

CITY OF MERCER ISLAND

DEVELOPMENT SERVICES GROUP

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 MEETING PACKET

Cover Sheet
(Official Use Only)

DATE	10/10/17	TIME	2pm	Permit #		1 st Screening	<input checked="" type="checkbox"/>	2 nd Screening	<input type="checkbox"/>
PROJECT ADDRESS	5236 W MW								
OWNER	MILLS								
APPLICANT NAME	JOSEPH GRIFF								
SCOPE OF WORK	CONSTRUCT NSFR ON VACANT LOT								
<input type="checkbox"/>	Commercial Project								
<input checked="" 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 checked="" type="checkbox"/> Holly Mercier	<input type="checkbox"/> Lauren Anderson	<input checked="" type="checkbox"/> Charlie Misner
<input type="checkbox"/>	<input checked="" type="checkbox"/> Andrew Leon	<input type="checkbox"/>
FIRE REVIEWER (FIRE)	CIVIL, SITE, UTILITIES (CIVIL)	TREES (TREE)
<input checked="" type="checkbox"/> Herschel Rostov	<input type="checkbox"/> Ruji Ding	<input checked="" type="checkbox"/> John Kenney
<input type="checkbox"/> Stephen Mair	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REVIEWER APPROVAL REQUIRED PRIOR TO INTAKE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

S:DSG/FORMS/2016Forms/IntakeScreeningPacket
 Site work, Trees, Shoring revisions have been made
 Critical Area Determination submittal has been made.

NOTE TO STAFF: 1) THERE IS SHORING
 2) THERE IS A REQUIRED CRITICAL AREAS DETERMINATION

Project Information Sheet—No Applicant Response Required to This Page

Contact the Customer Service Team with Any Questions

Sign Posting and Notice of Application

OK

- Required
 Not Required
 TBD

Pursuant to MICC 19.15.020.D a **Notice of Application** shall be mailed to parties of record, all property owners within 300 feet of the property and posted on the site. Please notify the property owner and any tenants that Development Services Group staff will be visiting the site to post and photograph a **Public Notice Sign**. Signs are posted on Mondays. Signage must remain posted and visible from the public right-of-way for a period of 30 days.

Seasonal Development Limitation Waiver

Note added to Drw's

- Required
 Not Required
 TBD

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](#).

Hold Harmless Agreement Document

OK

- Required
 Not Required
 TBD

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.

- Geological Hazard Area
 New commercial project
 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

Notes added to Drw"

This project requires the installation of a new or upsized water meter and/or water supply line

<u>Minimum</u> meter size:	1"	<u>Minimum</u> supply line size (meter to house):	1.5"
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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.**

Existing meter to be abandoned prior to final inspection

~~PROVIDE WATER METER SIZING FORM SO WE CAN REVIEW TO THE UPC PROVIDED~~

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

Impact Fees

OK

- Impact Fees Apply
 Impact Fees Do Not 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

Addressing

Addressing for this property will be changed as follows:

OK

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
Civil/Site/Utilities (CIVIL)

REFER TO
PAGE 2

Stormwater Design Requirements

Please incorporate any checked items into the construction documents prior to submittal.

