Pre-application Meeting

Master 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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