



**City of Seattle**  
**Department of Construction and Inspections**  
**Applicant Services**

CHRIS DAVIDSON  
 2001 Western Avenue, Ste 200  
 Seattle, WA 98121

**Re: Project# 3020338**

**Correction Notice #1**

<b>Review Type</b>		<b>Date</b>	April 27, 2017
<b>Project Address</b>	2925 E Madison St	<b>Contact Phone</b>	(206) 587-3797
<b>Contact Email</b>	cdavidson@studioms.com	<b>Contact Fax</b>	(206) 587-0588
<b>SDCI Reviewer</b>	Stephanie A Commandest	<b>Address</b>	Seattle Department of Construction and Inspections 700 5th Ave Suite 2000 PO Box 34019 Seattle, WA 98124-4019
<b>Reviewer Phone</b>	(206) 615-1707		
<b>Reviewer Fax</b>	(206) 233-2171		
<b>Reviewer Email</b>	Stephanie.Commandest@Seattle.Gov		
<b>Owner</b>	LEAP ASSOCIATES		

**Applicant Instructions**

Please see the attached flyer to learn "How to Respond to a SDCI Correction Notice".  
 If the 3-step process outlined in the aforementioned document is not followed, it is likely that there will be a delay in permit issuance and there is a potential for penalty fees.

**Corrections**

- 1** The Survey (Sheet 4 of the plan set) calls out the correct legal description. However, sheet 1 only lists a partial legal description. Please revise the legal description on sheet 1 to read:

LTS 1-5 & 19-24, BK 7, MADISON STR ADD



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## Step 1: Wait for all reviews to be completed

- You may check the status of any review at the following link:  
<http://web6.seattle.gov/dpd/permitstatus>
- All reviews must be completed before the applicant can respond, upload, or submit any correction responses.
- **Electronic Plans:** We will send correction letters to the Seattle DCI Project Portal. We will notify the primary contact for the project when all reviews in the review cycle are complete.
- **Paper Plans:** We will notify the primary contact for the project by email or phone when all reviews in the review cycle are complete and plans are ready to be picked up. Once you have been notified, pick up the plans at Plans Routing in the Applicant Service Center.

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## Step 2: Make Corrections

**Provide a written response for each item on all correction notices. We will not accept corrected plans without written responses. Include the following information for each item:**

- Describe the change
- Say where the change can be found in the plan set
- If you have not made a requested change, give a code citation or provide calculations to explain why not
- Coordinate responses to correction items among all designers, architects, engineers, and owners
- If you make voluntary changes to your plans, describe the changes you have made in your response letter

### Correct your Plans:

- Cloud or circle all changes
- You may add new sheets to the plan set if you have new information to show

### For Electronic Plans:

- Always upload a complete plan set

### For Paper Plans:

#### If you replace sheets in the paper plan sets:

- Remove the old sheets, mark them as "VOID," and include them loose at the back of each plan set
- All original sheets and plan pages must be returned to Plans Routing in the Applicant Service Center
- Insert the new sheets and staple the plan sets

#### If you make changes to the original paper plan sheets:

- Make all changes with ink (preferably red, waterproof ink). Do not use pencil to make changes
- Do not tape or staple anything to the plan sets

**Platting Actions:** Provide new copies of the survey when responding to a correction notice for a shortplat, lot boundary adjustment, or other platting action. Provide the same number of copies that were required when you submitted the project.

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## Step 3: Submit Corrected Plans

### Electronic Plans:

Upload your corrected plan set and correction response letter through your Seattle DCI Project Portal.

### Paper Plans:

Return your corrected plans and your correction response letter to Plans Routing in the Applicant Services Center.

### If you don't follow these instructions:

- **Plans Routing may not accept your corrected plans**
- **We may be delayed in starting corrected plan review, which can delay permit issuance**
- **We may charge a penalty fee**