



**King County**

**Department of Development  
and Environmental Services**

900 Oakesdale Avenue Southwest  
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

## PRE-APPLICATION MEETING – Building Services Division Package

For alternate formats, call 206-296-6600.

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

### Building Services Division Pre-Application Package

Pre-application meetings are designed to provide applicants the opportunity to present building permit proposals to Department of Development and Environmental Services (DDES) staff prior to the actual building permit intake process. This advance discussion allows DDES staff to provide feedback and comments to applicants. This process also allows applicants to ask DDES staff questions about applicable codes, process, etc. There are five types of Building Services Division (BSD) pre-application meetings:

- **Scoping Pre-application Meetings** are designed primarily to allow DDES staff to prepare a required Fee Quote for a project that has not held an optional or mandatory pre-application meeting. This process only provides a Fee Quote and does not provide any feedback or comments on the proposal. This process is typically held for smaller commercial permits, smaller additions, minor communication facilities, etc. *(See separate 2-page form for instructions.)*
- **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. *(See separate 2-page form for instructions.)*
- **Voluntary Pre-application Meetings** are held at the applicants' request to gain better understanding of regulatory requirements that may influence the project design. This conceptual meeting may be very preliminary in nature and is not intended to fulfill the required mandatory pre-application meeting needed prior to permit application submittal. *(See Page 3 of 9 for details)*
- **Mandatory Pre-application Meetings** are held prior to permit submittal for all permits that are required to have a mandatory pre-application meeting (per KCC 20.20.030). This pre-application meeting is designed to resolve issues that might keep an application from being declared complete or from meeting the 120-day permit processing timelines. *(See Page 3 of 9 for details)*
- **Consolidated Pre-application Meetings** can be either voluntary or mandatory and are designed for proposals that need to address both building permit review issues and land use permit review issues into one meeting. *(See Page 3 of 9 for details)*

#### QUICK CHECKLIST OF ITEMS TO BE COMPLETED BY THE APPLICANT

- Schedule submittal drop-off appointment with Julie Kubota at 206-296-7245.
- \$700.00 deposit check made payable to "King County Office of Finance" and the completed Pre-Application Meeting Request form (see page 2 of 9).
- Site plans, building plans, detailed written proposals, site reports, agendas, calculations, photographs, etc. for each discipline requested on page 2 plus two additional copies.
- Completed and signed [Affidavit for Application](#) Form.
- Completed and signed Right-of-Entry (see page 8 of 9).
- Completed and signed Field Investigation Delay Request (see page 9 of 9) [if applicable].

**SCHEDULE AN APPOINTMENT TO SUBMIT YOUR COMMERCIAL AND/OR RESIDENTIAL  
PRE-APPLICATION PACKAGE WITH JULIE KUBOTA AT 206-296-7245.**

#### NOTICE: FEES FOR PRE-APPLICATION MEETINGS

King County Ordinance Number 13664 (KCC 27.06.010) requires Department of Development and Environmental Services (DDES) to charge the current DDES hourly rate for each staff member involved in pre-application reviews, pre-application meetings and any follow-up work. **A minimum advance deposit of \$700.00 is required.**

Check out the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)



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**BUILDING SERVICES DIVISION  
PRE-APPLICATION MEETING REQUEST FORM**

I am interested in receiving FREE information and design assistance regarding compliance with Green Building and/or Low Impact Development. King County will contact the applicant and agent noted below.

Please Indicate if Pre-Application Meeting is:

Voluntary

Mandatory

*Consolidated option with one of the above*  
(Request for staff from Land Use Services Division)

Pre-Application Number:  
(to be filled out by King County DDES)

Project Name:	Date:
Applicant Name:	Agent Name:
Applicant Address:	Agent Address:
Applicant Phone:	Agent Phone:
Applicant Fax:	Agent Fax:
Applicant E-mail Address:	Agent E-mail Address:
Project Description:	
Project Address/Location:	Parcel Number(s):

All pre-application requests require submittal of an agenda (topics, questions, issues, etc.), drawings, project document and indication of issues to be discussed (check applicable boxes below). Please submit enough copies of the agenda, drawings and project documents for each person (checked box below) requested to attend the meeting, **along with two additional copies**. Please note that a minimum of the first five boxes must be checked for all mandatory pre-application meetings (check additional boxes as necessary for the proposal).

