

CITY OF MERCER ISLAND
COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040
 PHONE: 206.275.7605 | www.mercergov.org
 Inspection Requests: Online: www.MyBuildingPermits.com VM: 206.275.7730



INTAKE SCREENING PACKET

Cover Sheet
 (Official Use Only)

DATE		TIME		Permit #		1 st Screening <input type="checkbox"/>	2 nd Screening <input type="checkbox"/>
PROJECT ADDRESS							
OWNER							
APPLICANT NAME							
SCOPE OF WORK							
<input type="checkbox"/>	Commercial Project						
<input type="checkbox"/>	New Single Family Residence						
<input type="checkbox"/>	Long Plat/Short Plat						
<input type="checkbox"/>	Remodel/addition project with 500 net square feet (or more) increase in impervious surface						
<input type="checkbox"/>	Remodel/addition project with less than 500 net square feet increase in impervious surface						
<input type="checkbox"/>	Redevelopment project (where greater than 40% of the exterior building walls will be structurally altered, the entire project will be designed as if it were a new SFR being constructed on a vacant parcel).						
<input type="checkbox"/>	Off-site storm drainage conveyance system, sewer or water main extension, pavement widening/roadway construction is required.						
<input type="checkbox"/>	Project disturbs a land area of 1 acre or greater, including projects less than 1 acre that are part of a larger common plan of development approved after December 19, 2009.						

CITY STAFF IN ATTENDANCE					
CUSTOMER SERVICE TEAM (CST)		LAND USE PLANNING (LUP)		BLDG PLANS EXAMINER (BLD)	
<input type="checkbox"/>	David Henderson	<input type="checkbox"/>	Evan Maxim	<input type="checkbox"/>	Don Cole
<input type="checkbox"/>	Linda Pineau	<input type="checkbox"/>	Nicole Gaudette	<input type="checkbox"/>	Paul Skidmore
<input type="checkbox"/>	Norine Allerdice	<input type="checkbox"/>	Robin Proebsting	<input type="checkbox"/>	Gareth Reece
<input type="checkbox"/>	Holly Mercier	<input type="checkbox"/>	Lauren Anderson	<input type="checkbox"/>	Charlie Misner
<input type="checkbox"/>		<input type="checkbox"/>	Andrew Leon	<input type="checkbox"/>	
FIRE REVIEWER (FIRE)		CIVIL, SITE, UTILITIES (CIVIL)		TREES (TREE)	
<input type="checkbox"/>	Herschel Rostov	<input type="checkbox"/>	Ruji Ding	<input type="checkbox"/>	John Kenney
<input type="checkbox"/>	Stephen Mair	<input type="checkbox"/>	Patrick Yamashita	<input type="checkbox"/>	Ruji Ding
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

INTAKE STATUS						
<input type="checkbox"/>	Information provided is complete.					
<input type="checkbox"/>	Information provided is incomplete—additional information is required prior to permit intake. Review the following INTAKE COMMENTS and incorporate the requested information into your submittal.					
	CST	LUP	BLD	FIRE	CIVIL	TREE
ACCEPTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REVIEWER APPROVAL REQUIRED PRIOR TO INTAKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL INTAKE SCREENING REQUIRED *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*ADDITIONAL SCREENINGS ARE CONDUCTED BY APPOINTMENT ONLY. PLEASE SCHEDULE WITH CST STAFF.

Project Information Sheet—No Applicant Response Required to This Page

Contact the Customer Service Team with Any Questions

Sign Posting and Notice of Application

<input type="checkbox"/> Required	A Public Notice Sign must be posted for this project. Upon receipt of a complete application, the City will prepare a the Public Notice Sign , that must be posted at the project site by the applicant. We will notify you via email when it is ready for pick-up. The City will also prepare and mail out a Notice of Application to all property owners within 300 feet of the property. Signage must remain posted and visible from the public right-of-way for a period of 30 days.
<input type="checkbox"/> Not Required	
<input type="checkbox"/> TBD	

