



APPLICANT INFORMATION

INSTRUCTIONS: Fill in all white areas of coversheet except for approval section in right-hand column. Use "N/A" if not applicable.

PROJECT ADDRESS _____
 DESCRIPTION OF WORK _____

 OWNER _____ CONTRACTOR _____ LICENSE # _____
 DESIGN PROFESSIONAL(S) _____
 CONTACT PERSON _____ ADDRESS _____
 PHONE _____ FAX _____ EMAIL _____
 PREVIOUS MUPS RELATED TO PROJECT _____
 RELATED STANDARD PLANS OR PREVIOUSLY APPROVED PLANS _____

LAND USE INFORMATION

ZONE _____ DESIGN REVIEW? Yes No
 OVERLAY ZONING _____
 HISTORIC OR LANDMARK DISTRICT _____
 SHORELINE ZONE _____ Project Exempt Req. Shoreline Review
 SEPA _____ Exempt Requires Review

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

 Permit # establishing existing use _____
 DEPARTMENT OF NEIGHBORHOODS CERTIFICATE OF APPROVAL REQUIRED? Yes No
PARKING SPACES:
 Existing #: Onsite _____ Offsite _____
 Proposed #: Onsite _____ Offsite _____
 Offsite Location _____
NUMBER OF DWELLING UNITS:
 Existing _____ Demolished _____
 Proposed New _____
 Live-work Units _____
TO BE COMPLETED BY DPD STAFF ONLY
NEW CURB CUT REQUIRED? Yes No Residential Commercial
 1. Width _____ Along _____ Location _____
 (street name) (Example: 15' S. of N. property line)
 2. Width _____ Along _____ Location _____
 (street name)
 3. Width _____ Along _____ Location _____
 (street name)

LAND USE CONDITIONS (DPD staff use only; insert additional sheets if needed)

Assigned Planner _____ Phone _____

BUILDING INFORMATION

BUILDING DATA: MULTIPLE BUILDINGS THIS PROJECT? Yes No
 If multiple buildings are not identical, complete the following for each different building. Attach appendix pages as necessary, shown on plan sheet _____
COMPLETE THE FOLLOWING TABLE:
 Building ID(s) _____ (list ID of all identical buildings)
 # of Stories _____ # of Basements _____ # of Dwelling Units _____
 # of ADA Parking Spaces _____
 Mezzanines: No Yes Location _____
 Type of Construction _____
Code edition used in building design: _____

FLOOR LEVEL	GROUP	OCCUPANCY/ USE	FLOOR AREA	SPRINKLER (Y if yes)	OTHER FIRE PROTECTION

REMODEL:
 Construction Value _____ Type of Construction _____
 Sprinkler: Yes No Other Fire Protection _____
 Change Of Occupancy: No Yes, from/to _____
 Posted Occupancy: _____
IS THIS BUILDING AIR CONDITIONED? Yes No
EMERGENCY SYSTEMS PROVIDED:
 Elevator Pressurization: Yes
 Stairway Pressurization: Yes Exit And Pathway Lighting: Yes
 Smoke Removal System: Yes Emergency Generator: Yes

GRADING

GRADING: No Yes Cut: Cubic Yds. _____ Maximum Height _____
 Fill: Cubic Yds. _____ Maximum Height _____
DISPOSAL SITE: _____
SOILS REPORT PROVIDED: Yes No

SITE DEVELOPMENT (DPD staff use only)

Assigned Geotechnical Reviewer _____ Phone _____
ENVIRONMENTALLY CRITICAL AREAS (ECA):
 Site is not located in mapped ECA
 Mapped ECA designation: 1 2 3 4 5 6 7 8 9
 ECA identified by Preapplication Site Visit Report as: _____
 Outright ECA exemption by: _____
 ECA exempt per exemption #: _____ (copy of exemption report included)
NEW DEVELOPMENTAL COVERAGE - THIS PERMIT : _____ Sq. Ft.
PREVIOUS DEVELOPMENTAL COVERAGE AFTER OCTOBER 31, 1992:
 Permit # _____ Sq. Ft. _____
 Permit # _____ Sq. Ft. _____
 TOTAL: _____ Sq. Ft. _____
BEST MANAGEMENT PRACTICES (BMP) FOR EROSION CONTROL:
 Project not subject to BMP (no ground disturbance)
 Project requires Temporary Erosion & Sediment Control (TESC) Standard Plan
 Project requires large project TESC Standard Plan
 Project subject to BMP - does not require TESC Standard Plan

DRAINAGE & SEWER REVIEW (DPD staff use only)

Assigned Drainage Reviewer _____ Phone _____
DRAINAGE REVIEW REQUIRED? Yes No
 Detention required
 No detention required
 Impervious surface this project (new or replaced) _____ 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.
 Route for drainage review _____
NOTE: A separate side sewer permit is required from DPD. For more information, call the Sewer and Drainage Review Desk at (206) 684-5362
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 DPD Sewer and Drainage Review Desk at (206) 684-5362
 Conflict with utility main (requires buildover)
 Signed _____ Date _____

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, INDICATING HOUSING OCCUPANCY AT DATE OF PERMIT APPLICATION.
 Unit(s) is/are unoccupied Unit(s) is/are occupied by a residential tenant(s)
 Unit is occupied by the owner of the property Do not know
 There is/are no housing unit(s) on the property 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 _____

