

City of Seattle  
Department of Construction and Inspections (Seattle DCI)  
**PLAN COVERSHEET** Updated 01/01/16

INSTRUCTIONS: Complete all areas of sections 1 - 7 that pertain to your project. Please note that sections 8 - 14 are to be completed by Seattle DCI staff.

\*Mac users fill out this form with Acrobat not Reader

**1. APPLICANT INFORMATION**

PROJECT ADDRESS  PROJECT #

DESCRIPTION OF WORK

OWNER  ADDRESS

PHONE  E-MAIL

CONTACT PERSON  ADDRESS

PHONE  FAX  E-MAIL

PREVIOUS RELATED MUPs

RELATED STANDARD PLANS

**2. LAND USE CODE INFORMATION**

ZONE  ASSESSOR'S PARCEL NO.  DESIGN REVIEW? ☐ Yes ☐ No

OVERLAY ZONING  If yes, please provide: Planner

HISTORIC OR LANDMARK DISTRICT  Planner's phone no.

SHORELINE ZONE  ☐ Exempt ☐ Requires Shoreline review

SEPA  ☐ Exempt ☐ Requires review

EXISTING USE	SQ. FT.	PROPOSED USE	SQ. FT.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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DEPARTMENT OF NEIGHBORHOODS CERTIFICATE OF APPROVAL REQUIRED? ☐ Yes ☐ No

STREET/ALLEY IMPROVEMENTS OR WORK IN THE RIGHT OF WAY REQUIRED? ☐ Yes ☐ No

PARKING SPACES ☐ Existing ☐ Onsite ☐ Offsite ☐ Accessible ☐ NUMBER OF DWELLING UNITS ☐ Existing ☐ Proposed New ☐

Offsite Location  TOTAL

**3. HOUSING UNIT OCCUPANCY**

DEFINITION: Housing unit means any dwelling unit, housekeeping unit, guest room, dormitory, or single room occupancy unit, and may include a residential unit in a commercial building, an artist's studio dwelling unit, or a live/work unit.

CHECK ONLY ONE BOX BELOW TO INDICATE HOUSING OCCUPANCY AT DATE OF PERMIT APPLICATION.

☐ Unit(s) unoccupied ☐ Unit(s) occupied by residential tenant

☐ Unit occupied by property owner ☐ Do not know

☐ No units on property ☐ Refer to property owner/tenant assistance

☐ Unit(s) on property not affected by permit scope

I certify, under penalty of perjury under the laws of the State of Washington, that the above information is true and correct.

Owner/Applicant Signature  Printed Name  Date  Place

**4. GROUND DISTURBANCE**

GROUND DISTURBANCE ☐ Yes ☐ No Excavation - cubic yards  Maximum height

DISPOSAL SITE ☐ Outside City of Seattle ☐ Inside City of Seattle Fill - cubic yards  Maximum height

Address and/or permit #

Erosion control is required PRIOR to any ground disturbance. Please refer to Construction Stormwater Control and Soil Amendment Standard Plan.

**CUSTOMER ALERT!**

**Site Inspection Required Prior to First Ground Disturbance - Call (206) 684-8900**  
A Seattle DCI site inspection is required prior to any ground disturbance related to this permit, including clearing, grubbing or grading.

**Preconstruction Conferences, When Required - Call (206) 684-8860**  
A Seattle DCI preconstruction conference should be scheduled prior to beginning work. A conference is required for the following types of work:  
1. When any special inspections are indicated on the plan  
2. When land use or design review conditions are indicated on the plan  
3. When a Seattle DCI plans examiner specifies on plans unusual or complex inspection or occupancy requirements

**Rules for Ufer Grounds - Call (206) 684-5383**  
If you have any questions or concerns regarding the rules (2005 NEC) for installation of ufer grounds, please contact Seattle DCI's Electrical Technical Backup Monday - Friday, 7:00 a.m. to 4:30 p.m.

**Required SDOT Permits and Inspections**  
**Street Tree Inspections**  
Protection and/or planting/pruning/removal of street trees requires Seattle Department of Transportation (SDOT) inspection and approval. Call prior to construction: Commercial/Multifamily Zones, (206) 684-5693  
Single Family Zones, (206) 684-7897  
**Street Use Permits** Call prior to construction: (206) 684-5283

**Water Service Inspection by SPU Required**  
All water service piping on property must be inspected prior to backfilling trench. For information and inspection, call Seattle Public Utilities (SPU) at (206) 684-5800. For water quality backflow protection information and inspection, call SPU at (206) 684-3536.