- Building Issues:** Building/Mechanical (HVAC)/Energy/Barrier-Free
- Fire Issues:** Fire Protection/Fire Flow/Fire Access/Sprinklers/Alarms/Hazardous Material
- Site Issues:** Drainage/Site Development/Flood Plains
- Site Issues:** Traffic/Road Access/Road Improvement/Parking Layout
- Site Issues:** Zoning/Landscape/Parking Count/Commercial Site Development Permit
- Land Use Permits:** Conditional Use/Rezone/Zoning Variance/Shoreline
- CAO/GEO Issues:** Landslide/Seismic/Coal Mine/Erosion/Steep Slopes
- CAO/Wetland Issues:** Streams/Wetlands
- Grading Issues:** Grading/Site Development
- SEPA Issues:** Environmental Concerns/Check List/Off-Site Improvements
- Health:** Septic/Well/Commercial Kitchen/Pool
- Field Check:** Field investigation and field check report
- Other (Specify):** \_\_\_\_\_



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A **Voluntary Pre-application Meeting** is one that is held at the applicant's request to gain better understanding of regulatory requirements which may influence the project design. This meeting may be very preliminary in nature and is not intended to fulfill any required mandatory pre-application meeting needed prior to permit application submittal. The applicant is free to choose as many or as few review disciplines as they feel necessary to discuss the desired topics that may help refine their proposal. See also the [BSD Review Discipline Descriptions](#) form to help choose review disciplines.

A **Mandatory Pre-application Meeting** is one that is held prior to permit submittal for all permits that are required to have a pre-application meeting per the requirements of King County Code (KCC) 20.20.030. A mandatory pre-application meeting generally requires a higher level of plan detail and reports than a voluntary pre-application meeting. This pre-application meeting is designed to resolve issues that might keep an application from being declared complete or from meeting the 120 day permit processing timelines. The first five boxes on Page 2 of 9 must be selected as a minimum and additional boxes can be selected as necessary to discuss the full scope of the proposal.

At a mandatory pre-application meeting, King County DDES reserves the right to have present all staff that is considered to be essential to the review and processing of your permit application. We will attempt to honor your request in focusing on the issues and staff you have identified. Depending on the complexity of your proposal and the level of information provided, staff may recommend that additional sessions be held. These sessions would focus on specific issues and to assist in making sure that your permit submittal addresses all issues raised during the pre-application meeting.

A **Consolidated Pre-application Meeting** can be either voluntary or mandatory and is held when an applicant is requesting consolidated review of both a building permit application and a land use permit application (conditional use permit, shoreline permit, rezone permit, or zoning variance). Land Use Services Division requires pre-application meetings for certain types of land use permits and this consolidated pre-application meeting may eliminate the need for additional Land Use Services Division pre-application meetings. If you are going to request consolidated processing, it is important to identify all of the aspects of your permits that you wish the pre-application meeting to cover. This is particularly important when there are multiple parts to a project so that all staff understands the scope of the project and what changes may impact other reviews. **Consolidated Pre-application Meetings are scheduled and arranged by the Building Services Division.**

Indicate those members from your team that will attend the meeting:

DISCIPLINE	NUMBER ATTENDING	WILL NOT ATTEND
Applicant		<input type="checkbox"/>
Architect		<input type="checkbox"/>
Civil Engineer		<input type="checkbox"/>
Developer		<input type="checkbox"/>
Geotechnical Consultant		<input type="checkbox"/>
Landscape Architect		<input type="checkbox"/>
Legal Consultant		<input type="checkbox"/>
Property Owner		<input type="checkbox"/>
Structural Engineer		<input type="checkbox"/>
Traffic Engineer		<input type="checkbox"/>
Wetlands/Stream Consultant		<input type="checkbox"/>
Others:		<input type="checkbox"/>
<b>Total Number Attending</b>		



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## PRE-APPLICATION MEETING FEES AND SCHEDULING INFORMATION

### FEES:

King County Ordinance Number 13664 requires Department of Development and Environmental Services (DDES) to charge the current DDES hourly rate for each staff member involved in pre-application reviews, pre-application meetings and any follow-up work. A minimum advance deposit fee of \$700.00 will be required to schedule a pre-application meeting.

Please note that the deposit of \$700.00 covers approximately 5 hours of total staff time. Any staff time spent beyond that 5 hours will be invoiced at the current DDES hourly rate to the applicant (the financially responsible party on the Affidavit of Application Form).

