
INTAKE SCREENING INFORMATION

WHAT IS AN INTAKE SCREENING?

An Intake Screening is a completeness check for Building and Site Development permit applications. Applications are screened by a Land Use Planner, a Development Engineer (civil), the City Arborist, a Building Plans Examiner, and the Fire Marshal. It is an opportunity to find out if there is anything significant missing from your submittal and to identify issues that may cause a delay in the processing of the application. All Intake Screenings are now conducted electronically. (Ref. MICC 19.09.010)

DO I NEED AN INTAKE SCREENING?

City Staff conduct intake screenings for the following types of projects:

A. New Single-Family Residences or Demo/Rebuilds

B. Substantial Residential Addition/Remodel Projects:

- Projects that net ≥ 500 square feet of additional impervious surface;
- Projects that result in ≥ 500 square feet additional footprint;
- Projects that alter more than 40% of the existing exterior wall;
- Upper level addition projects with a valuation greater than \$100,000

C. Projects that require stormwater improvements:

- Projects that net ≥ 500 square feet additional impervious surface
- Projects with a land disturbing activity of 7,000 sq. ft or greater
- Projects that result in $\geq 2,000$ sq. ft of new plus replaced hard surface area

D. Projects that alter a critical area or critical area buffer such as:

A wetland, watercourse or a geologic hazard (steep slope, potential slide or seismic hazard). Check the Environmental Layers found on our [Online Map Portal](#) to see if your project is located near a mapped critical area.

E. New Commercial Buildings and Large Commercial Tenant Improvements

F. Site Development/Plat Improvement Permits

WHAT IS THE SCREENING PROCESS?

1. Applicant initiates the Intake Screening by submitting Intake Screening Request Form, paying the fee, then uploading all required submittal documents to the Mercer Island File Transfer Site.
2. City Staff review the electronic submittal for completeness. Each of the five review disciplines will determine if enough information has been provided to complete the first plan review.
3. An Intake Screening Packet with the screening results is provided to the applicant via email. If the application is incomplete, the Intake Packet will detail the information required to complete the submittal.

SUBMITTAL INSTRUCTIONS

- A. Review [Submittal Requirement and Forms](#) on the City website. Prepare plans, forms, and documents.
- B. Please upload to the File Transfer Site <https://sftp.mercergov.org> (user name: guest, password: eplan)
- C. Click on the word "Inbox" (not the checkbox) to open the Inbox
- D. Click the "Add Folder" icon to create a new folder for your project (use your permit number or project address as the folder name)
- E. Click on your new folder name (not the checkbox) to open it
- F. Click the "Upload" icon, browse to add your files, then click the Upload button.

NEED A PRE-APPLICATION MEETING WITH CITY STAFF?

Applicants are encouraged to set up a Pre-Application Meeting prior to their Intake Screening. This is an opportunity to meet with staff in-person to discuss your project. Understanding the City's residential development standards, stormwater, tree protection, and fire access requirements early on can avoid costly re-design delays later in the project. For more information see our [Pre-Application Meeting Request Form](#).