



# Seattle Department of Construction & Inspections

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## Applicant Services Center

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[www.seattle.gov/sdci](http://www.seattle.gov/sdci)

## POST-PERMIT SUBMITTAL CHECKLIST FOR CONSTRUCTION

*(To be completed by applicant)*

- Complete and sign the Post-Permit Submittal Application.
- Note: Change of Use and Structural Changes DO NOT qualify for a Blanket Permit.
- Only submit revised or new plan sheets from the permitted plans that contain the SDCI Approval stamp. Do not include sheets marked "For Reference Only."
- Highlight changes on the revised sheets.
- Post-Permit submittal for final or expired permits **will not** be accepted.

### BLANKET PERMIT REQUIREMENTS:

- Authorization letter allowing the use of the blanket permit (if the applicant is not the designated Blanket Permit Contact).
- For plan submittal, See [Tip 309, Blanket Permits](#).

**Note: Change of Use and Structural changes DO NOT qualify for a Blanket Permit.**

### REVISED PLANS <sup>1</sup>

- A summary letter explaining the changes contained within the [revised SDCI Issued permit plans](#).
- Revised Heating Equipment Sizing form, if applicable.
- Revised Target UA form, if applicable.
- One set of revised structural calculations, if applicable.
- For plan submittal, see [Tip 106, General Standards for Plans and Drawings](#).

### SHOP DRAWINGS <sup>2</sup>

- For plan submittal, see [Post-Permit submittals – Shop Drawing Requirements](#). Include one set of structural calculations, if applicable. See [How to Submit Shop Drawings](#) for instructions.

### SPRINKLER SHOP DRAWINGS <sup>2</sup>

- Plan set with all applicable items from Chapter 27 of [NFPA 13](#), or as required by the respective design standard.
- Hydraulic and seismic calculations. Complete equipment submittal.
- Water supply information report from Seattle Public Utilities as applicable to the project.
- As otherwise required by [CAM 5002, Electronic File Standards-Shop Drawings for Fire Protection Systems](#). For help submitting drawings, see [How to Submit Shop Drawings](#).

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<sup>1</sup> Construction Project revisions: minimum plan review fee equal to one times the SDCI hourly fee is due at the of submittal.

<sup>2</sup> Plan review fee equal to 1.75 times the SDCI hourly fee is due at time of submittal.