



# RESIDENTIAL SEISMIC RETROFIT PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

**Construction Drawings – Two (2) copies (24” x 36”)**

- Annotated Project Impact “Standard Earthquake Home Retrofit Plan Set”  
or
- Engineered Building Specific Plans drawn to an architectural scale (e.g. 1/4” = 1’ minimum size)  
Foundation Plan indicating the location of replacement foundation walls, a hold down devices, anchors and attachment details including pony wall stiffening details

**Additional Documents – Two (2) copies**

Structural engineering calculations for engineered building specific plans only.

### Submittal Fee:

Annotated Project Impact Plan Set - \$204.00

Engineered Building Specific Plan – Based on valuation. See Development Handout titled “Construct Permit Fees”.

Fees effective 1/2020

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 | Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

1/2020