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.
OVERLAY ZONING
HISTORIC OR LANDMARK DISTRICT
SHORELINE ZONE
☐ Exempt ☐ Requires Shoreline review
SEPA ☐ Exempt ☐ Requires review

DESIGN REVIEW? ☐ Yes ☐ No
If yes, please provide:
Planner
Planner's phone no.

EXISTING USE	SQ. FT.	PROPOSED USE	SQ. FT.

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
Proposed: Onsite | Offsite | Accessible
Offsite Location

NUMBER OF DWELLING UNITS
Existing | Proposed New
Demolished | Live/Work
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 occupied by property owner
☐ No units on property
☐ Unit(s) on property not affected by permit scope
☐ Unit(s) occupied by residential tenant
☐ Do not know
☐ Refer to property owner/tenant assistance

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
Fill - cubic yards | Maximum height

DISPOSAL SITE
☐ Outside City of Seattle
☐ Inside City of Seattle
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) 684-7997
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
If yes, fill out separate sheets and attach. Shown on plan sheet:

CODE USED FOR DESIGN (select one)
☐ 2012 Seattle Building Code
☐ 2012 Seattle Residential Code
☐ 2012 SBC (struct) and 2012 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

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 Value$

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
☐ Existing Envelope - no change	☐	☐	☐
☐ Existing Envelope - altered	☐	☐	☐
☐ New Envelope	☐	☐	☐

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 SEC C402.1 ☐ Component Performance UA/SHGCA/VTA SEC C402.1.3 ☐ Total building performance (TBP) SEC C407 ☐ Target performance path (TPP) 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)

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

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

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.

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)			
CURB CUT			
ORDINANCE			
STRUCTURAL			
ENERGY			
MECHANICAL			
DRAINAGE			
ECA			
GRADING			
WATER (SPU)			
FIRE			
HEALTH (King County)			
NOISE			
CONVEYANCE/ELEVATOR			
SHORING (SDOT)			
STREET IMPROVEMENT (SDOT)			
PARKS			
PROTECTED DISTRICTS (DON)			
SEPA EXEMPTION			
LAND USE			

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

ISSUED BY | DATE

BUILDING PLANS EXAMINER | **MECHANICAL PLANS EXAMINER** | **DATE RECEIVED AT INTAKE**