

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercerisland.gov](http://www.mercerisland.gov)



## INTAKE SCREENING REQUEST FORM

### WHAT IS AN INTAKE SCREENING?

The Intake Screening is a screening process that occurs prior to the submittal of a building permit application. It is a mandatory step in the pre-application process for certain building permit applications. Intake Screenings are separate from the building permit application submittal.

The purpose of the intake screening is to address issues that may cause delays in processing a permit prior to formal acceptance of the permit application. All applicable plan review disciplines will examine application forms, documents, and drawings and provide written comments to the applicant. The applicant should review these comments and update their submittal documents with any items that may be required to complete the permit application package prior to uploading the building permit application to the Permit Submittal Portal.

### INTAKE SCREENINGS ARE REQUIRED FOR THE FOLLOWING PROJECTS:

<b>A.</b>	<b>New Construction:</b> All new construction projects, including demo of existing structures to rebuild.
<b>B.</b>	<b>Substantial Additions:</b> Projects that result in $\geq 500$ square feet additional building footprint.
<b>C.</b>	<b>Projects that require Stormwater Improvements:</b> Projects with net $\geq 500$ square feet additional impervious surface
<b>D.</b>	<b>Projects that alter a Critical Area or Critical Area Buffer:</b> Critical areas include steep slope, potential slide, and seismic geologic hazard areas in addition to wetlands and watercourses. Check the Environmental Layers found on our Online Map Portal to see if your project is located near a mapped critical area.

### PROPERTY INFORMATION: (All sections are required)

<b>Site Address</b>	<b>Parcel No</b>
<b>Property Owner Information:</b>	
<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Email</b>
<b>Project Contact Information:</b>	
<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Email</b>

### PROJECT INFORMATION

**Provide Brief Project Description:**

## PREPARE

Review and address the following items prior to submitting for Intake Screening. Respond to all prompts provided below, then sign the form to complete the required Request for Intake Screening Form.

<b>ADUs</b>	<p>If the proposal contains an Accessory Dwelling Unit (ADU) a separate Accessory Dwelling Unit application is required.</p> <p><b>Does this proposal contain an ADU?</b> <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p>
<b>BUILDING</b>	<p>Review Submittal Requirements <a href="#">here</a>. Review Construction Codes and Design Criteria <a href="#">here</a>, including site specific Wind and Kzt factors. Also consider geotechnical requirements.</p>
<b>CRITICAL AREAS</b>	<p>If the property is located within a critical area or critical area buffer, a <a href="#">Critical Area Review 1</a> or <a href="#">Critical Area Review 2</a> is typically required prior to, or concurrently with, the building permit submittal. If you have questions about this requirement, contact us prior to submitting at <a href="mailto:landuse.planning@mercerisland.gov">landuse.planning@mercerisland.gov</a> or request a Pre-Application Meeting.</p> <p>Critical areas include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Steep Slope, Potential Slide, and Seismic Geologic Hazards</li> <li>• Wetlands and Watercourses.</li> </ul> <p>Check the Environmental Layers found on our <a href="#">Online Map Portal</a> to see if the project is located near a mapped critical area.</p> <p><b>Is this project located in a critical area or critical area buffer?</b> <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p><b>If yes, how have you addressed the critical area (select one):</b></p> <p><input type="checkbox"/> <b>CAR1 Review Application (included with intake screening submittal or submitted previously)</b></p> <p><input type="checkbox"/> <b>CAR2 Review Application (included with intake screening submittal or submitted previously)</b></p> <p><input type="checkbox"/> <b>Requesting Consolidated Review of CAR1 and Building Permit</b></p>
<b>FIRE</b>	<p>Indicate existing and required Fire Systems and Fire Protection Measures on the plan set (ie: Fire Alarm Systems, Fire Sprinkler Systems, Hood Suppression Systems, Fire Access Gates, Knox Box Locations)</p> <p><input type="checkbox"/> <b>Fire systems are shown on plan</b>    <input type="checkbox"/> <b>Fire systems are TBD</b></p>
<b>SHORE-LINE</b>	<p>If this property is located within 200' of the ordinary high water mark (OHWM), a <a href="#">Shoreline Exemption</a> or <a href="#">Shoreline Substantial Development Permit</a> application must be submitted prior to, or concurrently with, the building permit submittal.</p> <p><b>Is the project located within 200 feet of the OHWM?</b> <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p>
<b>STORM-WATER</b>	<p>Review the <a href="#">Stormwater Handout</a> to understand thresholds that trigger stormwater review. Consult with a Civil Engineer to prepare a stormwater plan and report, if required.</p> <p><b>Will the project net ≥ 500 square feet added impervious surface?</b> <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p> <p><b>Will this project result in ≥ 2,000 square feet of new plus replaced hard surface area?</b> <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span></p>
<b>VACANT LOTS or CHANGE OF USE</b>	<p>If the proposal includes a new residence on a vacant lot, or otherwise increases net new vehicle trips, then a <a href="#">Transportation Concurrency Application</a> must be submitted prior to, or concurrently with, the building permit submittal.</p> <p><input type="checkbox"/> <b>A Transportation Concurrency App has been submitted.</b></p>
<b>TREES</b>	<p>A detailed tree plan is required for new construction, substantial additions, or any project that will involve work or construction staging near the driplines of trees. Review our <a href="#">Tree Submittal Checklist</a> for guidance when preparing your submittal.</p> <p><input type="checkbox"/> <b>I have provided a tree plan and related details</b></p>
<b>Signature</b>	<b>Date</b>

