

Date: 3/28/2025  
Project: Hackett – Elevator addition

## RESPONSE TO INTAKE NOTES 2503-028

### CST

1. *Please remove elevator cut sheets from plan set*  
Elevator cut sheets have been removed from plan set and are now contained in a separate file labelled **Hackett\_ELEVATOR 3-28-25.pdf**

### PLANNING

1. *Arborist report*  
It has been confirmed via email with Madelyn Nelson that an arborist report is not required.
2. *Tree inventory worksheet.*  
While not indicated on the intake notes, via the same email thread mentioned above it has been requested that we provide a Tree Inventory Worksheet. This has been included.
3. *Tree protection plan*  
All relevant trees are shown on the site plan. This addition, which is located entirely within the footprint of an existing deck has no impact on any trees. No tree protection is needed.
4. *Tree removal/replacement plan*  
There are no trees being removed or impacted in any way.

Thank you,



Matthew Mawer



## NOTICE OF INCOMPLETE BUILDING PERMIT APPLICATION

PERMIT NO.	
ADDRESS	
PROJECT NAME	
STATUS	<b>INCOMPLETE</b>

The City will not examine an incomplete application. An application is complete only when all information required has been provided to the satisfaction of the code official. The code official or building official may request additional information or studies if new information is required or substantial changes in the proposed action occur.

All application materials can be found on the City's [Permit Forms webpage](#).

**The following review disciplines require additional information to be provided to determine the application complete:**

CUSTOMER SERVICE TEAM (CST)	
LAND USE PLANNING	
BUILDING	
CIVIL	
FIRE	

See the attached documents for the full completeness analysis.

✓ Submitted: The information has been included in the application and no further information is necessary at this time.

✗ Missing: The information is required to be submitted for the application to be determined complete.

⊖ Not Required for Completeness: The information is not required for the application type or is not required for the application to be determined complete. The information may be requested by the reviewer during review of the application.

CST				
✓	✗	⊖		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development application form, signed and dated	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete Pre-Application Meeting	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Intake Screening	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project narrative / Scope of work	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development plan set, prepared to the satisfaction of the Building Official according to the formatting requirements found <a href="#">HERE</a> , including:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Combine all plan sheets into one PDF file	<input type="checkbox"/> Bookmark each sheet
			<input type="checkbox"/> Rotate plan sheets to appropriate orientation	<input type="checkbox"/> Flatten all comments and markups to clear the comments pane
			<input type="checkbox"/> Scale plan sheets to print at a minimum sheet size of 11"x17"	<input type="checkbox"/> Grayscale – readable patterns and keys in construction documents
			<input type="checkbox"/> Separate each form and supplemental document into individual PDF files	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction management plan (required if overall gross floor area is greater than 6,000 square feet OR if added gross floor area is greater than 3,000 square feet)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water meter sizing worksheet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Single Family Plan Coversheet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description, parcel number, site address	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner as Contractor Form (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Area and Valuation form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide the project valuation at the top of the permit application form. This is the estimated construction cost (labor plus materials) at the current market rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fees
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

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<b>BUILDING</b>			
✓	✗	⊖	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete construction documents required by MICC 17.14.010 which effectively describe the scope of work, use and occupancy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A complete statement of special inspection in the provided form on page 2 of the Single Family Coversheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations to support any components which require engineered design which are coordinated with the construction documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A site-specific geotechnical report which concludes that the proposal can effectively mitigate the risks of any geologic hazards
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

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<b>PLANNING</b>			
✓	✗	⊖	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplemental application forms, if applicable: <input type="checkbox"/> Shoreline Permit: <input type="checkbox"/> Critical Area Review 1 or 2 (see MICC 19.07.090 for thresholds for reviews) <input type="checkbox"/> SEPA Threshold Determination <input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Transportation Concurrency Certificate <input type="checkbox"/> Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concurrent Review Form, if applying for land use permits in addition to the building permit. See MICC 19.15.030(F) for permit reviews that may be consolidated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site development work sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot coverage, hardscape, and gross floor area calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree inventory worksheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree protection plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree removal/replacement plan

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

**From:** [Madelyn Nelson](#)  
**To:** [Matt Mawer](#)  
**Cc:** [megan@nwlifestylehomes.com](mailto:megan@nwlifestylehomes.com)  
**Subject:** Re: INCOMPLETE PERMIT APPLICATION – 2503-028 -7014 N MERCER WAY, MERCER ISLAND  
**Date:** Thursday, March 20, 2025 11:01:52 AM  
**Attachments:** [image001.png](#)

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Hello Matt,

Thank you for reaching out. I reviewed the documents provided to you and realized an error. You are correct an arborist report is not necessary as no trees are being removed as part of the proposal. However, the item below, the Tree Inventory Worksheet, will be required. Please see [this webpage](#) for all submittal requirements. The [Tree Inventory Worksheet](#) is a building permit submittal requirement that provides documentation for the existing trees on the lot. It is used to determine if a [Tree Protection Plan](#) for the addition site or staging site is necessary, among other uses. Please provide the completed form when you are submitting for the permit.

Let me know if there are additional questions.

Have a nice day,

[Madelyn Nelson](#)

Assistant Planner

City of Mercer Island – Community Planning & Development

206.275.7704 / [mercerisland.gov/cpd](http://mercerisland.gov/cpd)

Notice: Emails and attachments may be subject to disclosure pursuant to the Public Records Act (chapter 42.56 RCW).

The City of Mercer Island utilizes a hybrid working environment. Please see the City's [Facility and Program Information](#) page for City service hours of operation.

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**From:** Matt Mawer <[matt@mmerd.net](mailto:matt@mmerd.net)>  
**Sent:** Thursday, March 20, 2025 8:33 AM  
**To:** Madelyn Nelson <[madelyn.nelson@mercerisland.gov](mailto:madelyn.nelson@mercerisland.gov)>  
**Cc:** [megan@nwlifestylehomes.com](mailto:megan@nwlifestylehomes.com) <[megan@nwlifestylehomes.com](mailto:megan@nwlifestylehomes.com)>  
**Subject:** FW: INCOMPLETE PERMIT APPLICATION – 2503-028 -7014 N MERCER WAY, MERCER ISLAND

Madelyn,

Is an arborist report necessary here? Our small elevator addition takes place over the top/in place of what is currently deck space. There is no new area of disturbance outside of area that is currently house footprint or deck. No trees are proposed for removal.

This seems like an unnecessary requirement, no?  
Matt