



## PRE-APPLICATION CONFERENCE FORM

10210 E Sprague Avenue ♦ Spokane Valley WA 99206  
Phone: (509) 720-5000 ♦ Fax: (509) 720-5075 ♦ [www.spokanevalleywa.gov](http://www.spokanevalleywa.gov)  
Email: [permitcenter@spokanevalleywa.gov](mailto:permitcenter@spokanevalleywa.gov)

### COMMERCIAL BUILDING

Complete Sections 1-4

### LAND USE

Complete Sections 1, 3 & 4

## PROPERTY INFORMATION

SITE ADDRESS: \_\_\_\_\_

PARCEL NUMBERS(S): \_\_\_\_\_

PROJECT LOT SIZE(S) (AC OR SQ FT): \_\_\_\_\_

EXISTING SITE USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

EXISTING # OF LOTS: \_\_\_\_\_

PROPOSED # OF LOTS: \_\_\_\_\_

EXISTING SANITATION:  SEPTIC  SEWER

PROPOSED SANITATION:  SEPTIC  SEWER

## SECTION 1

### PROPERTY/BUILDING OWNER (CHECK IF PROJECT CONTACT )

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

### OWNER REPRESENTATIVE 1 (CHECK IF PROJECT CONTACT )

CONTRACTOR  ARCHITECT  ENGINEER  REALTOR  TENANT  OTHER

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

### OWNER REPRESENTATIVE 2 (CHECK IF PROJECT CONTACT )

CONTRACTOR  ARCHITECT  ENGINEER  REALTOR  TENANT  OTHER

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

### OWNER REPRESENTATIVE 3 (CHECK IF PROJECT CONTACT )

CONTRACTOR  ARCHITECT  ENGINEER  REALTOR  TENANT  OTHER

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

OWNER / REPRESENTATIVE SIGNATURE

DATE

## SECTION 2

### COMMERCIAL BUILDING ONLY

OCCUPANCY GROUP:  A  B  E  F  H  I  M  R  S  U

CONSTRUCTION TYPE: V  A  B IV  A  B III  A  B II  A  B I  A  B

TOTAL SQUARE FOOTAGE: \_\_\_\_\_ TOTAL NO. STORIES: \_\_\_\_\_

ARE ANY OF THE FOLLOWING BELOW EXISTING OR PROPOSED?

AUTOMATIC FIRE SUPPRESSION SYSTEM:  EXISTING  PROPOSED  UNKNOWN  N/A

FIRE ALARM SYSTEM:  EXISTING  PROPOSED  UNKNOWN  N/A

BUILDING WASTE DISPOSAL:  EXISTING  PROPOSED  UNKNOWN  N/A

FOOD SERVICE FACILITY:  EXISTING  PROPOSED  UNKNOWN  N/A

## SECTION 3

PROJECT TITLE: \_\_\_\_\_ ESTIMATED PROJECT VALUE: \$ \_\_\_\_\_

PROJECT DESCRIPTION / SCOPE OF WORK: (Please provide a detailed description of the proposed project)

---

---

SPECIFIC ISSUES / QUESTIONS / REQUESTS YOU HAVE IN CONJUNCTION TO YOUR PROJECT: (Examples: Landscaping, Paving, Parking, Setbacks, Storm water, Frontage Improvements, Traffic, Fire Sprinklers, and/or Accessible Requirements)

---

---

LIST ANY NAMES OF CITY EMPLOYEES YOU HAVE BEEN IN CONTACT WITHIN RELATION TO THIS PROJECT

STAFF NAME

DEPARTMENT

## SECTION 4

### COMMERCIAL BUILDING REVIEWS

SITE & FLOOR PLANS

ANY ADDITIONAL INFORMATION

APPLICATION FEE (THIS FEE WILL BE DEDUCTED FROM THE FORMAL APPLICATION FEE, IF FILED WITHIN ONE (1) YEAR OF THE PRE-APPLICATION MEETING DATE).

### LAND USE REVIEWS

SITE PLAN, TO INCLUDE:

*North Arrow and Scaled drawing (i.e. engineer's scale), all abutting streets identified, Property configuration - Existing & Proposed, and all existing structures, identified and dimensioned.*

APPLICATION FEE (THIS FEE WILL BE DEDUCTED FROM THE FORMAL APPLICATION FEE, IF FILED WITHIN ONE (1) YEAR OF THE PRE-APPLICATION MEETING DATE).