Seasonal Development Limitation Waiver

<input type="checkbox"/> Required	The Seasonal Development Limitation applies to site work proposed in geologically hazardous areas between October 1 and April 1 per Mercer Island City Code 109.07.060. A Waiver to the Seasonal Development Limitation is required for this project if site work is proposed between October 1 and April 1 per Mercer Island City Code 19.07.060. Contact our front counter staff for additional information and application material or visit our City website .
<input type="checkbox"/> Not Required	
<input type="checkbox"/> TBD	

Hold Harmless Agreement Document

<input type="checkbox"/> Required	Some projects require a Hold Harmless Agreement per Mercer Island City Code 19.01.060 due to the following site risks. This document will be emailed to the project contact once the permit application is in review. The property owner must sign this document in front of a notary prior to permit issuance. Notary service is available free of charge at Mercer Island City Hall.
<input type="checkbox"/> Not Required	
<input type="checkbox"/> TBD	

<input type="checkbox"/>	Geological Hazard Area
<input type="checkbox"/>	New commercial project
<input type="checkbox"/>	Potential risk to adjacent properties and/or unusual or increased risk of construction methods (e.g. excavations near property lines, freeze technology, tower cranes)

Water Supply System Requirements

<input type="checkbox"/>	This project requires the installation of a new or upsized water meter and/or water supply line		
	Minimum meter size:		Minimum supply line size (meter to house):
<input type="checkbox"/>	Sizing requirements described above are the MINIMUM requirements as outlined by the Uniform Plumbing Code. Please consult with fire sprinkler contractor before installing water system, as a larger meter or supply line may be necessary to achieve fire flow for a fire sprinkler system.		
<input type="checkbox"/>	Existing meter to be abandoned prior to final inspection		
<input type="checkbox"/>			
<input type="checkbox"/>			

Contact the Customer Service Team if you have questions about water connection fees.

Impact Fees and Transportation Concurrency

<input type="checkbox"/> Impact Fees Apply	Impact Fees apply to new development as described here . Please refer to the current Fee Schedule for a list and cost of Impact fees. You may apply for an Impact Fee Deferral. Click here for details or request a handout at the permit counter. Click here for the Deferred Payment Request Form
<input type="checkbox"/> Impact Fees Do Not Apply	

Addressing

<input type="checkbox"/>	Addressing for this property will be changed as follows:
<input type="checkbox"/>	Addressing does not need to be changed at this time. If address issues are identified during plan review, Development Services Staff will contact you to discuss.

Surveys Required Prior to Final Inspection

A building height survey, impervious surface lot coverage survey, and/or property line/setback survey may be required at final inspection. Required surveys will be noted on your project coversheet at permit issuance.

**INTAKE COMMENTS—ADDRESS CHECKED ITEMS PRIOR TO SUBMITTAL
CUSTOMER SERVICE TEAM (CST)**

Formatting Electronic Plan Set

Please address any items checked below prior to submittal.

- Combine all plan sheets into one Single PDF file.
Include as applicable:
Survey, Site Plan, Architectural Sheets, Structural Sheets, Civil Sheets, etc.
- Bookmark* each sheet in the plan set.
The bookmarks must indicate the Sheet Number and the Sheet Description (i.e. A0.0–Site Plan)
- Rotate plan sheets to set to Landscape Orientation.
- Remove or flatten all comments in the PDF file. The Comment Pane on the plan set will be used to record plan review comments and must be clear prior to submittal.

Supplemental Documents

Please address any items checked below prior to submittal.

- Upload supplemental documents and forms as individual PDFs or as a PDF Portfolio. Choose the Portfolio option if combining files using Adobe Pro, DO NOT combine all of the supplemental documents into a Single PDF file. For ease in uploading you may combine documents in a ZIP file.

