

# DPD APPOINTMENT TIMES

Updated May 15, 2012

DPD has added new intake appointments, so lead times are reduced and appointments are more readily available.

Staff are taking every effort to inform customers about intake appointment times and helpful permit tips, so applicants can plan and get their permit(s) as quickly and efficiently as possible.

**To schedule your next intake appointment or check for cancellations, please contact (206) 684-8850.**

**As of May 15, the next available appointment time is:**

<b>Construction Intake</b>	<b>3 weeks</b>
<b>LU Coaching</b>	<b>1 week</b>
<b>LU Intake</b>	<b>3 weeks</b>
<b>Mechanical Intake</b>	<b>1 week</b>
<b>Zoning Presubmittal</b>	<b>3 weeks</b>
<b>Construction Presubmittal</b>	<b>1 week</b>
<b>EDG Presubmittal</b>	<b>4 weeks</b>
<b>LU Presubmittal</b>	<b>1 week</b>



## Plan Ahead

Before you schedule your intake appointment, you must have completed the following steps:

- Research the project and project site and complete your submittal documents
- Submit a Preliminary Application Form and Pre-Application Site Visit Request (PASV - see DPD's website for more details)
- Receive a Preliminary Assessment Report, including the Site Visit report. *These items must be in your possession when the intake appointment occurs. Due to the extended wait times for scheduling, you will be allowed to schedule an appointment before these items have been completed.*
- Pass submittal requirements at the counter or have a preparedness rating of 80% or better as a Consistently Prepared Applicant

## Make Your Intake Appointment Count

- Be sure you have the correct number of plan sets and all required supporting forms and documents described to you at the screening step.
- Be sure the information is complete and ready for review.
- Be prepared to pay all intake fees at the time of the appointment.
- **To schedule an appointment or check for cancellations, please contact (206) 684-8850.**



To find more helpful permit tools, please visit:

[www.seattle.gov/permits](http://www.seattle.gov/permits)