



NEW Commercial Projects

Applicant Services Center
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P. O. Box 34019
Seattle, WA 98124-4019
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-\(a-z\)/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	Project in pedestrian designated zone
Use allowed as Conditional Use	Project in Overlay District
Does use exceed maximum size limit for zone	Project in Review District or Landmark
SEPA required (DR 17-2019)	Design review project
MUP Number	

CONSTRUCTION CONSIDERATIONS:

Project requires design Professional stamp	Tenant relocation is required
Full Occupancy this permit	Phased construction (see phased projects checklist)
Means of Egress/Exiting covered	Pre-fab steel building – Tip 304
Accessibility/Barrier free design covered	Group H, control areas
Mixed construction type	Racks require engineering
Height/Area/Type of construction covered	High Pile Storage
Deep excavation at property line	High Rise, Atrium or Mall – Tip 318
Demolition is required – Tip 337	Curtain Walls

OTHER CONSIDERATIONS:

In Shoreline In ECA	Grading Plan Content
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TYPE OF PLANS TO BE SUBMITTED:

Other Civil Plans	Survey (Topo survey with 2' contours if within 2' of height limit or using sloping lot height bonus) Grading Plan (grading information may be shown on Site Plan and/or Drainage Plans unless stamping by a licensed civil engineer in required)
Drainage and Wastewater Control (DWC) Plan ¹	
Construction Stormwater Control and	
Soil Amendment (CSC/SOIL) Plan ¹	

¹ Drainage Plans (DWC and CSC/SOIL Plans) must be prepared by a licensed civil engineer if there is 5,000 sq ft or more of new plus replaced hard surface.

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ARCHITECTURAL PLANS:

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)

Roof plan
 Means of Egress/Exiting plan
 Floor plan(s)
 Color elevation views for design review
 projects
 Building Sections
 Reflected ceiling plan
 Construction details
 Color landscape plans for design review
 projects (DR 11-2020)

STRUCTURAL PLANS (if structural changes):

Structural notes
 Foundation plan
 Floor framing plans

Roof framing plans
 Structural details

MECHANICAL PLANS (if Mechanical permit included Tip 415):

Project required design professional stamp
 Mechanical notes

Tip 415

ADDITIONAL SUBMITTALS:

Structural calculations
 Statement of Financial Responsibility form
 Agent's Letter of Authorization from Owner
 Target UA calculations or system analysis
 Cooling and heating calculations (if
 Mechanical Permit included with this permit)
 Memorandum of Drainage Control
 King County Sewage Treatment
 Capacity Charge Certification form
 Copy of Pre-submittal minutes
 Parking Covenant (Site Plan for
 covenant parking location required)
 Certificate of Approval from Special
 Review District or Landmark
 Acoustical Study – Tip 118
 Salvage Assessment

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