

INTAKE COMMENTS CST	Reviewer	
	Email	
	Status	
	Intake #	

DATE		TIME		PERMIT #	
Project Address					
Applicant		Owner			
Scope of Work					

CITY STAFF		
CUSTOMER SERVICE TEAM (CST)	LAND USE PLANNING (LUP)	BLDG PLANS EXAMINER (BLD)
FIRE REVIEWER (FIRE)	CIVIL, SITE, UTILITIES (CIVIL)	TREES (TREE)

	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.

Formatting of Electronic Plan Set

<input type="checkbox"/>	Combine all plan sheets into one Single PDF file.								
	Include as applicable:								
<input type="checkbox"/>	Survey	<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Architectural Sheets	<input type="checkbox"/>	Structural Sheets	<input type="checkbox"/>	Civil Sheets
<input type="checkbox"/>	Add a bookmark to each sheet in the plan set. The bookmarks should indicate: The Sheet Number and The Sheet Description (i.e. A0.0 – Site Plan) For more information on how to bookmark plan sets, please click here .								
<input type="checkbox"/>	Rotate plan sheets to set to Landscape Orientation.								
<input type="checkbox"/>	Clear all comments from the Comment Pane on 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

<input type="checkbox"/>	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 the supplemental documents into a Single PDF file. For ease in uploading you may combine documents in a ZIP file.								
<input type="checkbox"/>	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"/>	Construction Management Plan				<input type="checkbox"/>	Transportation Concurrency			
<input type="checkbox"/>	Other:								

Additional Items to be Addressed Prior to Intake

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

Project Information Sheet

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 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. Signage must remain posted and visible from the public right-of-way for a period of 30 days. The City will also prepare and mail out a Notice of Application to all property owners within 300 feet of the property.
<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 19.07.060. 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 – please 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)

Peer Review

<input type="checkbox"/>	Geotechnical Peer Review is required. The Applicant shall bear the cost of this review	
<input type="checkbox"/>	Primary	<input type="checkbox"/> 3 rd Party

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"/>			

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

Impact Fees

<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.
<input type="checkbox"/> Impact Fees Do Not Apply	You may apply for an Impact Fee Deferral. Click here for the Deferred Payment Request Form

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.

Additional Information

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