



City of Seattle
 Department of Planning and Development (DPD)
 Applicant Services Center
 700 Fifth Ave., Suite 2000, P.O. Box 34019
 Seattle, WA 98124-4019
www.seattle.gov/dpd
 206-684-8850

CHECKLIST

Temporary Occupancy Permit

Project Number: _____

Event Address: _____

Event Name: _____ Event Dates: _____

Type of Occupancy: _____

Applicant Name: _____

Phone: _____ Fax: _____ E-mail: _____

Temporary Occupancy applications must include the following documents:

Required Submitted

- | | | |
|--|--|--|
| <input type="checkbox"/>

<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/> | <input type="checkbox"/>

<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/> | <p>An ASC Counter Application Form.</p> <p>A copy of the Fire Department Assembly Permit.
 Obtain this permit from the Special Events Officer at the Permit Desk, Fire Marshall's Office, 220 3rd Ave S.</p> <p>Two sets of drafted, scaled and dimensional plans with the following information:</p> <p>DPD Coversheet</p> <p>Vicinity or plot plans</p> <p>Floor Plans showing the location of the occupancy and exiting plans</p> <p>Seating plan showing the layout and aisle</p> <p>Barrier Free facilities</p> <p>Other: _____</p> <p>2013 Permit Fees payable to the "City of Seattle"</p> <p>\$362.00 minimum permit fee</p> <p>\$181.00 per hour for additional review time after 2 hours.</p> <p>\$ 4.50 Washington State surcharge</p> <p>A Health Department review is needed if there is a food related use.</p> |
|--|--|--|