### TO SCHEDULE A MEETING:

1. Complete a Pre-Application Meeting Request Form
  - a) Applicant's name, address and telephone number
  - b) Description of project
  - c) Address of project **and Parcel Number(s)**
  - d) Provide number of people attending meeting from your design team (see page 3 of 9).
2. Provide a meeting agenda, detailed written proposal, drawings, reports (Technical Information Report, Geotechnical Report, Structural Calculations, etc.) and any other related project documents. Submit enough copies for each person requested to attend the meeting plus two additional copies. **This material must be submitted at the time of making your Pre-application meeting request to DDES Building Services Division.**
3. A field investigation of the site is typically done by DDES Building Services Division as part of the mandatory pre-application process. This field investigation can be requested as part of the voluntary pre-application process. The investigation and the subsequent field check report will be charged at the hourly fee noted above. Additionally, individual reviewers requested on Page 2 of 9 may visit the site as part of their review in order to provide you with comprehensive information at the Pre-application meeting.
4. Schedule an intake submittal appointment in advance with Technical Screening Team Support Staff to submit the completed Pre-Application Request Form and supporting documentation in person at 900 Oakesdale Avenue Southwest, Renton, WA. **Applicable pre-application fees will be charged at the current DDES hourly rate for each staff member involved in pre-application activities, including time spent for: research, plan review, meetings and any follow-up work (e.g. faxed documents, meeting notes, telephone calls, etc.).** All checks must be made payable to: "King County Office of Finance." Please note the neither DDES BSD voluntary or mandatory pre-application packages can be submitted via mail and must be submitted in person at a scheduled appointment.
5. A meeting date and time will be arranged during your submittal appointment with Technical Screening Team Support Staff. Pre-application meetings are scheduled at least two weeks from the date of submittal in order to provide review staff with adequate time to prepare for the meeting. Incomplete submittal packages will result in a delay in scheduling the meeting and may result in the return of the entire submittal package for resubmittal by the applicant when complete.

**Additional information regarding BSD pre-application meetings can be secured by contacting Julie Kubota at 206-296-7245 or visiting the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).**



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## **BUILDING SERVICES DIVISION PRE-APPLICATION MEETING REQUIREMENTS**

The purpose of this information is to provide a composite list of required and suggested design criteria for a pre-application meeting in preparation for filing a **complete** permit application. For detailed requirements for submitting a permit application, please refer to the "DDES Customer Information Bulletins" located in the "Main Lobby" on the 1st floor of the Department and Development and Environmental Services (DDES) building, 900 Oakesdale Avenue Southwest, Renton, Washington.

Review staff will provide written notes for applicant use during the pre-application meeting and the chair of the pre-application meeting will discuss the DDES permit process. After a mandatory pre-application meeting, the chair will be available prior to the applicant's permit intake appointment to discuss submittal requirements. The chair of the mandatory pre-application meeting will generate a preliminary Submittal Checklist for the applicant's use for the permit intake appointment. The chair of a mandatory pre-application meeting will also generate a Fee Quote which will be required to schedule a building permit intake appointment.

**Submittal of requested information for a pre-application meeting does not vest the proposed site and/or building design.** Pre-application reviews are based on the information available at the time of the review. If additional information becomes available during review of a building or commercial site development permit application, additional conditions or studies may be required. **Information presented at or required as a result of the pre-application meeting shall be valid for a period of 180 days following the pre-application meeting.**

### **SUBMITTAL REQUIREMENTS FOR PRE-APPLICATION MEETINGS:**

Each level of pre-application meeting requires a minimum amount of information in order for staff to review the materials. If the minimum amount of information is not submitted then staff will not be able to adequately review the submittal and thus the pre-application may not be beneficial to the applicant. Regardless of the level of the pre-application meeting, the more information that is submitted and the greater detail that is provided will allow DDES staff to provide better feedback and comments. Below are the minimum requirements for each level of Building Services Division Pre-application meeting. Please provide the following information for your selected level of pre-application meeting:

#### **REQUIRED IN ALL PRE-APPLICATION PACKAGES**

- The name of the project.
- The names, addresses, telephone numbers, fax numbers, and e-mail addresses of the owner, agent, architect and/or engineer of record. **Indicate who is the agent to be contacted for questions.**
- A detailed description of the proposal including final land ownership objectives (separate lots, condominiums, etc.).
- The location of the property (i.e. address, assessor mapping, cross street(s), etc.).
- Any prior or pending pre-application meeting(s).
- All of the parcel number(s) for the site.
- The current zoning of the project site and the zoning of any adjacent parcels.
- Any other Land Use permits or actions that are pending or proposed affecting this application or that have been issued affecting this application, including rezones, conditional use permits, variances, shoreline master development permits, grading permits, plats, short plats, other pre-application meetings, or lotline adjustments. **Provide the application file number.**
- Any existing recorded easements that affect the property, (i.e. ingress, egress, utilities or drainage), as depicted on the assessor's map and/or legal survey.



