



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

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



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.

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.

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**