City Of Seattle
Department of Planning and Development
www.seattle.gov/dpd

Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Email: dpd_asc_support@seattle.gov
Phone: 206-684-8850
Fax: 206-233-7866
TTY: 7-1-1 or 206-233-7156

Construction Pre-submittal Conference Information

Before attending a pre-submittal conference, you should have a working knowledge of all applicable codes and their requirements and during the conference present any issues within the context of the code. Pre-submittal conferences do not serve as a substitute for basic understanding of the codes (some exceptions apply). We are not responsible for the identification of issues not raised by you. The Pre-submittal conference is not a replacement for the plan review process.

Prior to the Pre-submittal conference, you are expected to:

- Submit the attached Pre-submittal application, along with your payment.

  Your pre-submittal fees are a minimum of $285.00 (for the first 1.5 hours of staff time). Hours in excess of the 1.5 hour minimum fee will be billed to the applicant. **Note:** Additional fees apply based on the complexity of the project and the time and amount of meetings the project needs. These fees are assessed on an hourly basis.

  Exception: High Rise / Atrium projects your conference lead will inform you of fees due and due date.

  The initial fees are required for all conferences and **must be paid before or at the time your meeting is scheduled**. Conferences will not take place without verification that all required fees are paid.

  Submit an original Statement of Financial Responsibility form along with your Construction Pre-submittal Conference Application.

Once scheduled, a letter will be sent confirming meeting date, place and time.

At the Pre-submittal conference, you are expected to:

- State any concerns or issues that may not comply with the Building Code and provide a rational justification for approval of an alternative.
- Provide additional plan and elevation drawings as is necessary clearly presenting the issues of your proposal that need interpretation, clarification, and/or feedback.
- Provide as much of the following site design information, if applicable to your project, as possible:
  - Available soils or wetlands consultant reports, photographs, or surveys which may be used for an environmentally critical areas evaluation of the site.
  - A breakdown of the total impervious area of the site with a note indicating the amount of new impervious area being developed. Include any area in the right-of-way being developed or improved.

After the Pre-submittal conference, you are expected to:

- E-mail the draft meeting minutes in Word format to all City staff represented at the conference for their final comments and approval.

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Construction Pre-submittal Conference Application

Date: _____

CONTACT INFORMATION

Project Number: _____
Project Address: _____
Contact Person for this project: _____
Contact Address (include zip): _____
Phone No: _____ Fax No: _____
Email: _____

How many persons will be attending conference? _____
Project Architect/Firm (if applicable): _____

APPLICATION TYPE

Check the box which most closely describes the type of questions you would like to address:

☐ **Construction Only Pre-submittal Conference:** An in-depth conference which primarily addresses specific issues as they relate to the technical aspects of the Building Code. Subject matter experts on the fire code, energy code, and geotechnical issues may also attend or have input. Specific questions must be submitted as part of the pre-submittal application along with the code citation. Conditions or alternatives may be approved, documented, and incorporated into the application package. Land Use and other City departments experts, will not be invited to attend this meeting.

- ☐ **Energy / Mechanical Questions?** If all questions are related to energy/mechanical please select Energy / Mechanical Pre-submittal Conference option below.
- ☐ **Geotechnical Questions?** If all questions are related to geotechnical issues, a Geotechnical Coaching Appointment is needed instead of a construction pre-submittal conference. Please see our Request for Paid Coaching Appointment form.

☐ **Energy / Mechanical Pre-submittal Conference:** An in-depth conference which will primarily address technical issues of the energy code and or mechanical code. Applicants who intend to comply with the energy code by other than the prescriptive requirements of the code are highly encouraged to discuss their approach with one of our technical experts prior to application submittal.

PROJECT INFORMATION

Is this a high-rise or atrium project?	☐ Yes	☐ No
Do you have any questions regarding substantial alteration triggers?	☐ Yes	☐ No
Does this project include demolition of any existing structure?	☐ Yes	☐ No
Is there new construction or remodel, or both?	☐ New	☐ Remodel
Will you be requesting phasing of this project	☐ Yes	☐ No
Is this project over 50,000 sf. Or is it expected to use a larger Amount of electrical usage?	☐ Yes	☐ No
Will you be pursuing green certification for your proposal such as BuiltGreen or LEED?	☐ Yes	☐ No

Identify any existing project numbers that may be associated with this project:

_____ _____ _____

PROJECT DESCRIPTION:

Please provide a brief description of the project (example: "To Build a 4-story mixed-use building with 20 residential units ground floor commercial space") followed by a more detailed narrative on the scope of the proposal. **List additional questions about your project you would like answered**. Attached additional sheets as needed.

PROJECT ISSUES/QUESTIONS

Please list all **specific** questions about your project that you would like to have answered, including the related code citations as applicable. If you have requested advice from other City Departments include any issues or questions for that City Department. The Conference Lead will evaluate the need for other agency participation in the meeting.