



### Pre-Application Site Visit Request and Preliminary Application Form

Complete all sections of this form and sign where noted. Then complete a Preliminary Application and attach a site plan. Submit applications through the Seattle Services Portal, our online application system. Allow 24 hours for processing. Pay the \$192.75 + 5% technology fee online after your project number is assigned.

**NOTE:** Staff time spent more than ¼ hour will be billed per DR I-2024. Please call (206) 684-8850 for status.

**Project Site Address:**

**Project Site Owner:**

**Owner Representative:**

**Mailing Address:**

**Phone Number:**

**City, State, Zip:**

**Email Address:**

**Fax Number:**

**Project Type:**

Short Plat	Mup
Mup W/Demo	Demo
Construction	Grading

**STFI Status:**

- Ok to issue in an ECA
- Not ok to issue in an ECA

**Project Description:**

**Describe proposed excavation, fill, and other grading:** \_\_\_\_\_

**Describe proposed foundation type(s):**

**Impervious surface area has been added since 1992.**

**Project or site has an approved exemption under project number.**

**Authorization to conduct Site Visit:**

I am the (owner, owner’s authorized representative) of the above addressed property and hereby give permission to the Seattle Department of Construction and Inspections to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property’s tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

**Signed:**

**Dated:**

**Daytime Phone #:**

**Please check one of the following:**

**SDCI Project #:**

**Owner Occupied**

**Renter/Lessee Occupied**

**Vacant**