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## REQUIRED IN VOLUNTARY AND MANDATORY PRE-APPLICATION PACKAGES

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- The area, in square feet or acres, of the project site.
- Calculation of the area of the parcel is currently in native vegetation and what percentage of the parcel will be built out
- For schools and daycare facilities note the number of anticipated students and staff.
- A site plan that includes a marker showing the direction of North.
- The location of existing and proposed fire department access roadways (fire lanes).
- Be prepared to discuss the core requirements and special requirements of the Surface Water Drainage Manual.
- For additions or modernizations, distinguish the new from the existing, both in plan view and in square footage calculations, and include site/building history (e.g., prior name/use/any related building permit numbers).

## REQUIRED IN MANDATORY PRE-APPLICATION PACKAGES

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- A site plan that includes the location, identification and dimension of all existing buildings, structures (i.e. rockeries, retaining walls, underground vaults), property lines, streets, alleys, easements, septic tank, drainfield, wells (including those located within 100-feet of property lines), etc. Indicate the level of improvement of all adjacent public rights-of-way.
- If your project was covered under a prior SEPA determination, please provide copies of the determination or copies of an impact statement if one was prepared.
- A vicinity map (drawn to approximately 1" = 2,000' scale) on the site plan showing sufficient detail to clearly locate the project in relation to arterial streets, natural features/landmarks and municipal boundaries.
- Boundary and topographic survey.
- All existing and proposed buildings with projections and roof overhangs shown, as well as covered breezeways and covered pedestrian walkways. Distinguish graphically between proposed vs. existing buildings.
- The location of required means of egress discharge walkways to the public way or parking aiseways.
- The location of required barrier-free walkways to site facilities, primary building entrances, barrier-free parking spaces and site entrance (reference WAC 51-30).
- Buildings scheduled for demolition or removal are to be indicated on the plan. Refer to Customer Information Bulletin #3, "Demolition Permits," for specifics on demolition and removal of buildings.
- Location of wetlands, streams, steep slopes, any known hazard areas (i.e. flood, erosion, landslide, seismic, volcanic or coal mine) and their required buffers and Building Setback Boundary Line (BSBL).
- All existing and proposed contours (preferably at 5 foot intervals), including property corners and access easements from a current assessor's map.
- The existing edge and width of the pavement of any adjacent roadways and all existing and proposed off-street parking facilities, loading areas, aisle-ways, driveway approaches, curbing, sidewalks, street channelization; indicate types of surfaces, etc.
- The existing vegetation in general, identifying the approximate location and size of all significant trees. Note whether these trees are to remain or to be removed.
- The type and width of landscaping proposed along streets, property lines, and within parking areas.
- The location of proposed and existing watermains, valves, and fire hydrants (reference King County Ordinance 5828 for regulations pertaining to fire flow and distribution).
- The location of any play areas and athletic fields (including bleachers).
- The location of recycle/storage areas (reference King County Code 21A.14.210).
- The location of fuel storage tanks.
- Geotechnical (soils) report.



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*Required in Mandatory Pre-Application Packages (continued)*

- Available soils or wetlands consultant reports, photographs, or surveys which may be used for a critical areas evaluation of the site.
- Wetland evaluation and delineation report.
- A brief description of the proposed and existing storm drainage conveyance system and retention/detention facilities, as well as storm drainage drawn on the site plan.
- Technical Information Report (surface water).
- A breakdown of the total impervious area of the site by sub-basin(s) and note the amount of new impervious area being developed. Include any area on the right-of-way being developed or improved. Identify total new impervious surface area subject to vehicular use.
- The number of existing, required, and proposed parking stalls located on the property; include calculations for how the required number was determined. Note the location of barrier-free accessible parking spaces and van barrier-free accessible parking spaces on the site plan (reference King County Code 21A.18, IBC Chapter 11, and ICC/ANSI A117.1).
- For school projects please note school attendance boundaries, walking/bicycle routes, and potential traffic increases from proposed additions/playfields.
- Show and identify driveways or streets, in vicinity, on the opposite side of the access street.
- Detailed and dimensioned floor plans.
- All rooms and areas properly identified by their use.
- Detailed description of all rooms and areas where hazardous materials are stored/handled/used.
- Occupancy classification(s).
- Type(s) of construction.
- State whether new and existing buildings have fire protection systems (e.g. sprinkler, fire alarms).
- Building area (include a code analysis sheet with a proposed vs. allowed area tabulation).
- Elevation views of building (story vs. basement) dimensioned and identified. Building height.
- Location of fire walls, fire barriers, and fire partitions.
- Location of exterior walls of buildings with respect to the property lines or other adjacent building(s) on the proposed site.
- Means of egress (exiting) design.
- Barrier-free accessibility and accessible means of egress design (reference IBC Chapter 11 and ICC/ANSI A117.1 for accessibility in general and IBC Section 1007 for accessible means of egress).
- Number and location of existing and proposed plumbing fixtures.
- Type and location of any food service.
- Detailed layout of food service establishment including, but not limited to: kitchen sinks, equipment, finishes, etc.
- Certificate of Water Availability (flow test or calculation required for fire flow availability).
- Septic as-built.
- Approved Site Application from the Health Department if on-site sewage disposal proposed (this may require King County Sewage Review board approval).
- Residential density calculation form for residential and mixed use projects.
- Be prepared to briefly discuss compliance with Washington State Energy Code.
- A summary of hazardous materials, listed by classification/quantity/container size (include material location within the building and whether materials are stored, handled and/or used). Two copies of summary required.
- A schedule of construction phasing, note if existing buildings will be occupied during construction.
- Heights of any proposed retaining walls and/or rockeries.



