Construction & Land Use category.

2

Request the Preliminary Site Visit

You'll receive an email once we have added the pre-application site visit (PASV) fees to your project. After you have paid the fees, we will perform the site visit. Your preliminary application information will be reviewed by other departments for comment.

4

Read Preliminary Assessment Report

You will receive a preliminary assessment report that will include critical information about whether you need Design Review, SEPA, or street improvements. Our report will also identify potential project stoppers.

3

Schedule a Site Visit

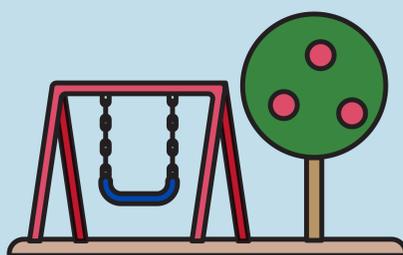
Schedule a site visit if one is required. Our site visit might identify additional submittal requirements.



5

Attend a Pre-submittal Conference

A pre-submittal conference with a SDCL land use planner is required for proposals involving Design Review and for full subdivisions, and is recommended for other types of proposals that may be complex or controversial, including rezones and other Council decisions.



If your project needs to go through Design Review, follow the steps below.

- Projects that require Design Review:
- Large developments that meet the size thresholds
 - Office building or apartment building
 - Commercial or multifamily development



EARLY DESIGN GUIDANCE (EDG)

You do not need to schedule an intake appointment for EDG applications. You do, however, need to follow the steps in [How to Submit Your EDG Application](#) See [Tip 238](#).

Submit Your Draft EDG

To submit for an EDG you must have a draft digital [Early Design Guidance Proposal Packet](#) and upload it to your portal.

Prepare for Your EDG Meeting

We will contact you with a meeting date. Once we schedule a meeting, we'll give you our comments and feedback on your draft EDG packet developed using the [Early Design Guidance Packet Checklist](#).

Public Notice and Comments

Once your meeting is scheduled, we will publish a public notice about your application in the [Seattle Services Portal](#) and mail notice to people within 300 feet of your site. Later, once you have your master use permit, we will require you to [post a large notice sign](#) after you submit your EDG application.

Tip
Respond quickly to avoid delays.

Respond to Corrections

A permit expert will reach out if you need to make corrections to our application. If you don't respond quickly and accurately, your project could be delayed.

Submit Your Draft EDG

The final EDG packets are due on the Monday of the week two weeks before the scheduled meeting date. Please submit eight hard copies of your final packets. Follow the [final submission instructions](#) carefully.

Attend Your EDG Meeting

You must present your proposal to the Design Review Board and the public. During the meeting, the community is invited to comment on your project. The [Design Review Board](#) will discuss your project and provide guidance. We will send a meeting report to you and other interested parties and post it on our website.

MASTER USE PERMIT (MUP) APPLICATION

A MUP is a single land use permit that integrates the process, procedures, and reviews of all non-appealable and appealable land use decisions that are made by SDCL. Once your preapplication has been processed you will receive your master use permit number. See [Tip 201](#).

1

Schedule an Intake Appointment

Schedule an intake appointment through your [Seattle Services Portal](#) with the MUP number. You must upload all application documents by 7:00 a.m. on the day of your appointment.

2

Submit Your Master Use Permit Application

Upload the following information to the portal for your appointment and pay any outstanding fees.

- [Response to Guidelines: MUP Application for Design Review](#) (referred to as Design Review Application - Attachment B in the portal)
- Existing preliminary site plan as described in [Tip 103](#)
- If SEPA is required, submit the following documents:
 - [Environmental \(SEPA\) Checklist](#)
 - [SEPA Greenhouse Gas Emissions Worksheet](#)

Completed applications forms provided in the related Tip (For example Variance, Administrative Conditional Use and Rezones).

3

Wait for Public Notice

We will issue a public notice for your project as required by SMC 23.76.012. If applicable to your project, you are responsible for building and installing a [large land use notice sign](#). Once installed, request an inspection for the sign through the Seattle Services Portal. We will start a 14-day public comment period for your project.

5

Tip
Comment periods can be extended for another 14-days by request.

4

Publish MUP Decision

The community is allowed to appeal your project within a 14-day appeal period. If there is an appeal, your project will go through an appeal hearing. The hearing examiner will make a decision 14 days after the hearing. All outstanding fees must be paid before the decision is published.

Resubmit Your Corrected Plans

Once all our reviews are done, you'll receive an email telling you that corrected, and/or additional documents can be uploaded into your portal. Visit our [how to respond to corrections](#) page for additional information.

RECEIVE MASTER USE PERMIT

Once you've submitted your application and we have accepted it, we will begin our reviews. Once all reviews have been completed and all corrections have been addressed, you will receive a permit, coversheet, and approved plans. You can find the coversheet and plans on the Seattle Services Portal under the document tab.