For Internal Use Only

<input type="checkbox"/>	A DOE Construction General Permit is required for more than 1 acre of land disturbance.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Provide ONE of the following checked drainage options:	<input type="checkbox"/>
<input type="checkbox"/>	On-site detention is required. The pre-developed condition must be modeled as "2 nd growth forest". The drainage report, detention system calculations and drainage plan shall be prepared by a civil engineer licensed by the State of Washington.	<input type="checkbox"/>
<input type="checkbox"/>	The design shall be in accordance with the 1992 DOE Manual as amended by MICC 15.09	
<input type="checkbox"/>	The project will disturb greater than 1 acre of land or is part of a larger common plan of development approved after December 19, 2009 and exceeds 1 acre. Therefore, the design shall be in accordance with the 2005 DOE Manual as amended by MICC 15.09	
<input type="checkbox"/>	Eligible for storm water "Fee-in-Lieu of Detention" program (MICC 15.11) contingent on applicant submitting a civil engineer's inspection of the downstream drainage system (for at least ¼ mile) which confirms there are no constrictions or other problems that would otherwise require the use of on-site detention. The estimated fee of \$ is based on square feet of impervious surface.	<input type="checkbox"/>
<input type="checkbox"/>	Provide an infiltration system design. A soils report must be prepared by a licensed geotechnical engineer registered in the State of Washington to determine if soils are suitable for infiltration. The design of the infiltration system shall be prepared in accordance with applicable regulations. Contact the Development Engineer at 206.275.7703 for specific details.	<input type="checkbox"/>
<input type="checkbox"/>	Provide a Level One Downstream Analysis Report. The applicant's civil engineer must inspect the downstream drainage system for at least ¼ mile and confirm that there are no constrictions or other problems that would otherwise require the use of an on-site detention.	<input type="checkbox"/>
<input type="checkbox"/>	Provide a Stormwater Treatment Facility design in accordance with the DOE Manual as amended by MICC 15.09. The Pollution generating impervious surface area is 5,000 square feet (or more).	<input type="checkbox"/>
<input type="checkbox"/>	Provide an oil-water separator tee in a catch basin collecting all runoff from the driveway and all other pollution generating surfaces. The Pollution generating impervious surface are is less than 5,000 square feet.	<input type="checkbox"/>
<input type="checkbox"/>	Provide a full drainage plan.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Direct Discharge of stormwater into the lake is acceptable.	<input type="checkbox"/>
<input type="checkbox"/>	Public Storm Drainage extension/modification required.	<input type="checkbox"/>

Sanitary Sewer/Side Sewer Design Requirements

Notes added to drawings

<input type="checkbox"/>	Sanitary sewer main extension/modification required.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	The side sewer is shared and requires a backflow prevention valve.	<input type="checkbox"/>
<input type="checkbox"/>	Provide the layout of the new side sewer from the residence to the point of connection at the main. Shared side sewers shall be clearly labeled. The layout shall include material, slope, distance to existing trees and easements (if applicable).	<input type="checkbox"/>
<input type="checkbox"/>	The existing side sewer is a shared side sewer within a private easement. A copy of the recorded easement is required prior to issuance of the building permit.	<input type="checkbox"/>
<input type="checkbox"/>	Water front properties that have a side sewer connection to the public main in Lake Washington must have a backflow prevention valve installed outside of the building. Show the proposed location of this valve on the utility plan.	<input type="checkbox"/>

Notes
added
to Civil
Drw's

Water System Design Requirements		
<input type="checkbox"/>	Water main extension/modification is required.	<input type="checkbox"/>
<input type="checkbox"/>	Provide the location of the new water meter within the public right of way or a public water easement.	<input type="checkbox"/>
<input type="checkbox"/>	Water front properties shall install a Reduced Pressure backflow Assembly (RPBA) device on site. Provide the proposed location of RPBA.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	A separate fire protection system is required.	<input type="checkbox"/>
<input type="checkbox"/>	The water service/supply line crosses private property. Provide documentation showing a legal right (such as an easement) to construct through property owned by others.	<input type="checkbox"/>
Right of Way Work Requirements		
<input type="checkbox"/>	Provide the width of the driveway apron in the public right of way. The maximum allowable width for residential driveways is 20 feet at the throat in public right of way. The width of driveway on private property is not restricted.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Provide the material of the driveway apron in the public right of way. Concrete pavement and paver blocks for driveways and walkways are not allowed in public right of way.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Installation of trees, shrubs, irrigations, boulders, berms, walls, gates, fences and other private improvements are NOT allowed in the public right of way without PRIOR approval and a recorded ROW Encroachment Agreement is required if the improvements are approved.	<input type="checkbox"/>
Additional Comments:		
<input checked="" type="checkbox"/>	STORMWATER-COMPLIANCE WITH 2014 DCE STORMWATER MANUAL AND MICC 15.09.050.	
<input checked="" type="checkbox"/>	PROVIDE LEGAL DOCUMENTATION THAT SHOWS YOU HAVE RIGHTS TO CONNECT TO THE EXISTING PRIVATE SEWER ALONG THE SOUTH SIDE OF THE PROPERTY.	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Notes to DSG Staff For Internal Use Only--No Applicant Response Required		
<input checked="" type="checkbox"/>	OK TO TAKE IN FOR REVIEW FOR ENGINEERING. P.Y. 10/10/2017	
<input type="checkbox"/>		

Not OK

INTAKE COMMENTS
(TREE)

PERMIT # PRE 17-029

Site Specific Submittal Requirements - Please address checked items prior to submittal.