## HOW TO INITIATE AN INTAKE SCREENING

<b>Step One:</b>	<p><b>Upload all Application Submittal Documents (including this form) to the <a href="#">Mercer Island Permit Submittal Portal</a>.</b></p> <p><b>To Log On:</b></p> <ol style="list-style-type: none"><li>Navigate to the portal here: <a href="https://liquidfiles.mercergov.org/filedrop/PermitSubmittals">https://liquidfiles.mercergov.org/filedrop/PermitSubmittals</a></li><li>Enter your email address</li><li>Click the blue “Authenticate” button</li><li>Check your email. You will have an email from <a href="mailto:sntp.relay@mercergov.org">sntp.relay@mercergov.org</a> that will contain your “Secure Token.”</li><li>Enter the “Secure Token” and click the blue “Verify” button.</li></ol> <p><b>To Upload:</b></p> <ol style="list-style-type: none"><li>Fill in your project Address or Parcel Number</li><li>Leave the Permit No. field blank (an application number will be assigned after you submit)</li><li>Click the green “Add Files” button or drag files over to the “Drop Files Here” box.</li><li>Once files are added, click the blue “Send” button</li><li>You will receive email confirmation that the upload is complete. Check your spam folder if you do not see the email.</li></ol>
<b>Step Two:</b>	<p><b>Upon Receipt of the Submittal Documents, City Staff will schedule the Screening and Request the Intake Screening Fee via email. Payment is required prior to the Screening.</b></p>

## THE INTAKE SCREENING PROCESS:

<b>1.</b>	Applicant initiates the Intake Screening by uploading the Intake Screening Request Form and all required submittal documents for their upcoming permit application submittal to the Mercer Island Permit Submittal Portal.
<b>2.</b>	City Staff will then request the Intake Screening Fee via email. Payment is required prior to the screening
<b>3.</b>	City Staff review the electronic submittal documents. Each of the review disciplines will provide comments, as needed.
<b>4.</b>	Intake Screening comments are provided to the applicant via email. The comments provided are for information only and are not an authorization for approval of any plan or design offered by the applicant. The documents will be screened only one time.
<b>5.</b>	The applicant may then initiate the building permit application process by uploading application documents to the Permit Submittal Portal. The applicant should review and incorporate Intake Screening comments into their submittal documents.

## STILL HAVE QUESTIONS FOR STAFF?

Applicants are encouraged to set up a Pre-Application Meeting prior to their Intake Screening. This is an opportunity to meet with staff via Microsoft Teams Video Conference to discuss your project. Understanding the City’s residential development standards, stormwater, tree protection, and fire access requirements early on can avoid costly re-design delays later in the project. For more information see our [Pre-Application Meeting Request Form](#).