

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

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INTAKE SCREENING REQUEST FORM

WHAT IS AN INTAKE SCREENING?

The Intake Screening is a screening process that occurs prior to the submittal of a building permit application. It is a mandatory step in the pre-application process for certain building permit applications. Intake Screenings are separate from the building permit application submittal.

The purpose of the intake screening is to address issues that may cause delays in processing a permit prior to formal acceptance of the permit application. All applicable plan review disciplines will examine application forms, documents, and drawings and provide written comments to the applicant. The applicant should review these comments and update their submittal documents with any items that may be required to complete the permit application package prior to uploading the building permit application to the Permit Submittal Portal.

INTAKE SCREENINGS ARE REQUIRED FOR THE FOLLOWING PROJECTS:

A.	New Construction: All new construction projects, including demo of existing structures to rebuild.
B.	Substantial Additions: Projects that result in ≥ 500 square feet additional building footprint.
C.	Projects that require Stormwater Improvements: Projects with net ≥ 500 square feet additional impervious surface
D.	Projects that alter a Critical Area or Critical Area Buffer: Critical areas include steep slope, potential slide, erosion, and seismic geologic hazard areas in addition to wetlands and watercourses. Check the Environmental Layers found on our Online Map Portal to see if your project is located near a mapped critical area.

PROPERTY INFORMATION: (All sections are required)

Site Address	Parcel No
Property Owner Information:	
Name	Phone
Address	Email
Project Contact Information:	
Name	Phone
Address	Email

PROJECT INFORMATION

Provide Brief Project Description:

HOW TO INITIATE AN INTAKE SCREENING

Step One:	<p>Upload all Application Submittal Documents (including this form) to the Mercer Island Permit Submittal Portal.</p> <p>To Log On:</p> <ol style="list-style-type: none">Navigate to the portal here: https://liquidfiles.mercergov.org/filedrop/PermitSubmittalsEnter your email addressClick the blue “Authenticate” buttonCheck your email. You will have an email from sntp.relay@mercergov.org that will contain your “Secure Token.”Enter the “Secure Token” and click the blue “Verify” button. <p>To Upload:</p> <ol style="list-style-type: none">Fill in your project Address or Parcel NumberLeave the Permit No. field blank (an application number will be assigned after you submit)Click the green “Add Files” button or drag files over to the “Drop Files Here” box.Once files are added, click the blue “Send” buttonYou will receive email confirmation that the upload is complete. Check your spam folder if you do not see the email.
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Step Two:	<p>Upon Receipt of the Submittal Documents, City Staff will schedule the Screening and Request the Intake Screening Fee via email. Payment is required prior to the Screening.</p>
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THE INTAKE SCREENING PROCESS:

1.	Applicant initiates the Intake Screening by uploading the Intake Screening Request Form and all required submittal documents for their upcoming permit application submittal to the Mercer Island Permit Submittal Portal.
2.	City Staff will then request the Intake Screening Fee via email. Payment is required prior to the screening
3.	City Staff review the electronic submittal documents. Each of the review disciplines will provide comments, as needed.
4.	Intake Screening comments are provided to the applicant via email. The comments provided are for information only and are not an authorization for approval of any plan or design offered by the applicant. The documents will be screened only one time.
5.	The applicant may then initiate the building permit application process by uploading application documents to the Permit Submittal Portal. The applicant should review and incorporate Intake Screening comments into their submittal documents.

STILL HAVE QUESTIONS FOR STAFF?

Applicants are encouraged to set up a Pre-Application Meeting prior to their Intake Screening. This is an opportunity to meet with staff via Microsoft Teams Video Conference to discuss your project. Understanding the City’s residential development standards, stormwater, tree protection, and fire access requirements early on can avoid costly re-design delays later in the project. For more information see our [Pre-Application Meeting Request Form](#).