Web date: 07/16/2007



PRE-APPLICATION LIMITED MEETING -**Building Services Division Request Form**

For alternate formats, call 206-296-6600.

Best to print on legal (8 1/2 x 14") paper.

206-296-6600 TTY 206-296-7217

BSD: Limited Pre-Application Meeting Request Form

Limited Pre-Application meetings are intended for those who would like to meet with a limited number of reviewers prior to preparing and submitting an application for a building permit. Limited Pre-application meetings are designed for proposals that are extremely limited in scope or very conceptual in nature where an applicant wants the feedback of only one or two DDES review disciplines. This meeting and any preparation or follow-up time will be charged at the current DDES hourly rate for each staff member **involved.** These meetings are held at the applicant's request, typically with one or two reviewers and are preliminary in nature and not intended to fulfill any mandatory pre-application meetings required for permit submittal (see KCC 20 20 030). Please complete the spaces below so that you meet with the appropriate

reviewer(s) for your q	luestions.	e the spaces below s	so that you meet with th	е арргорпате	
	(to be filled out by King County DD Pre-Application Number	ES) Reviewer(s) Assigne	ed Date Assigned	Meeting Date	
Please Print:					
Applicant Name:			Date:		
Mailing Address:			Phone: Fax: E-mail:		
Project Name and D	Description:		-		
Project Address/Location:			Parcel Number(s):	Parcel Number(s):	
Please select the re Building Issues Fire Issues Drainage Issue	Zoning/Par	es king Issues	nit two disciplines): Wetland/Stream Is: Grading Issues Other:	sues	
Questions for the re-	viowor(s):				
Questions for the re	viewei(s).				
submitted with this fo on the DDES Web sit Finance." This depos	the reviewer(s), a deposit e orm (for the current hourly ra te at www.kingcounty.gov/po sit should be submitted with en received, the appointmen	te contact Julie Kube ermits). Make check the completed forms	ota at 206-296-7245 or ks payable to "King Cou s via mail or in person.	visit Permit Fees onty Office of Once the package	
Critical Area Disclaime					

The undersigned applicant acknowledges:

- 1. That to the best of the applicant's knowledge, any critical areas on the development proposal site have not been illegally altered; and
- 2. That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.

By signing this form below, the applicant accepts **financial responsibility for all fees** associated with this action and will be mailed any refunds or invoices to the address above. The applicant also acknowledges that information provided at this meeting is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant	Print Name	Date

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206-296-6600 TTY 206-296-7217

Instructions for Limited Pre-Application

Services Available at DDES

DDES offers many free bulletins that deal with construction and land use issues, which may answer your questions. These bulletins are available:

- From the DDES Web site at www.kingcounty.gov/permits
- In the lobby at our main office in Renton
- By calling 206-296-6600 and requesting them

If you have reviewed the information in these informational bulletins and would like to meet with one or two DDES staff members, a Limited Pre-Application meeting may be the right choice for you.

A Limited Pre-Application meeting is an opportunity to sit down with one or two of our code experts to discuss your particular project. This can be useful whether if you are early in the planning stages for feasibility or almost ready to submit your application. The cost of this meeting will be charged at the current DDES hourly rate for each staff member involved. This time would apply to the meeting and also any time devoted to preparation or follow-up.

If appropriate, a Fee Quote can be requested after the Limited Pre-Application meeting for the proposal. A Fee Quote cannot be prepared as part of this application if the proposal triggers the threshold for a mandatory pre-application meeting set forth in King County Code (KCC) 20.20.030.

How is this different from the standard or more traditional pre-application meeting? A Limited Pre-Application meeting is designed to be a one-on-one, limited scope meeting versus the more traditional and more involved DDES voluntary or mandatory pre-application meeting which brings together staff from many different disciplines to work with you on your project.

If a limited pre-application is the right choice for you, complete the following checklist:

Fill out the form on the back side (page one) of this document		
Bring or mail it to:	King County DDES Attn: Julie Kubota 900 Oakesdale Ave. SW Renton, WA 98057-5212	
Include with the completed request form – two sets of the documents you wish to discuss with staff. Examples of documents would include a detailed project description and summary, proposed site plan, building plans, calculations, photographs, site reports, legal description, etc.		
A deposit in the amount equal to one hour at the current DDES hourly rate will be due prior to scheduling the limited pre-application meeting. Make checks payable to "King County Office of Finance." (For the current hourly rate, contact Julie Kubota at 206-296-7245 or visit Permit Fees on the DDES Web site at www.kingcounty.gov/permits.)		

For questions and scheduling, please contact Julie Kubota* at 206-296-7245.

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.

*If Julie is not available, please contact DDES at 206-296-6600 and request to speak to a BSD Project Manager.

Check out the DDES Web site at www.kingcounty.gov/permits

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