- Provide an arborist report:
complete report, gave preliminary
Arborist
- Indicate the following on the Utility/Civil plan sheets:
 - Location, species, and diameter of all Regulated Trees (6 inches dbh for deciduous and 6 feet tall or taller for evergreen).
 - Location, species, and diameter of all Regulated Trees in the right of way adjacent to the site. These trees are owned by the City and protecting them is a priority. Garages, driveways, utilities, and other improvements shall be designed to avoid these trees and their roots.
 - The approximate size and location of all Regulated Trees within 15' of property boundary.
 - Number trees on plans for easy identification of individual trees to be saved and/or removed.
 - Show drip lines of Regulated Trees to scale. TBZ + noted distance from tree per report.
 - Show tree protection fencing around all Regulated Trees at drip lines.
 - Show tree protection plan for work proposed within drip lines of protected trees
move silt fence outside trees drip lines
TESC plan
 - Identify vegetation that will be retained/removed in all Critical Areas
- Use reasonable best efforts to design the home, driveway, underground utilities and other proposed improvements in a manner that provides for reasonable development while minimizing impacts to Regulated Trees on site and in the right of way. Conduct all work in accordance with best construction practices to retain as many trees as possible.

Additional Items to be Addressed Prior to Intake

- Discussed New Code Nov 1.
-

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

- Not response
#, Dip, removals, driveway
- city trees in ROW?

**INTAKE COMMENTS
BUILDING (BLDG)**

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.

Provide a Geotechnical: Report letter addressing the following issues:

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

- Erosion controls
- Steep Slope
- Potential Slide
- Seismic/Liquefaction
- Wet Season Construction for site work between October 1 and April 1
- Foundation
- Sub-Foundation as applicable (pin piles, piers, cast piles, helical anchors, etc.)
- Rockeries
- Retaining Walls
- Excavation
- Shoring (temporary or permanent as appropriate)

Design Values for

- Soil Bearing Pressure
- Equivalent Fluid Pressures
- 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.

- Site plan indicating extent of proposed work
- Limits of excavation during construction
- General structural notes
- Foundation plans
- Floor framing plan for each level
- Roof framing plan
- Indicate lateral design components (e.g. shear walls, holdowns, straps) on plans
- Provide at least one building cross section
- Provide at least one typical wall section with building components
- Provide building elevations

SHORING DRAWINGS AND DETAILS

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 checked="" type="checkbox"/>	Provide Retaining wall:
<input checked="" type="checkbox"/>	Calculations
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	STRUCTURAL DETAILS
<input checked="" type="checkbox"/>	SHORING CALCS.
<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

FIRE

Fire Requirements

Fire Sprinkler System

<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input type="checkbox"/> Not yet Determined
<input type="checkbox"/> NFPA 13D	<input type="checkbox"/> NFPA 13	
<input type="checkbox"/> NFPA 13D Plus	<input type="checkbox"/> NFPA 13R	

Monitored Household Fire Alarm per NFPA 72

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input checked="" type="checkbox"/> Not Yet Determined
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Monitored Sprinkler Water Flow Alarm

<input type="checkbox"/> Required	<input type="checkbox"/> Not Required	<input checked="" type="checkbox"/> Not Yet Determined
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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.

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:

consider distance of drive to house. > 150 Needs turn a round of code Alt.

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

INTAKE COMMENTS PLANNING

Land Use Actions Required

Please submit separate applications for any checked Land Use Applications.