**Waste Diversion Report to be submitted to SPU - Projects >750 square feet must submit a Waste Diversion Report to SPU within 60 days of DCI project final inspection approval. For information and submittal document: <http://www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/WasteDiversionReport/index.htm>**

**5. BUILDING CODE INFORMATION**

MULTIPLE BUILDINGS IN THIS PROJECT? ☐ Yes ☐ No

CODE USED FOR DESIGN (select one)  
**2018 Seattle Building Code**  
☐ 2015 Seattle Building Code  
☐ 2015 Seattle Residential Code  
☐ 2015 SBC (struct) and 2015 SRC (arch)

PROVIDE THIS INFORMATION FOR EVERY BUILDING IN YOUR PROJECT

DCI building ID  (see building data sheet)

Existing # of above-grade stories  Proposed # of above-grade stories  Mezzanines? ☐ Yes ☐ No

Existing # of below-grade stories  Proposed # of below-grade stories  Location

Building code type of construction

FLOOR LEVEL	GROUP	OCCUPANCY/USE	FLOOR AREA	SPRINKLER (Y/N)	OTHER FIRE PROTECTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Remodel: Construction project value \$

Sprinklers ☐ NFPA 13 ☐ NFPA 13 R ☐ Partial system ☐ Fire alarm ☐ Other system Type

Change of occupancy ☐ Yes ☐ No From  To

Posted occupancy

EMERGENCY SYSTEMS PROVIDED  
☐ Elevator pressurization ☐ Exit and pathway lighting ☐ Stairway pressurization ☐ Smoke removal system ☐ Emergency generator

**6. ENERGY/MECHANICAL CODE**

☐ HVAC mechanical system is NOT included with this application (If mechanical drawings are included with plans, please stamp "for reference only")  
☐ HVAC mechanical system IS included with this application Mechanical System Values

**GENERAL PROJECT INFORMATION**

SCOPE OF CONSTRUCTION  
☐ New construction ☐ Addition ☐ Alteration ☐ Substantial alteration (SBC CH 34)

APPLICABLE OCCUPANCY  
☐ Single-family/duplex/townhouse ☐ Multi-family 1-3 stories ☐ Multi-family 4+ stories ☐ Non-residential

BUILDING ENVELOPE COMPLIANCE

	HEATED	SEMI-HEATED	UNHEATED
<input type="checkbox"/> Existing Envelope - no change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Existing Envelope - altered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> New Envelope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCOPE OF MECHANICAL WORK

LOCATION OF DUCTWORK OR MECHANICAL EQUIPMENT  
☐ Interior ☐ Exterior ground mounted ☐ Rooftop ☐ Exterior wall mounted

MECHANICAL-ONLY PERMIT  
Related building permit project #

**COMMERCIAL BUILDINGS (Non-residential, R1 lodging, and Multi-family four stories and greater)**

COMPLIANCE PATH:  
☐ Prescriptive ☐ Component Performance UA/SHGCA/VTa ☐ Total building performance (TBP) ☐ Target performance path (TPP)  
SEC C402.1 SEC C402.1.3 SEC C407 SEC C402.1.5

OTHER MECHANICAL EQUIPMENT INCLUDED IN THIS APPLICATION  
☐ Commercial kitchen hood exhaust system ☐ Fume hood ☐ Spray paint booth ☐ Other Specify:

**RESIDENTIAL BUILDINGS (Single family, duplex, townhouse, and multi-family 3 stories or less)**

COMPLIANCE PATH:  
☐ Prescriptive ☐ Total UA alternative ☐ Simulated performance alternative

Heating Equipment:  
Minimum Size:  Maximum Size:  Energy Credit (Table R406.2) Option:

DOCUMENTS INCLUDED  
☐ Residential equipment sizing calc (unit by unit) ☐ Non-residential cooling and heating load (for other than Group R)  
☐ Target UA/SHGCA/VTa Calculation ☐ Structural load calculation (for mechanical equipment) ☐ Commercial kitchen hood worksheet  
☐ TBP or TPP Report ☐ Noise compliance report (for mechanical equipment) ☐ Other:

**7. PRIORITY GREEN**  
([www.seattle.gov/sdci/prioritygreen](http://www.seattle.gov/sdci/prioritygreen))  
Prior approval to participate in Priority Green is required. The following does not establish Priority Green status.