ENERGY/MECHANICAL CODE

SCOPE OF MECHANICAL WORK DESCRIPTION:

RELATED BUILDING PERMIT PROJECT # _____ **RECEIPT** _____
LOCATION OF DUCTWORK OR MECHANICAL EQUIPMENT:
 Interior N Exterior Walls N Rooftop N
MECHANICAL VALUE _____
CONSTRUCTION VALUE _____ **TYPE OF CONSTRUCTION** _____
APPLICABLE OCCUPANCY:
 A. Group R
 B. Other than Group R
BUILDING ENVELOPE COMPLIANCE: **HEATED** **SEMI-HEATED** **UNHEATED SPACE**
 A. Existing envelope - no change
 B. Existing envelope - altered
 C. New envelope
 See compliance data on sheet: _____
HVAC MECHANICAL SYSTEM:
 A. Not included in this application
 B. Included in this application (see scope description for detail)
SEPARATE PERMIT REQUIRED FOR PLUMBING, GAS PIPING, BOILER, REFRIGERATION SYSTEMS.
OTHER MECHANICAL EQUIPMENT INCLUDED IN THIS APPLICATION:
 A. Commercial kitchen hood exhaust system
 B. Fume hood
 C. Spray paint booth
 D. Other - specify _____
DOCUMENT SUBMITTED:
 A. Group R equipment sizing calc (unit by unit)
 B. Cooling and heating load calculation (for other than Group R)
 C. Target UA calculation
 D. Structural load calculation (for mechanical equipment)
 E. Noise compliance report (for mechanical equipment)
 F. Commercial kitchen hood worksheet
 G. Other _____
LIGHTING: Separate electrical permit application required
SINGLE FAMILY/DUPLEX
 Min. equipment size _____
 Max. equipment size _____

SPECIAL INSPECTIONS (DPD staff use only; attach extra sheets as needed)

If special inspections are required, please call (206) 684-8860 to schedule the required Pre Construction Conference.
 Assigned Ordinance/Structural Reviewer _____ Phone _____
SOILS/GEOTECHNICAL:
 Special Inspector _____ Phone _____
 Shoring installation and monitoring
 Observe and monitor excavation
 Verify soil bearing _____ psf bearing
 Subsurface drainage placement
 Verify fill material and compaction
 Verify conditions as anticipated
 Pile placement (auger cast/driven pile)
 Other _____
REINFORCED CONCRETE:
 Special Inspector _____ Phone _____
 Reinforcing steel and concrete placement
 Prestressed/precast concrete fabrication and erection
 Batchplant inspection
 Shotcrete
 Grouting
 Other _____
STRUCTURAL STEEL:
 Special Inspector _____ Phone _____
 Fabrication and shop welds
 Erection and field welds and bolting
 Other _____
STRUCTURAL MASONRY:
 Special Inspector _____ Phone _____
 Continuous
 Periodic
 Other _____
OTHER:
 Special Inspector _____ Phone _____

OTHER:
 Special Inspector _____ Phone _____

CODE ALTERNATIVES:
 No
 Yes
 Attached
 Below

SHOP DRAWINGS/KEY AREA INSPECTION

CUSTOMER ALERT!

Site Inspection Required Prior to First Ground Disturbance Call (206) 684-8860

A DPD site inspection is required prior to any ground disturbance related to this permit, including tree cutting, clearing, grubbing and grading. **Temporary Erosion and Sediment Control (TESC)** measures must be in place for DPD inspection and approval.

A pre-construction meeting may also be required, in addition to the above site inspection, for projects with **Special Inspection Requirements**. Not every project may require a pre-construction meeting.

For any temporary and/or permanent construction work planned in the public right of way, contact SDOT at (206) 684-5044. Temporary storage of construction materials will require a permit from SDOT.

Street Tree Inspection by SDOT Required

Protection and/or planting/pruning/removal of street trees requires SDOT inspection and approval.

CALL PRIOR TO CONSTRUCTION: Commercial/Multifamily Zones, (206) 684-5693
 Single Family Zones, (206) 684-5047

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.

Temporary Dewatering Plan with SPU Required

If a project requires temporary dewatering, please contact SPU Customer Service at (206) 684-5800 to establish a plan for dewatering.

PERMIT ISSUANCE AUTHORIZATION (DPD staff use only)

Reviewer	Required Reviews (mark w/ "X")	Concurrence		Revision	
		Initials	Date	Initials	Date
ZONING (incl. street improvements)					
LAND USE REVIEW					
ESTABLISH USE ONLY (for record)					
PROTECTED DISTRICTS(DON)					
WATER (SPU)					
FIRE (FIRE)					
HEALTH (KC Health)					
DRAINAGE					
GRADING					
ELEVATOR					
ENERGY					
MECHANICAL					
ECA					
NOISE					
SHORING (SDOT)					
ORDINANCE/STRUCTURAL					

NOTE: Any element of this project encroaching into street right-of-way requires a separate street use permit from SDOT and payment of a separate fee.

DEPARTMENT SIGN OFFS (DPD staff use only)

ISSUED BY: Initials _____ Date _____

BUILDING PLANS EXAMINER	MECHANICAL PLANS EXAMINER	DATE RECEIVED AT INTAKE
-------------------------	---------------------------	-------------------------