



***Phased Projects
(New Buildings)***

Applicant Services Center
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Phone: (206) 684-8850
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) Plan¹
 - Construction Stormwater and Soil Amendment (CSC/SOIL Plan¹)
 - 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

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

MECHANICAL PLANS (if Mechanical Permit included):

Project required design professional stamp
Mechanical notes

Tip 415

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