



**SCREENING & SUBMITTAL CHECKLIST**

**Large Multi-Family Projects**

**Applicant Services Center**  
700 Fifth Avenue, Suite 2000  
P. O. Box 34019  
Seattle, WA 98124-4019  
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-\(a-z\)/construction-permit---new-building-multifamily-commercial-mixed-use](http://seattle.gov/sdci/permits/permits-we-issue-(a-z)/construction-permit---new-building-multifamily-commercial-mixed-use)

**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  
SEPA Required (DR 17-2019)  
MUP Number  
Mixed Use

Project in Overlay District  
Design review project  
Project in Review District or Landmark

**CONSTRUCTION CONSIDERATIONS:**

Project requires design Professional stamp  
Full occupancy this permit  
Means of Egress/Exiting covered  
Accessibility/Barrier free design covered  
Height/Area/Type of construction covered  
Mixed construction type  
Deep excavation at property line

Demolition is required  
Tenant relocation is required  
Phased construction  
Group H, control areas  
High Rise, Atrium or Mall – Tip 318  
Curtain Walls  
Ventilation (garage, corridor)

**OTHER CONSIDERATIONS:**

In Shoreline  
In ECA

Grading Plan Content

**TYPE OF PLANS TO BE SUBMITTED:**

Civil Plans

- Grading Plan
- Drainage Plans (DWC and CSC/SOIL Plans)
- Survey (Topo survey with 2' contours if within 2' of height limit)

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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.

**Large Multi-Family  
Projects****ARCHITECTURAL PLANS:**

Plot plan – Tip 103,103A  
 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 plan(s)

Roof plan  
 Color elevation views for design review projects  
 Building Sections  
 Reflected ceiling plan  
 Color landscape plans for design review projects - DR 11-2020  
 Construction details

**STRUCTURAL PLANS:** (if structural changes):

Structural notes  
 Foundation plan  
 Floor framing plan

Roof framing plan  
 Structural details

**MECHANICAL PLANS:** (if Mechanical included Tip 415)

Project required design professional stamp

Mechanical notes  
 Tip 415

**ADDITIONAL SUBMITTALS:**

Copy of Geotechnical Report  
 Statement of Financial Responsibility Form  
 Structural calculations  
 Salvage Assessment  
 Target UA calculations  
 Drainage Report (required for projects w/ 5,000 sq ft or more of new plus replaced hard surface)  
 Infiltration Checklist (if required)  
 On-site Stormwater Management (OSM) Calculator Workbook

Memorandum of Drainage Control  
 King County Sewage Treatment Capacity Charge Certification form  
 Equipment sizing for each unit  
 Copy of Pre-submittal minutes  
 Parking Covenants (Site plan for covenant parking location required)  
 Certificate of Approval for Special Review District or Landmark  
 Commissioning Plan