

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 checked="" 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"/>	

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

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

INTAKE COMMENTS PLANNING	Reviewer	
	Email	
	Status	
Land Use actions Required		
<input type="checkbox"/>	Shoreline Permit	
<input type="checkbox"/>	Critical Area Review 1	
<input type="checkbox"/>	Critical Area Review 2	
<input type="checkbox"/>	Environmental Review (SEPA Checklist)	
<input type="checkbox"/>	Accessory Dwelling Unit (ADU)	
<input type="checkbox"/>	Lot Line Revision	
<input type="checkbox"/>	Other	
Surveys Required Prior to Final Inspection		
<input type="checkbox"/>	A building height survey is required prior to final inspection	
<input type="checkbox"/>	An impervious surface, lot coverage, and or hardscape survey is required prior to final inspection	
<input type="checkbox"/>	A property line/setback survey is required prior to final inspection	
Permit Set Drawings		
<input type="checkbox"/>	Site Plan	
<input type="checkbox"/>	Lot size and slope	<input type="checkbox"/> Provide land use zone (R8.4, 9.6, 12, 15)
<input type="checkbox"/>	Provide site address	<input type="checkbox"/> Indicate location of ADU and entrance
<input type="checkbox"/>	Indicate property lines and dimensions	<input type="checkbox"/> Topo/boundary line survey
<input type="checkbox"/>	Indicate building dimensions	<input type="checkbox"/> Provide a site plan to scale (1" = 10' minimum)
<input type="checkbox"/>	Provide a legal description	<input type="checkbox"/> Indicate driveway length and width
<input type="checkbox"/>	Indicate building pad area (not building footprint)	<input type="checkbox"/> Indicate adjacent street names
<input type="checkbox"/>	Parking: amount of covered and uncovered stalls	
<input type="checkbox"/>	Provide name and telephone number of applicant and contact person	
<input type="checkbox"/>	Indicate critical areas and buffers (wetland, watercourse, steep slope)	
<input type="checkbox"/>	Indicate shoreline setbacks with dimensions measured from the Ordinary High-Water Mark (0-25' & 25'-50')	
<input type="checkbox"/>	Indicate location and height of walls, rockeries, fences, and fall protection (existing and proposed)	
<input type="checkbox"/>	Provide lot coverage, hardscape & GFA calculations	
<input type="checkbox"/>	If adding >500ft ² GFA within the shoreline area (200' from Lake) provide a planting plan	
<input type="checkbox"/>	Provide a scale and North arrow indicating Northern direction	
<input type="checkbox"/>	Clearly indicate existing and proposed buildings and other improvements	
<input type="checkbox"/>	Indicate required yard setbacks (minimum distance from structures to property lines)	
<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"/>	Indicate easements	
<input type="checkbox"/>	<input type="checkbox"/> Utility	<input type="checkbox"/> Ingress/Egress <input type="checkbox"/> Other
<input type="checkbox"/>	Elevation Drawings	
<input type="checkbox"/>	Indicate buildings and proposed height	
<input type="checkbox"/>	Indicate existing grade & finished grade	
<input type="checkbox"/>	Indicate Average Building Elevations (ABE) on all elevation drawings with ABE calculations	
<input type="checkbox"/>	Indicate maximum downhill building façade and height	
<input type="checkbox"/>	Height of appurtenances above max height	
<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

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