Required City Forms

Please provide the following forms:

- | | |
|---|---|
| <input type="checkbox"/> Building Permit Application Form | <input type="checkbox"/> Site Development Worksheet |
| <input type="checkbox"/> Water Meter Sizing Worksheet | <input type="checkbox"/> Fire Area Square Footage Calculation |
| <input type="checkbox"/> Concurrent Review Document | <input type="checkbox"/> Single Family Plan Cover Sheet |
| <input type="checkbox"/> Other: | |

Additional Items to be addressed prior to Intake

-
-
-

Notes to DSG Staff For Internal Use Only—No Applicant Response Required

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-

INTAKE COMMENTS BUILDING (BLDG)	Reviewer	
	Email	
	Status	
	Submittal	
Geotechnical Engineering/Soils Report		
Site-Specific geotechnical investigation may be required for any project depending on scope, location and site history. Please provide documentation of geotechnical work if requested below, and incorporate recommendations into design prior to submittal.		
<input type="checkbox"/>	Provide a Geotechnical: <input type="checkbox"/> Report <input type="checkbox"/> letter addressing the following issues:	
<input type="checkbox"/>	Statement of Risk from the geotechnical or soils engineer per Mercer Island City Code 19.07.060. The letter or report must include one of the four statements listed in MICC 19.07.060 D2 and supporting documentation, if required must include:	
	Guidelines	
<input type="checkbox"/>	Erosion controls	
<input type="checkbox"/>	Steep Slope	
<input type="checkbox"/>	Potential Slide	
<input type="checkbox"/>	Seismic/Liquefaction	
<input type="checkbox"/>	Wet Season Construction for site work between October 1 and April 1	
<input type="checkbox"/>	Foundation	
<input type="checkbox"/>	Sub-Foundation as applicable (pin piles, piers, cast piles, helical anchors,etc.)	
<input type="checkbox"/>	Rockerries	
<input type="checkbox"/>	Retaining Walls	
<input type="checkbox"/>	Excavation	
<input type="checkbox"/>	Shoring (temporary or permanent as appropriate)	
	Design Values for	
<input type="checkbox"/>	Soil Bearing Pressure	
<input type="checkbox"/>	Equivalent Fluid Pressures	
<input type="checkbox"/>	Sliding Coefficient	
Construction Drawings		
The following items may be required to provide a complete description of work for plan review and construction. Please incorporate any checked items into the construction documents prior to submittal.		
<input type="checkbox"/>	Site plan indicating extent of proposed work	
<input type="checkbox"/>	Limits of excavation during construction	
<input type="checkbox"/>	General structural notes	
<input type="checkbox"/>	Foundation plans	
<input type="checkbox"/>	Floor framing plan for each level	
<input type="checkbox"/>	Roof framing plan	
<input type="checkbox"/>	Indicate lateral design components (e.g. shear walls, holdowns, straps) on plans	
<input type="checkbox"/>	Provide at least one building cross section	
<input type="checkbox"/>	Provide at least one typical wall section with building components	
<input type="checkbox"/>	Provide building elevations	
<input type="checkbox"/>		
<input type="checkbox"/>		

Structural Calculations & Methodology

Please address any checked items below and incorporate information into the construction documents prior to submittal.

Lateral Design:			
<input type="checkbox"/>	Provide Lateral Resisting System design for the following scope:		
<input type="checkbox"/>	Verify earthquake design parameters per USBS (either zip code or Latitude/Longitude) and revise structural analysis and design as necessary		
<input type="checkbox"/>	The Wind Exposure for this site is category 'C' as it is within 1500 feet of the shoreline—review and revise the lateral calculations and design as necessary to accommodate additional loads.		
<input type="checkbox"/>	Provide calculations for the determination of the K_z Factor if the value used is less than that indicated on the City of Mercer Island Wind map: <input type="checkbox"/> 1.3 <input type="checkbox"/> 1.6 <input type="checkbox"/> 1.9		
<input type="checkbox"/> Provide Retaining wall:			
<input type="checkbox"/>	Calculations	<input type="checkbox"/>	Construction Details
<input type="checkbox"/> Provide key plans (min. 8 ½ x 11) for:			
<input type="checkbox"/>	Shear walls	<input type="checkbox"/>	Gravity Framing
<input type="checkbox"/> Provide steel/moment frame:			
<input type="checkbox"/>	Calculations	<input type="checkbox"/>	Construction Details

Non Structural Building Review

Please address any checked items below and incorporate information into the construction documents prior to submittal.