**PRIORITY GREEN EXPEDITED**  
Screening required prior to building permit intake appointment.

Rating anticipated:  
Built Green  
☐ 4 star  
☐ 5 star  
LEED  
☐ Gold  
☐ Platinum  
Seattle DCI Alternative Path for Single Family  
☐ Using 3.5 credits for SEC Table 9-1

**PRIORITY GREEN FACILITATED**  
Screening required prior to building permit or MUP intake appointment.

Rating anticipated:  
☐ Priority Green Building Matrix - 10 points  
☐ Living Building Challenge  
☐ Built Green 5 Star + 2030 Challenge  
☐ LEED Platinum + 2030 Challenge  
Other:  
☐ Target Performance Path Compliance Method

**8. LAND USE CONDITIONS** (Seattle DCI staff use only)

Assigned planner  Phone

NEW CURB CUT REQUIRED ☐ Yes ☐ No ☐ Residential ☐ Commercial

**9. SPECIAL INSPECTIONS** (Seattle DCI staff use only)

**10. DRAINAGE & SEWER REVIEW** (Seattle DCI staff use only)

SEATTLE DCI SEWER AND DRAINAGE REVIEW DESK: (206) 684-5362 or [sidesewerinfo@seattle.gov](mailto:sidesewerinfo@seattle.gov)

DRAINAGE REVIEW REQUIRED? ☐ Yes ☐ No

☐ Flow control required

☐ Impervious surface this project (new or replaced) in sq. ft.

☐

NOTE: The drainage system shown in these plans may be changed at the time of side sewer permit issuance to meet standard plans and methods.

SIDE SEWER REVIEW REQUIRED? ☐ Yes ☐ No

☐ No conflict with side sewer  
☐ Construction conflicts with applicant's side sewer. Contact Public Health Department at (206) 233-7914  
☐ Construction conflicts with side sewer serving another property - Contact Seattle DCI Sewer and Drainage Review Desk at (206) 684-5362

☐

Reviewed by  Date

NOTE: A separate side sewer permit is required from Seattle DCI for ALL new drainage and sewer installations. For more information, call the Sewer and Drainage Review Desk at (206) 684-5362 or [sidesewerinfo@seattle.gov](mailto:sidesewerinfo@seattle.gov).

**11. ENVIRONMENTALLY CRITICAL AREAS INFO** (Seattle DCI staff use only)

ENVIRONMENTALLY CRITICAL AREAS (ECA)

☐ Site is not located in ECA  
☐ Mapped ECA designation ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11  
☐ ECA identified by pre-application site visit report as   
☐ ECA exemption (see review details in Hansen)

Reviewed by  Date

☐ Denied ☐ Granted Type

☐ Small project waiver

New development coverage this permit (sq. ft.)

Previous development coverage (after 10/31/92) Permit #  Sq. ft.

Permit #  Sq. ft.

Total

**12. SHOP DRAWINGS, KEY AREA INSPECTION & BUILDING CONDITIONS**  
(Seattle DCI staff use only)

Sprinkler drawings required for: ☐ NFPA 13 ☐ NFPA 13 R ☐ Partial system Location  ☐ Fire alarm

Required shop drawings/ key area inspections:

**13. PERMIT ISSUANCE AUTHORIZATION**  
(Seattle DCI staff use only)

REVIEW LOCATION	APPROVAL INITIALS	DATE	NOTES
ZONING (incl. street improvements)	<input type="text"/>	<input type="text"/>	<input type="text"/>
CURB CUT	<input type="text"/>	<input type="text"/>	<input type="text"/>
ORDINANCE	<input type="text"/>	<input type="text"/>	<input type="text"/>
STRUCTURAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENERGY	<input type="text"/>	<input type="text"/>	<input type="text"/>
MECHANICAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
DRAINAGE	<input type="text"/>	<input type="text"/>	<input type="text"/>
ECA	<input type="text"/>	<input type="text"/>	<input type="text"/>
GRADING	<input type="text"/>	<input type="text"/>	<input type="text"/>
WATER (SPU)	<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRE	<input type="text"/>	<input type="text"/>	<input type="text"/>
HEALTH (King County)	<input type="text"/>	<input type="text"/>	<input type="text"/>
NOISE	<input type="text"/>	<input type="text"/>	<input type="text"/>
CONVEYANCE/ELEVATOR	<input type="text"/>	<input type="text"/>	<input type="text"/>
SHORING (SDOT)	<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET IMPROVEMENT (SDOT)	<input type="text"/>	<input type="text"/>	<input type="text"/>
PARKS	<input type="text"/>	<input type="text"/>	<input type="text"/>
PROTECTED DISTRICTS (DON)	<input type="text"/>	<input type="text"/>	<input type="text"/>
SEPA EXEMPTION	<input type="text"/>	<input type="text"/>	<input type="text"/>
LAND USE	<input type="text"/>	<input type="text"/>	<input type="text"/>

**14. DEPARTMENT SIGN OFFS** (Seattle DCI staff use only)

ISSUED BY  DATE

BUILDING PLANS EXAMINER  MECHANICAL PLANS EXAMINER  DATE RECEIVED AT INTAKE