

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

- 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
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- 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](#).
- Rotate plan sheets to set to Landscape Orientation.
- 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

- 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.
- 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

-
-

Item 1

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 post the Public Notice Sign. 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 19.07.160.F.2 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 19.07.160.F.2 – 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. The applicant must record the document with King County prior to permit issuance.
<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 us for information about water connection and water service installation fees. Water service work is done by the Public Works Department.

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"/>	

Item 2

Item 3

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 19.07.160. The letter or report must include one of the four statements listed in MICC 19.07.160 (B)(3) 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 Civil/Site/Utilities	Reviewer	
	Email	
	Status	
	Submittal	

Stormwater Design Requirements

Item 4

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"/>		

Item 5

Item 6

INTAKE COMMENTS PLANNING	Reviewer	
	Email	
	Status	
	Submittal	
Land Use actions Required		
<input type="checkbox"/>	Shoreline Permit	
<input type="checkbox"/>	Critical Area Review 1	
<input type="checkbox"/>	Critical Area Review 2 Pre-app Meeting Required Prior to Submittal	
<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

INTAKE COMMENTS TREES	Reviewer	
	Email	
	Status	
	Submittal	

If a box is checked, please provide the information in your next submittal

SUBMITTAL ITEMS

1. The Mercer Island Tree Inventory Form

- Provide the City's Mercer Island Tree Inventory Form

2. Arborist report/tree inventory

- Provide an Arborist report, prepared by a qualified Arborist. Include the following information in the arborist report.
- 1. Description of how the arborist meets the threshold requirements for Qualified Arborist.
 - 2. A complete description of each tree's diameter, species, critical root zone, limits of allowable disturbance, health, condition, and viability.
 - 3. A description of the method(s) used to determine the limits of allowable disturbance (i.e., critical root zone, root plate diameter, or a case-by-case basis description for individual trees).
 - 4. Any special instructions specifically outlining any work proposed within the limits of disturbance protection areas (i.e. hand-digging, air space, tunneling, root pruning, any grade changes, clearing, monitoring, and aftercare).
 - 5. For trees not viable for retention, a description of the reason(s) for removal based on poor health, high risk of failure due to structure, defects, unavoidable isolation, windfirmness, unsuitability species, etc. If there is no reasonable alternative action (pruning, cabling, etc.) possible, replacement recommendations must be given.
 - 6. Describe the impact of necessary tree removal on the remaining trees, including those in a grove or on adjacent properties.
 - 7. Describe timing and installation of tree protection measures. Such measures must include fencing and be in accordance with the tree protection standards as outlined in MICC 19.10.
 - 8. The suggested location and species of replacement trees to be used when required. The report shall include planting and maintenance specifications to ensure long term survival.
 - 9. **A Tree Inventory** containing the following:
 - a. A numbering system of all existing large trees on the property (with corresponding tags on trees). The inventory shall also include large trees on adjacent property with driplines or critical root zones extending into the property.
 - b. Tree size (diameter).
 - c. Proposed tree status (retained or proposed for removal).
 - d. Tree type or species.
 - e. Identify all Exceptional trees and differentiate between those less than 24 inches and those greater than or equal to 24 inches in diameter.
 - f. Brief general health or condition rating of each tree (i.e. poor, fair, good, etc.).

3. Site/tree retention plan

Indicate the following on all civil/utility and grading sheets. If there are no civil sheets indicate on the architectural site plan

- 1. Location of all proposed *improvements* (building footprint, access, utilities, buffers, required landscape areas).
- 2. Surveyed location of all large trees and Exceptional trees on the property
- 3. Show dripline and limits of disturbance for Large trees on site and adjacent properties if driplines extend over the subject property line.

- 4. Trees labeled corresponding to the tree inventory numbering system on the Mercer Island Tree Inventory Form, and Arborist Report.
- 5. Identify Exceptional trees using different symbols for trees less than 24 inches and trees greater than or equal to 24 inches.
- 6. Location of tree protection measures. Chain-link fence will be required for exceptional trees. Show silt fence outside tree protection measures. Do not use any x in the protection illustration.
- 7. Limits of excavation near potential saved trees (e.g. excavation limits for building foundation).
- 8. Indicate clearing limits/limits of disturbance (LOD) around all trees potentially impacted by site disturbances - grading, demolition, construction activities (including approximate LOD of off-site trees with overhanging driplines), etc.
- 9. Proposed tree status (trees to be removed or retained) noted by an 'X' for removal.

4. Replanting plan

- Provide the Replanting plan showing proposed locations of any required replacement trees.

PEER REVIEW AND CONFLICT OF INTEREST

A peer review of the tree permit application by a qualified arborist may be required to verify the adequacy of the information and analysis. **The applicant shall bear the cost of the peer review.**

The City Arborist may require the applicant retain a replacement qualified arborist or may require a peer review where the City Arborist believes a conflict of interest may exist.

For example, if an otherwise qualified arborist is employed by a tree removal company and prepares the arborist report for a development proposal, a replacement qualified arborist or peer review may be required.

ARBORIST QUALIFICATION

For tree reviews associated with a development proposal, a qualified arborist must have

- A minimum of three (3) years' experience working directly with the protection of trees during construction
- Have experience with the likelihood of tree survival after construction
- Be able to prescribe appropriate measures for the preservation of trees during land development
- ISA Tree Risk Assessment Qualification
- Your qualified arborists must have at least one (1) of the following credentials:
 - ISA Certified Arborist;
 - ISA Certified Arborist Municipal Specialist;
 - ISA Board Certified Master Arborist;
 - American Society of Consulting Arborists (ASCA) registered Consulting Arborist;
 - Society of American Foresters (SAF) Certified Forester for Forest Management Plans;

ADDITIONAL INFORMATION

Additional Information. The City Arborist or Code Official may require additional documentation, plans, or information as needed to ensure compliance with applicable City regulations.

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