<input type="checkbox"/>	Include WSEC energy option information and any equipment requirements on construction documents
<input type="checkbox"/>	Include a complete description of Whole House Ventilation system on construction documents
<input type="checkbox"/>	

Additional Comments

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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<input type="checkbox"/>	
<input type="checkbox"/>	

INTAKE COMMENTS FIRE	Reviewer	
	Email	
	Status	
	Submittal	
Fire Requirements		
Fire Sprinkler System		
<input type="checkbox"/>	Required	<input type="checkbox"/> Not Required <input type="checkbox"/> Not yet Determined
<input type="checkbox"/>	NFPA 13D	NFPA 13
<input type="checkbox"/>	NFPA 13D Plus	NFPA 13R
Monitored Household Fire Alarm per NFPA 72		
<input type="checkbox"/>	Required	<input type="checkbox"/> Not Required <input type="checkbox"/> Not Yet Determined
Monitored Sprinkler Water Flow Alarm		
<input type="checkbox"/>	Required	<input type="checkbox"/> Not Required <input type="checkbox"/> Not Yet Determined
<input type="checkbox"/>	A Fire Code Alternative is required. Please review the Fire Code Alternative Request handout for more information. The Fire Marshal’s Office will email you a Fire Review Document that outlines the specific fire service deficiencies related to your project. You will need to include this information in your request. Fire Code Alternative Request submittals will be accepted at any time during the plan review process.	
<input type="checkbox"/>	A final determination has not yet been made as to the fire requirements for this project. The fire requirements will be determined during permit review.	
Additional notes:		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Notes to DSG Staff For Internal Use Only–No Applicant Response Required		
<input type="checkbox"/>		
<input type="checkbox"/>		

INTAKE COMMENTS PLANNING	Reviewer	
	Email	
	Status	
	Submittal	
Land Use Actions Required		
Please submit separate applications for any checked Land Use Applications.		
<input type="checkbox"/>	Impervious Surface Deviation	
<input type="checkbox"/>	Fence Height Deviation	
<input type="checkbox"/>	Critical Areas Determination	
<input type="checkbox"/>	Environmental Review (SEPA Checklist)	
<input type="checkbox"/>	Grading Exceeds 250 cubic yards and a shoreline property	
<input type="checkbox"/>	Grading exceeds 500 cubic yards	
<input type="checkbox"/>	Accessory Dwelling Unit	
Permit Set Drawings		
Please address any checked items below and incorporate information into the construction documents prior to submittal.		
<input type="checkbox"/>	Site Plan	
<input type="checkbox"/>	Provide name and telephone number of applicant and contact person	
<input type="checkbox"/>	Provide site address	
<input type="checkbox"/>	Provide a site plan to scale (1" = 20' minimum)	
<input type="checkbox"/>	Provide a scale and North arrow indicating Northern direction	
<input type="checkbox"/>	Provide a legal description	
<input type="checkbox"/>	Indicate property lines and dimensions	
<input type="checkbox"/>	Clearly indicate existing and proposed buildings and other improvements	
<input type="checkbox"/>	Indicate adjacent street names	
<input type="checkbox"/>	Indicate walls, rockeries, and/or fences	
<input type="checkbox"/>	Indicate required yard setbacks (minimum distance from structures to property lines)	
<input type="checkbox"/>	Indicate shoreline setbacks with dimensions	
<input type="checkbox"/>	Indicate watercourse setbacks with dimensions	
<input type="checkbox"/>	Indicate building dimensions	
<input type="checkbox"/>	Indicate driveway length and width	
<input type="checkbox"/>	Indicate location of ADU	
<input type="checkbox"/>	Indicate easements	
<input type="checkbox"/>	<input type="checkbox"/> Utility	<input type="checkbox"/> Ingress/Egress <input type="checkbox"/> Other
<input type="checkbox"/>	Indicate critical areas and buffers	
<input type="checkbox"/>	Indicate any land use applications associated with this property/project	
<input type="checkbox"/>	Indicate any plat restrictions or conditions of approval for this property/project	
<input type="checkbox"/>	Elevation Drawings	
<input type="checkbox"/>	Indicate buildings	
<input type="checkbox"/>	Indicate existing grade	
<input type="checkbox"/>	Indicate finish grade	
<input type="checkbox"/>	Indicate Average Building Elevations (ABE) on all elevation drawings	
<input type="checkbox"/>	Indicate allowable building height on all elevation drawings	
<input type="checkbox"/>	Provide calculations for any basement areas being excluded from allowable gross floor area	
<input type="checkbox"/>	Indicate amount of grading (amount of cut and fill) outside the building footprint	

