

Plan Requirements:

Zoning permit applications for new construction or additions

Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for new construction, additions, partial demolition, gross floor area increases, or other changes. 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 and provide 6 hard copies with the application.
 - For additional details on filing a paper permit application, refer to the [Paper Processing Information Sheet](#).
 - For plans that will be submitted in eCLIPSE, refer to the [ePlan Submission Standard information sheet](#) for rules and limitations of creating drawing files that will be uploaded for review.

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.; 40 ft.; 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 calculated areas and other compliance values.
- Property lines as found in the deed's legal description with any alleyways, driveways, or easements.
- Building dimensions at all exterior walls, projections, and recesses.
- Decks, roof decks, roof deck access structures, balconies, fencing, accessory structures, and other features.
- Setbacks from all property lines, dimensions of yards, and other open areas.
- Height of building, roof lines, average ground level and appurtenances, parapets, or similar architectural features.
- Streets with legal breakdown, right-of-way encroachments, and curb cuts.
- Off-street parking/loading spaces, associated driveways, aisles, landscaping, screening, and bicycle parking.

Prerequisite approvals

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

Sample site plan and elevation

