



BUILDING/GRADING PERMIT PRE-SUBMITTAL CONFERENCES

Purpose:

The purpose for the Pre-Submittal Conference is to provide an applicant with an opportunity to determine requirements related to obtaining and submitting applications for building permits. Applicants can present preliminary construction plans and documentation to staff, discuss any pertinent issues, and ask questions about any particular methodologies as it relates to the project. The intent of the conference is to provide as much information as possible to the applicant about project feasibility, how to navigate the permit process and determine general or special project requirements.

How should I prepare?

Applicants should start by creating a list of questions that they need answered. Preliminary plans are helpful but not necessary. As a general rule, the more information provided, the better that staff will be able to answer your questions. For less complicated matters, answers to general questions can be obtained at the Building Services public counter during business hours between 8:00 A.M. to 5:00 P.M. Monday through Friday.

What information do I need to submit for an appointment?

To request an appointment, Applicants should submit a completed Application for Pre-Submittal Conference form with a written list of specific questions. Applicants are encouraged to provide any and all information that would help staff understand the proposal. Remember, the completeness of staff responses to the specific questions will depend on the amount, depth and accuracy of the information provided with the request.

What are the fees to schedule a Pre-Submittal Conference?

The total fee for the conference is a flat fee of \$200 for a one-hour scheduled meeting. Should the meeting go beyond the one hour limit, each Department attending the meeting will charge an hourly rate for their time at the conference. The total fee charge will be based on the sum of these department charges. You will need to pay for these fees at the time the permit application is submitted for plan review.

What Happens After the Pre-submittal Conference?

All participants will receive meeting minutes recapping all items discussed approximately one week after the scheduled conference. Upon receipt of the minutes, all attendees will be given one week to review and approve the final document. Note: The applicant is urged to keep these final meeting notes to submit with any subsequent permit applications.

Our Commitment to You: Value for This Service

County Departments will honor information and determinations provided to Applicants in Pre-Submittal conferences unless conditions change beyond their control that affect the proposal. These conditions include changes in law, physical conditions or the availability of more complete information related to the project. Since requirements often change over time, Applicants should plan to submit their permit application soon after the pre-submittal conference is complete.



APPLICATION FOR PRE-SUBMITTAL CONFERENCE

SITE ADDRESS		APN	
CITY	ZIP	CROSS STREET	
Owner.....		Agencies Requested:	Fee: \$200.00 (1-hr mtg)
Address.....City		<input type="checkbox"/> Building	\$.....
Zip.....Email.....		<input type="checkbox"/> Planning	\$.....
Phone.....Fax.....		<input type="checkbox"/> Public Works	\$.....
Applicant.....Title.....		<input type="checkbox"/> Fire District	\$.....
Address.....City		<input type="checkbox"/> Environmental Health	\$.....
Zip.....Email.....		<input type="checkbox"/> Water Resources	\$.....
Phone.....Fax.....		TOTAL DUE: \$	

Checklist of Items You Are Including:	
<input type="checkbox"/>	Narrative explaining the proposed use, any development or construction involved, existing and proposed changes, and the time period to establish the project.
<input type="checkbox"/>	Water Supply and Wastewater Disposal information. Is the water to be supplied by an existing well? Does this well supply an existing water system? Name of system? How will wastewater be disposed?
<input type="checkbox"/>	List of questions you need answered.
<input type="checkbox"/>	Photographs of all existing structures.
<input type="checkbox"/>	Two (2) sets of preliminary site plans, including but not limited to, existing and proposed structures, setbacks to property lines, parking and loading facilities, driveways, landscaped areas.
<input type="checkbox"/>	Two (2) sets of preliminary floor plans including but not limited to existing and proposed permanent and temporary separations within structures and uses within the structure.
<input type="checkbox"/>	Two (2) sets of preliminary elevation drawings of proposed structures.
<input type="checkbox"/>	Other:

Preferred Appointment Time (1st or 3rd Wednesday):	
Choose up to three preferred appointment times. Please allow for a 10-day lead time from date of application to ensure confirmation that the proper agencies and staff are available.	
1st	Date: _____ Time: (_____ - _____)
2nd	Date: _____ Time: (_____ - _____)
3rd	Date: _____ Time: (_____ - _____)

Applicant's Signature.....	Position:.....	Date:.....
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