Additional Comments:

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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<input type="checkbox"/>	
<input type="checkbox"/>	

5201630

Mrs. J. W. Lyle

362350-0265

C-2

No. 99A

EASEMENT FOR SEWER

The undersigned, Grantors, for and in consideration of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, by these presents bargain, sell, transfer and convey unto MERCER ISLAND SEWER DISTRICT, a municipal corporation of the State of Washington, Grantee, an easement over, across, along and under the following described property situated in King County, State of Washington, to-wit:

Replat of Island Park

Tract A

Northwesterly 100 feet of Southeasterly 1000 feet and shorelands adjoining

Easement described as:

Construction: Across the Westerly 40 feet thereof.

Permanent: One foot East of Centerline and three feet West of Centerline.

for the purpose of installing, constructing, maintaining, operating, repairing and replacing the sewer pipe line or lines and all necessary connections and appurtenances hereto, together with the right of ingress

5201630

and egress to, from and across said described property
for the foregoing purposes, provided that upon completion of the
construction and installation of said sewer pipe line or lines,
said easement shall cease and determine except as to a strip 1' East
and 3' West of centerline
~~(5) feet on either side of the sewer pipe line as installed and~~
provided further that in the original installation of such pipe line
or lines, Grantee shall immediately after such installation restore said
premises to their original condition as near as may be.

Lola E. Lyle (Mrs. J.W.)
(sole owner)
Signed under protest

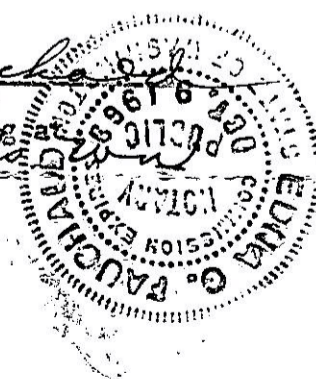
STATE OF WASHINGTON)
) SS.
COUNTY OF KING)

On this 31st day of August, 1960 before
me, the undersigned, a NOTARY PUBLIC in and for the State of Washington,
duly commissioned and sworn, personally appeared _____

Lola E. Lyle (Mrs. J.W.)

to me known to be the individuals described in and who executed the
foregoing instrument, and acknowledged to me that She
signed and sealed the said instrument as Her
free and voluntary act and deed for the uses and purposes therein men-
tioned.

WITNESS my hand and official seal hereto affixed the day and year
in this certificate above written.

Edna G. Fauchald
Notary Public in and for the
State of Washington, residing at
Seattle, Merced


No 99A

5201630

RECORDED 4078 Deeds
VOL 104 OF
PAGE 211 REQUEST OF

Seattle 1, Washington
Address 1612 Northern Life Tower

Name WELER, ROBERTS & SHEFFELMAN

FILED for Record at Request of

1960 SEP 14 PM 3 34

ROBERT A. MORRIS AUDITOR
KING COUNTY WASH.
Robert A. Morris DEPUTY

Handwritten signatures and initials:
- A large signature, possibly "Weler"
- "AK-157"
- "22"

