

M Pre-application Meeting **aster Requirement GEN 108**

Purpose

To assist owners in confirming key environment, engineering and building requirements prior to making a building permit application.

Background

Applications for building permits are subject to extensive environment, engineering and building requirements. These requirements may impact the size, shape and siting of a proposed project. In order to assist owners in determining all factors that may affect a project the District has implemented several initiatives including developing a comprehensive Master Requirements List (MRL) which sets out to define all District requirements.

During a Pre-Application meeting the Plans Reviewer will review the *Building Permit Requirements Questionnaire* with the applicant to determine which Master Requirements are applicable. There may be cases where the Plans Reviewer will complete a Request for Service for inspectors to do a site visit to determine requirements.

Typical examples of the need for a *Pre-Application* meeting are:

- the proposed work will encroach closer to a stream or top of bank than existing structures
- the proposed work is below the top of bank or in the stream channel
- the applicant does not have the existing water, sanitary and sewer locations and invert elevations
- the work is proposed on a steeply sloping site

Applicants are encouraged to complete the *Building Permit Requirements Questionnaire* and meet with a Plans Reviewer early in the design process in order to confirm all District requirements.

Requirements

Content:

Timing: In order to avoid delays and costly revisions to plans the *Building Permit Requirements Questionnaire* should be completed as early in the design development phase as possible. The need for a *Pre-application* meeting will be determined upon completion of the Questionnaire and consultation with the Plan Reviewer.

Owner: Complete the *Building Permit Requirements Questionnaire* and meet with a Plan Checker to confirm all MASTER Requirements.

Related Requirements/Documents/Forms

Building Permit Requirements Questionnaire

Contacts

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