

Plan Requirements:

Zoning permit applications for parking

Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for public and private off-street parking. This includes new parking spaces on open land or in a structure, modification or reconfiguration of existing parking lots or garages, and elimination of existing parking. Review the information below before submitting plans for review.

Plan sheet size and material

- Minimum Sheet Size: 11 in. x 17 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.

Acceptable drawing scales

- Architectural Scale: 1/16 in.; 3/32 in.; 1/8 in.; 3/16 in.; 1/4 in. = 1 ft. 0 in.
- Engineering Scale: 1 in. = 10 ft.; 20 ft.; 30 ft.; 40ft.; 50 ft.; 60 ft.; 100 ft.

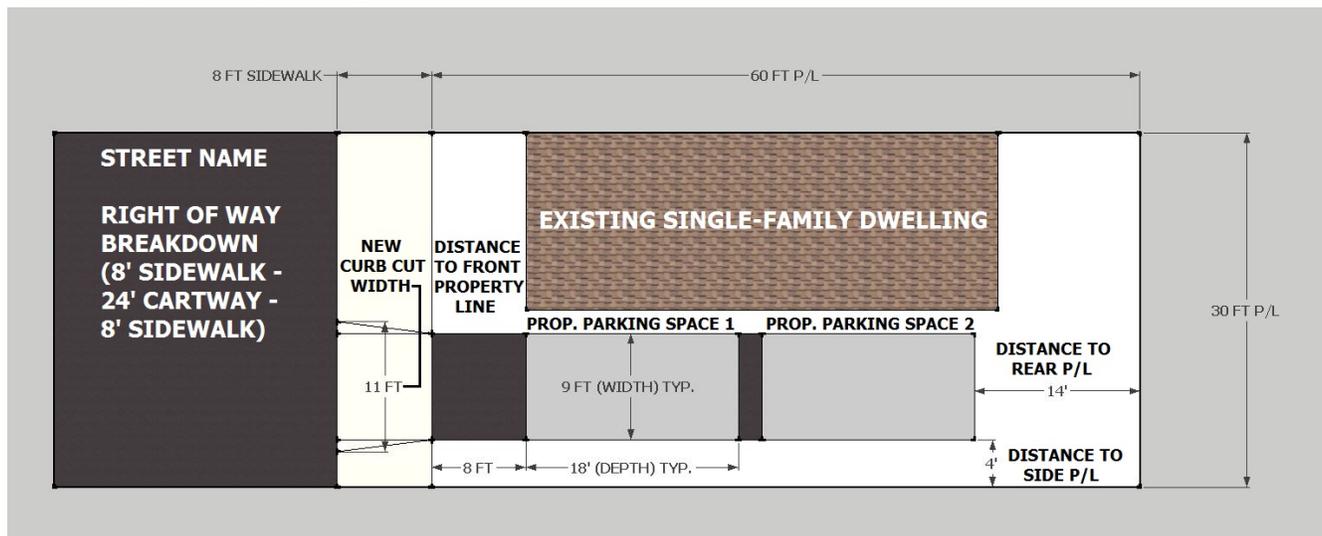
Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will not be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will not be accepted.
- Project address, zoning classifications, and summary table with parking calculation and other compliance values.
- Property lines as found in the deed's legal description with any alleyways, driveways, or easements.
- Parking space dimensions, orientation and stall types (van accessible, accessible, standard, compact, mechanical access, electric vehicle, auto-share, preferential, and reservoir spaces).
- Access aisle width for accessible stalls, where applicable.
- Driveways, aisles, grading, paving materials, landscaping, and screening measures, where applicable.
- Setbacks from all property lines, buildings, and yards.
- Curb cut locations and widths and affected streets with legal right-of-way breakdown (# FT – # FT – # FT).

Prerequisite approvals

Plans included with your zoning permit application package may require approvals from other departments or agencies.

Sample site plan for parking



L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.