

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org



INTAKE SCREENING REQUEST FORM USE FOR BUILDING AND SITE DEVELOPMENT

To schedule a meeting, submit this form and the pre-application meeting fee (see fee schedule). This can be handled at the permit counter (weekdays from 8:30am to 5pm, excepting Wednesdays when the counter is closed until 10am) or via mail: Mercer Island City Hall, ATTN: PERMITTING, 9611 SE 36th St, Mercer Island, WA 98040.

PROJECT INFORMATION

Name of Owner Jonathan Lai Owner Address 7505 92nd Ave SE, Mercer Island, WA 98040
Owner Email jonathanl@dclmanagement.com Owner Phone (425) 691-7888
Project Address 7505 92nd Ave SE, Mercer Island, WA 98040 Parcel # 257950-0188

Project Description REPLACE EXISTING DECK WITH PAVERS; ADD PATIO AND EXTERIOR KITCHENETTE

Will you be expanding the building footprint by 500 square feet or more? YES _____ sq. ft. NO L
Will there be a net increase of the impervious surface by 500 square feet or more? YES NO X
Will you be altering within a critical area or buffer? YES X NO
Will you be modifying more than 40% of the existing exterior wall? YES NO X
Are you applying concurrently for a Land Use action? YES NO X
If so what is your project #(s) and type(s)? _____

PROJECT CONTACT

Name S. Joshua Brincko Phone 206-708-9933
Email josh@josharch.com

Will your Intake Screening be in person or electronic? In Person Electronic

Intake Screenings are held on Tuesdays, by appointment.

If in person, do not upload prior to scheduled meeting date. See reverse for submittal instructions

CANCELLATIONS

By signing below, I acknowledge that in order to receive any refund, I must cancel this screening in writing to epermittech@mercergov.org at least one week prior to the scheduled screening date.

SIGNATURE OF OWNER OR REPRESENTATIVE Josh

FOR CITY USE ONLY

FEE PAID \$ _____ DATE PAID _____ PERMIT # _____
SCHEDULED MEETING DATE _____ SCHEDULED TIME _____

INTAKE SCREENING INFORMATION

WHAT IS AN INTAKE SCREENING?

Development Services Staff will screen your building permit application (forms, plans, and submittal documents) for completeness. If your application is incomplete, you will be told what is missing and you may be required to schedule another intake screening.

WHEN IS AN INTAKE SCREENING REQUIRED?

The City of Mercer Island requires an Intake Screening prior to submittal of a building permit application for the following types of building projects:

- A. New Single-Family Residences or Demo/Rebuilds
- B. Additions/Remodels where more than 40 percent of the existing exterior wall is to be modified
- C. Additions that expand the building footprint, or a net increase of impervious surface, by 500 sq. ft or more
- D. Projects that alter a critical area or buffer, except those alterations that are identified as allowed uses under MICC 09.07.030(A)(1) through (5), (8), and (12)
- E. All new commercial projects and major tenant improvements
- F. Site Development
- G. Have a land disturbing activity of 7,000 sq. ft or greater
- H. Result in 2,000 sq. ft, or greater, of new plus replaced hard surface area

SUBMITTAL REQUIREMENTS

Required	Required as Needed
<ul style="list-style-type: none"> A. Building Permit Application B. Single Family Plan Coversheet C. Site Development Worksheet D. Water Meter Sizing Worksheet E. Fire Area sq. ft. Calculation Worksheet F. Energy Calculation Worksheet(s) G. Tree Inventory and Replacement Submittal Worksheet H. Structural Calculations I. Construction Drawings 	<ul style="list-style-type: none"> A. Arborist Report B. Geotechnical/Soils Report C. Stormwater Site Plan/Report D. Survey E. Land Use Approval

SUBMITTAL INSTRUCTIONS

For Electronic Screening	For In Person Meeting
<p>For an Electronic Intake Screening all submittal documents must be uploaded to the Mercer Island FTP site by 3pm the Friday prior to your scheduled screening date. You do not need to be present for this meeting. Staff comments will be emailed to the project contact.</p>	<p>For an in-person Intake Meeting, bring paper copies of all submittal documents:</p> <ul style="list-style-type: none"> • 2 copies of plan sets (half sized or larger) • 1 copy of all other required materials <p>You will receive staff comments at the end of the meeting.</p>

To schedule a screening, you must submit both the Intake Screening Request Form and the Intake Screening fee (see fee schedule).

FTP SITE INSTRUCTIONS

- A. Please upload to the File Transfer Site <https://sftp.mercergov.org> (user name: guest, password: eplan)
- B. Click on the inbox to open
- C. Create a new folder (use your permit number or project address as the folder name)
- D. Click on your new folder to open
- E. Upload the files into the new folder