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**OPTIONAL FOR ALL PRE-APPLICATION PACKAGES**

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- A completed SEPA environmental checklist, unless your project is categorically exempt.
- Type and location of garbage service.
- Downstream analysis at least 1/4 mile from the site.
- Available traffic studies or, at minimum, trip generation projections from proposed project and distribution at access point(s).

**OTHER BULLETINS THAT MAY BE HELPFUL (THESE MAY BE FOUND ON THE KING COUNTY DDES WEB SITE AT: [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) OR AT THE DDES LOBBY INFORMATION CENTER):**

- DDES Customer Information Bulletin 8 – Commercial & Multifamily Building Permits
- DDES Customer Information Bulletin 13 –Fire System Permits
- DDES Customer Information Bulletin 19A – Zoning Code: Irrigation System Requirements
- DDES Customer Information Bulletin 21 – Critical Areas Review
- DDES Customer Information Bulletin 22 – Zoning Code: Landscaping Requirements
- DDES Customer Information Bulletin 24 – On-Site Recreation
- DDES Customer Information Bulletin 28 – Clearing and Grading Permits
- DDES Customer Information Bulletin 29 - Drainage Review
- DDES Customer Information Bulletin 31 - Right-of-Way Use
- DDES Customer Information Bulletin 34A - Road Variances
- DDES Customer Information Bulletin 34B – Surface Water Design Manual Variances or Adjustments
- DDES Customer Information Bulletin 36 – Mechanical Permits
- DDES Customer Information Bulletin 40 – Financial Guarantees
- DDES Customer Information Bulletin 42 – Laws and Rules Governing Building and Development
- DDES Customer Information Bulletin 45A – Zoning Code: Recyclables

**RIGHT OF ENTRY**

Property Owner

Signing and submitting this application authorizes DDES staff to access and inspect the subject property at any reasonable time for the purpose of permit review, inspection, and enforcement through the completion of this permit.

Applicant (Not Property Owner)

The applicant has been granted authority by the property owner to sign as his/her proxy authorizing DDES staff to access and inspect the subject property at any reasonable time for the purpose of permit review, inspection, and enforcement through the completion of this permit.

Signature of Property Owner/Applicant

Print Name

Date





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**FIELD INVESTIGATIONS FOR PRE-APPLICATION MEETINGS**

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DDES Building Services Division staff will prepare a field report for all pre-application projects prior to meeting with the applicant (unless a field report has already been done for a site within 180 days of the meeting date). This field report provides preliminary site information regarding the project site that is useful for staff to provide feedback to the applicant on the proposed project. Applicants may request a delay of this field report for the voluntary pre-application meeting if the proposed project is still in the conceptual stages (see delay request below), though a field report may help to refine a conceptual project. If a field report is delayed for a voluntary pre-application meeting then it will be required to be done prior to the mandatory pre-application meeting.

**FIELD INVESTIGATION DELAY REQUEST**

*(for Voluntary Pre-Application meetings only)*

I would like to request at this time that the field investigation of the site not be done during the voluntary pre-application process. I understand that before the Mandatory Pre-Application meeting a field investigation will be done, and I will be charged the current DDES hourly rate for the investigation and subsequent field check report.

Signature of Applicant or Agent

Print Name

Date

Check out the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)