- Impervious Surface Deviation
- Fence Height Deviation
- Critical Areas Determination
- Environmental Review (SEPA Checklist)
 - Grading Exceeds 250 cubic yards and a shoreline property
 - Grading exceeds 500 cubic yards
- Accessory Dwelling Unit

Permit Set Drawings

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

- Site Plan
 - Provide name and telephone number of applicant and contact person
 - Provide site address
 - Provide a site plan to scale (1" = 20' minimum)
 - Provide a scale and North arrow indicating Northern direction
 - Provide a legal description
 - Indicate property lines and dimensions
 - Clearly indicate existing and proposed buildings and other improvements
 - Indicate adjacent street names
 - Indicate walls, rockeries, and/or fences
 - Indicate required yard setbacks (minimum distance from structures to property lines)
 - Indicate shoreline setbacks with dimensions
 - Indicate watercourse setbacks with dimensions
 - Indicate building dimensions
 - Indicate driveway length and width
 - Indicate location of ADU
 - Indicate easements
 - Utility
 - Ingress/Egress
 - Other
 - Indicate critical areas and buffers
 - Indicate any land use applications associated with this property/project
 - Indicate any plat restrictions or conditions of approval for this property/project
- Elevation Drawings
 - Indicate buildings
 - Indicate existing grade
 - Indicate finish grade
 - Indicate Average Building Elevations (ABE) on all elevation drawings
 - Indicate allowable building height on all elevation drawings
 - Provide calculations for any basement areas being excluded from allowable gross floor area
 - Indicate amount of grading (amount of cut and fill) outside the building footprint

Additional Comments:	
<input checked="" type="checkbox"/>	A critical area determination is required if work is to be done within stream buffers or if steep slopes are to be altered
<input checked="" type="checkbox"/>	Building height is limited to 30 feet above ABE
<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"/>	



Mercer Island Fire Marshal Office
 3030 78th Avenue SE
 Mercer Island, WA 98040
 (206) 275-7966

Permit No: _____

*PRE - 17-029
 updated 10/10/17*

FIRE PLAN REVIEW

Name: _____

Address: 5236 W M W

1. PROJECT TYPE

NSF

Alteration or Addition

Valuation Ratio

Proposed Work _____ / Assessed Value _____ =
 _____ % (from Fire Area Work Sheet)

- Exempt structure - detached garage or similar structure less than 750 sf.
- Less than 10% (fire review not required)
- 10 - 49% (monitored Household Fire Alarm System per NFPA 72 Chapter 29, if fire deficiency)
- 50% or greater (substantial alteration)

2. FIRE AREA

Fire Area = 6285 square feet (sf) (from Fire Area Worksheet)

≥ 10000 SF Requires a NFPA 13R or 13 sprinkler system (use 13R sprinkler system as base)

3. FIRE FLOW

Hydrant ID# F4-18 or F4-20 PSI _____

Flow Required 2250 GPM @ 20 psi (from IFC table B105.1)

With Sprinkler Reduction 1125 GPM @ 20 psi (50% reduction)

Available 5598 or 500 (4795) GPM @ 20 psi (Max of 500gpm for a 2-port hydrant)

Does not meet fire flow even with sprinkler reduction (use 13R sprinkler system as base)

4. HYDRANTS

Number Required: 1 Spacing _____ Max. Frontage _____

Number Available: 2 Spacing _____ Frontage _____

Distance from all building points to a hydrant 600 or 475 (300' Max, 600' w/ Sprinklers)
 OK w/Sprinklers

5. FIRE ACCESS ROADS

- Distance from all points to access road (150'). 300
- Length provided: 160' ft.
- Width Required: 20 ($< 500' = 20, \geq 500' = 26'$)
- Width provided: $\geq 16'$ $12' - 16'$ $\leq 12'$
- Radius provided (minimum 28' inside/45' outside): Need to improve entrance ft.
- Turnaround provided: None Sub Standard Standard ? right at 150'
- Grade Provided: $< 10'$ $< 15'$ $< 20'$ $> 20'$

6. CODE ALT/DEFICIENCIES

- Distance _____
- Length _____ = Width 20' 26'
- Width Provided: _____
- 16'
- 12' - 16'
- $\leq 12'$
- Radius _____
- Turn Around
- Substandard
- None
- Grade _____
- 10' - 15'
- 15' - 20'
- Over 20'

— Driveway