



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 SCOPING MEETING -
 Building Services Division Request Form**

For alternate formats, call 206-296-6600.

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

BSD: Scoping Pre-Application Meeting Request Form

The Scoping Pre-Application process is intended solely to allow DDES staff to review a commercial building permit proposal in order to prepare a Fee Estimate prior to permit intake. A Fee Estimate is required to schedule a commercial building permit intake appointment (excluding mechanical permits, tenant improvement permits, and sign permits). This Fee Estimate provides the applicant with a predictable fee amount and submittal requirements to be submitted at permit intake. This process does not provide any feedback or comments from DDES staff on the building permit proposal.

If a Fee Estimate has not been provided to you by a DDES Project Manager for your commercial building permit (excluding mechanical permits, tenant improvement permits, and sign permits) at a prior mandatory, voluntary, or limited pre-application meeting and you are not seeking any feedback on your proposal, then you will need to follow this scoping process in order for a Fee Estimate to be prepared. **This process and any preparation or follow-up time will be charged at the current DDES hourly rate for each staff member involved.** Please see the reverse side of this form (page two) for further details regarding BSD Scoping Pre-Application process. Please complete the spaces below to provide the DDES Project Manager with basic information about your project in order to start the Fee Estimate process.

(to be filled out by King County DDES)

Pre-Application Number	Project Manager Assigned	Date Assigned

Please Print:

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

Additional relevant information for the DDES Project Manager:

Prior to or at the time of submittal of the BSD Scoping Pre-Application package, 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](http://www.kingcounty.gov/permits) on the DDES Web site at www.kingcounty.gov/permits). Make checks payable to "King County Office of Finance." This deposit may be done by mail or in person.

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
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Instructions for Scoping Pre-Application

The scoping pre-application process is an opportunity for DDES staff to review a commercial building permit proposal in order to prepare a Fee Estimate. This Fee Estimate is required in order for you to schedule a commercial building permit intake appointment. Without an approved Fee Estimate prepared by a DDES Project Manager, you will be unable to schedule an appointment to submit a commercial building permit (excluding mechanical permits, tenant improvement permits, and sign permits). This process does not provide any feedback or comments on your proposal from DDES staff (if you would like feedback and/or comments on your proposal then you may want to explore the option of having a limited or voluntary pre-application meeting). The cost of this process will be charged at the current DDES hourly rate for each staff member involved. This review time applies to any time devoted to preparation and/or follow-up work.

How is this different from the standard or more traditional pre-application meeting? The scoping pre-application process is generally intended for projects that do not meet the threshold for a required mandatory pre-application meeting (per KCC 20.20.030) during which a Fee Estimate is normally prepared and projects not seeking any feedback prior to permit intake. Generally this includes smaller commercial permits, smaller multifamily projects, smaller additions, minor communication facilities, etc. that do not have a BSD voluntary or mandatory pre-application meeting. This scoping process may also be needed when insufficient information was available at a previous pre-application meeting to prepare a Fee Estimate.

If you need this scoping pre-application process for a Fee Estimate, complete the following checklist::

<input type="checkbox"/>	Fill out the form on the back side (page one) of this document.
<input type="checkbox"/>	Bring or mail it to: King County DDES Attn: BSD Project Manager 900 Oakesdale Ave. SW Renton, WA 98057-5212
<input type="checkbox"/>	Include with the completed request form one set of the documents you intend to submit at your building permit intake appointment. Examples of documents might include building plans, civil plans, site plan, Technical Information Report, Traffic Study, Geotechnical Report, photographs, site reports, etc. DDES reserves the right to request corrected, detailed plans and/or additional materials before completing a Fee Estimate if the materials submitted by the applicant are inconsistent with the requirements stated in DDES Customer Bulletin Number 8.
<input type="checkbox"/>	Completed Pre-Applications: BSD Commercial Building Permit Fee Quote Information form.
<input type="checkbox"/>	A deposit in the amount equal to one hour at the current DDES hourly rate will be due at pre-application package submittal. 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 .)

After your Scoping Pre-Application information and deposit (see checkboxes above) are submitted via mail or to the Cashier's Office at our main office in Renton, a DDES Project Manager will be assigned to your project and will send the completed Fee Estimate for your proposal to your attention.

For questions, please contact:	David Sandstrom	at 206-296-7184
	Sherie Sabour	at 206-296-6786
	Gary Downing	at 206-296-6737

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

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

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.

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