



PreApplication Conference Information and Guidelines

BP-26

Department of Building and Planning

What are pre-application conferences?

This brochure is intended to provide an overview of Preapplication Conferences. As participants in a Preapplication Conference, you will meet with County departments and other public entities to review your construction project. The following departments are typically represented:

- Spokane Regional Health District
- Fire District
- Division of Engineering and Roads
- Department of Building and Planning
- Division of Utilities

When are they scheduled?

Conferences are held on Tuesdays and Thursdays at 10:00 a.m. and 11:00 a.m., and are scheduled to provide County staff a minimum of seven (7) working days for review of your proposal.

What do I need to schedule a conference?

Seven (7) site plans and floor plans are needed for the departments to review. To provide a more comprehensive review please submit as much detailed information as is available.

The Site plans need to include:

- Legal description
- Scale of drawing
- North arrow
- Property dimension and configuration
- A vicinity map showing sufficient area detail to locate the project in relation to arterial streets and landmarks
- Width/names of streets adjacent to site

- Distance to all property lines
- Applicable easements
- Setbacks to center of adjacent streets
- Existing buildings/setbacks to proposed buildings
- Loading areas and drainage details
- Bodies of water within 250 feet and other "critical areas" (wetlands, slopes >30% etc.)
- Buildings scheduled for demolition/removal
- Proposed buildings including projections, decks, canopies
- Fire access lanes and turnarounds
- Fire hydrant/standpipe locations
- Accessible parking stalls and accessible routes of travel into and within building
- Height/area/use of new and existing buildings
- Outdoor storage, fence height/location/type
- Existing parking/number of spaces/proposed parking spaces/traffic circulation
- Landscaped area/plants, location/curbing
- Septic tank/drainfield and/or well location
- Drainage swales/dry wells/drainage of loading dock
- Driveways and all road approaches
- Curbing/sidewalks/street channelization/types of surfaces
- Refuse areas

The floor plans need to include:

- Building dimensions
- Use of each room
- Stairs, exits, etc.

How do I schedule a conference?

For building permits just come in to the Department of Building and Planning's permit center with seven site plans and floor plans and two sets of construction drawings. After filling out a permit application, you will receive the date and time of the conference.

For more information on how to obtain a permit for a commercial building, see Bulletin BP-1, "Commercial Permits" and Bulletin BP-33, "Commercial Site Plans and Construction Drawings."

Other brochures that may be helpful

- BP-1 *Permit Fee Schedule*
- BP-19b *Erosion and Sediment Control Requirements*
- BP-33 *Site Plans & Construction Drawings*
- BP-51 *Application Submittal Requirements for Building Permits*
- BP-52 *Permit Processing Time Savers*

For more information or an appointment contact:

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