



King County
Department of Development and Environmental Services
 900 Oakesdale Avenue Southwest
 Renton, WA 98057-5212

PRE-APPLICATION LIMITED MEETING - Building Services Division Request Form

For alternate formats, call 206-296-6600.

206-296-6600 TTY 206-296-7217

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

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 questions.

<i>(to be filled out by King County DDES)</i>			
Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date

Please Print:

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

Please select the review discipline(s) you wish to discuss (limit two disciplines):

- | | | |
|---|---|---|
| <input type="checkbox"/> Building Issues | <input type="checkbox"/> Traffic Issues | <input type="checkbox"/> Wetland/Stream Issues |
| <input type="checkbox"/> Fire Issues | <input type="checkbox"/> Zoning/Parking Issues | <input type="checkbox"/> Grading Issues |
| <input type="checkbox"/> Drainage Issues | <input type="checkbox"/> Geotechnical Issues | <input type="checkbox"/> Other: _____ |

Questions for the reviewer(s):

Prior to meeting with the reviewer(s), a deposit equal to one hour at the current DDES hourly rate shall be submitted with this form (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). Make checks payable to "King County Office of Finance." This deposit should be submitted with the completed forms via mail or in person. Once the package and deposit have been received, the appointment to meet with the appropriate reviewer(s) will be scheduled.

Critical Area Disclaimer:

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

