



INTAKE SCREENING COVERSHEET

PERMIT NO.		DATE	
PROJECT ADDRESS			
APPLICANT		OWNER	
SCOPE OF WORK			

The purpose of this intake screening is to address issues that may cause delay in processing a permit prior to formal acceptance of a permit application. This intake screening includes preliminary examination of the proposed project and a review of any applicable codes. The comments provided are for information only and are not an authorization for approval of any plan or design offered by the applicant.

CITY STAFF CONTACT INFORMATION

CUSTOMER SERVICE TEAM (CST)		
LAND USE PLANNING (LUP)		
BUILDING PLANS EXAMINER (BLD)		
FIRE REVIEWER (FIRE)		
CIVIL, SITE, UTILITIES (CIVIL)		

	CST	LUP	BLD	FIRE	CIVIL
Reviewer has provided comments that are recommended to be addressed prior to building permit application submittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CUSTOMER SERVICE TEAM INTAKE SCREENING COMMENTS

Reviewer:

Email:

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Formatting of Electronic Plan Set					
<input type="checkbox"/>	Combine all plan sheets into one single PDF file.				
<input type="checkbox"/>	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, visit www.mercerisland.gov/bookmarks .				
<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, available online at www.mercerisland.gov/buildingforms				
	<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 Formal Application Submittal					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

PROJECT INFORMATION SHEET

Sign Posting and Notice of Application	
<input type="checkbox"/> REQ'D	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 REQ'D	
<input type="checkbox"/> TBD	
Seasonal Development Limitation Waiver	
<input type="checkbox"/> REQ'D	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 REQ'D	
<input type="checkbox"/> TBD	
Hold Harmless Agreement Document	
<input type="checkbox"/> REQ'D	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 REQ'D	
<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"/> 3rd Party

[Continued on Next Page]

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"/>	Fees Apply	Impact Fees apply to new development as described here . Impact fees are assessed at the rate in place at the time of permit issuance (they do not vest to the date of application). Current fees and rates can be found at www.mercerisland.gov/permit-fees .	
<input type="checkbox"/>	Fees Do Not Apply		
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"/>			

BUILDING INTAKE SCREENING COMMENTS

Reviewer:

Email:

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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
<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"/>	Rockeries
<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 and 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 Kzt 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
	Provide Retaining wall:
<input type="checkbox"/>	Calculations
<input type="checkbox"/>	Construction Details
	Provide key plans (min. 8 ½ x 11) for:
<input type="checkbox"/>	Shear walls
<input type="checkbox"/>	Gravity Framing
	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"/>	

CIVIL/SITE/UTILITIES INTAKE SCREENING COMMENTS

Reviewer:

Email:

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Stormwater Design Requirements

FIRE INTAKE SCREENING COMMENTS

Reviewer:

Email:

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Fire Sprinkler System		
<input 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 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"/>		

LAND USE PLANNING INTAKE SCREENING COMMENTS

Reviewer:

Email:

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Land Use Actions Required		
<input type="checkbox"/>	Shoreline Permit	
<input type="checkbox"/>	Critical Area Review 1	
<input type="checkbox"/>	Critical Area Review 2	
<input type="checkbox"/>	SEPA Threshold Determination	
<input type="checkbox"/>	Accessory Dwelling Unit (ADU) Permit	
<input type="checkbox"/>	Other:	
Surveys Likely Required Prior to Final Inspection		
<input type="checkbox"/>	A building height survey	
<input type="checkbox"/>	A gross floor area, lot coverage, and or hardscape survey	
<input type="checkbox"/>	A property line/setback survey	
Permit Set Drawings (checked items are missing and must be included)		
Site Plan		
<input type="checkbox"/>	Lot size and slope	Provide land use zone (R8.4, 9.6, 12, 15)
<input type="checkbox"/>	Provide site address	Indicate location of ADU and entrance
<input type="checkbox"/>	Indicate property lines and dimensions	Topo/boundary line survey
<input type="checkbox"/>	Indicate building dimensions	Provide a site plan to scale (1" = 10' minimum)
<input type="checkbox"/>	Provide a legal description	Indicate driveway length and width
<input type="checkbox"/>	Indicate building pad area (not building footprint)	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"/> Utility	<input type="checkbox"/> Ingress/Egress	<input type="checkbox"/> Other
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			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Tree Review Submittal Items			
<input type="checkbox"/>	Mercer Island Tree Inventory Worksheet		

<input type="checkbox"/>	Arborist Report / Tree Inventory
<input type="checkbox"/>	Provide an Arborist report, prepared by a qualified Arborist. Include the following information in the arborist report:
<input type="checkbox"/>	Description of how the arborist meets the threshold requirements for Qualified Arborist
<input type="checkbox"/>	A complete description of each tree's diameter, species, critical root zone, limits of allowable disturbance, health, condition, and viability
<input type="checkbox"/>	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)
<input type="checkbox"/>	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)
<input type="checkbox"/>	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
<input type="checkbox"/>	Describe the impact of necessary tree removal on the remaining trees, including those in a grove or on adjacent properties
<input type="checkbox"/>	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.
<input type="checkbox"/>	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
<input type="checkbox"/>	A Tree Inventory containing the following:
<input type="checkbox"/>	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
<input type="checkbox"/>	Tree size (diameter)
<input type="checkbox"/>	Proposed tree status (retained or proposed for removal)
<input type="checkbox"/>	Tree type or species
<input type="checkbox"/>	Identify all Exceptional trees and differentiate between those less than 24 inches and those greater than or equal to 24 inches in diameter
<input type="checkbox"/>	Brief general health or condition rating of each tree (i.e. poor, fair, good, etc.)
	Site/Tree Retention Plan
<input type="checkbox"/>	Indicate the following on all civil/utility and grading sheets. If there are no civil

	sheets indicate on the architectural site plan
<input type="checkbox"/>	Location of all proposed improvements (building footprint, access, utilities, buffers, required landscape areas)
<input type="checkbox"/>	Surveyed location of all large trees and Exceptional trees on the property
<input type="checkbox"/>	Show dripline and limits of disturbance for Large trees on site and adjacent properties if driplines extend over the subject property line
<input type="checkbox"/>	Trees labeled corresponding to the tree inventory numbering system on the Mercer Island Tree Inventory Form, and Arborist Report
<input type="checkbox"/>	Identify Exceptional trees using different symbols for trees less than 24 inches and trees greater than or equal to 24 inches
<input type="checkbox"/>	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
<input type="checkbox"/>	Limits of excavation near potential saved trees (e.g. excavation limits for building foundation)
<input type="checkbox"/>	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
<input type="checkbox"/>	Proposed tree status (trees to be removed or retained) noted by an 'X' for removal
Replanting Plan	
<input type="checkbox"/>	Provide the Replanting plan showing proposed locations of any required replacement trees.
Peer Review and Conflict of Interest	
<p>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.</p> <p>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.</p> <p>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.</p>	
Arborist Qualification	
<p>For tree reviews associated with a development proposal, a qualified arborist must have:</p> <ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • ISA Tree Risk Assessment Qualification <p>Your qualified arborists must have at least one (1) of the following credentials:</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	