CHECKLIST ONLY  PRE-COMM

ZONING: \_\_\_\_\_ COMPLIANCE:  YES  NO

STAFF INITIALS: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

PRE-COMM MEETING DATE/TIME: \_\_\_\_\_

CHECKLIST ONLY  PRE-LU

ZONING: \_\_\_\_\_ COMPLIANCE:  YES  NO

STAFF INITIALS: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

PRE-LU MEETING DATE/TIME: \_\_\_\_\_

# PRE-APPLICATION CONFERENCE INFORMATION AND CHECKLIST GUIDE

## PRE-APPLICATION CONFERENCES ARE OFFERED FOR THE FOLLOWING:

- Commercial and industrial buildings & structures – new, remodels or additions;
- Changes of use or occupancy;
- All multi-family (tri-plex and above);
- Short plat (dividing land into 9 or fewer lots);
- Subdivision (dividing land into 10 or more lots);
- Variance;
- Binding site plan (division of commercial and industrial zoned land);
- Conditional use permit;
- Rezones;
- Planned residential developments;
- Zero lot lines; and
- Text/comprehensive plan amendment

## WHAT IS THE PURPOSE OF A PRE-APPLICATION CONFERENCE?

The purpose of the pre-application conference is to assist applicants in preparing their development applications for submittal to the city, to identify potential problems, and to streamline the development review process. These pre- application conferences are informal and provide an opportunity to meet with the city departments responsible for development reviews. City representatives will review the submitted materials, provide comments, and may identify issues or concerns wherever they are noted.

## WHO SHOULD ATTEND THE PRE-APPLICATION CONFERENCE?

The applicant, contact person, consulting design professionals and the property owner should attend the pre-application conference. City staff in attendance may include representatives from building, planning, engineering, the fire district, an appropriate water district and other outside agencies.

## APPLICATION PROCEDURES:

To schedule a pre-application conference, submit the required items to the city's building permit center [permit portal](#) at [www.spokanevalleywa.gov](http://www.spokanevalleywa.gov) . Once all pre-application items have been received and deemed complete a date and time for the conference will be assigned. Commercial/building pre-application meetings are typically scheduled on Tuesdays and land use pre-application meetings on Wednesdays, two weeks from the date of submittal.

City and agency staff members will review the request and prepare written comments. Please note that pre-application meeting comments are preliminary and reflect the proposal submitted and the regulations in effect at the time of review. They are not meant to be detailed final comments or requirements. Information received through the pre-application process will help you design, prepare and submit the formal building permit application. Also please note that all pre-application materials are public record (RCW 42.56).

**The following lists are guides for preparing documents for a pre-application submittal:**

**Site Plan:** Site plans for a pre-application conference may be preliminary in nature but should include enough detail to accurately depict the full scope of the project. Site plans should be no smaller than 8 1/2" x 11" and no larger than 30"x 42". Plans must be to scale (i.e., 1" = 30', 40' or 50', etc.) or fully dimensional.

- Applicant's name, address and phone number
- Property owner (s) name and address
- Vicinity map
- Zoning
- Water District
- North arrow and date
- Dimensions of existing and proposed (if applicable) parcel boundaries and dimensions
- Location(s), size(s) (in square feet) and use(s) of existing and proposed building(s) and structures
- Location of existing & proposed drainage facilities (including swales & drywells) and utilities
- Location of existing and proposed driveways and turning radiiuses, parking areas, outside storage areas, road easements and right-of-way on the site and on adjacent properties (including across the street)
- Note paving (existing and proposed) of all parking and travel areas
- Square footage of impervious surfaces (existing and proposed, excluding building footprint)
- Adjacent streets
- Proposed phasing (if applicable)
- All sensitive areas on or adjacent to the site such as any watercourse (stream, drainage, etc.), unstable/steep slopes, areas of slope 30% or greater, and flood plains or wetlands
- Location of all fire hydrants within close proximity to the property
- Location of all utility poles, streetlights, etc., both on-site and in the adjacent public right-of-way

**Floor Plan:** Proposed interior building floor plan shall include a complete scaled or dimensional floor plan showing all of the following (list includes items for restaurants/kitchens).

- Show all rooms. Specify the use and size of all rooms (classify use per IBC Sec. 302)
- Wall legend must delineate new, existing, demolished and relocated construction
- Show location, size and door swing for all required exits
- If the proposed project is in an existing building with a tenant improvement or a change of occupancy, then all of the above, plus a complete existing floor plan should be included for comparison.

**Additional Information:** A more complete review of the proposed floor plan is available by submitting the following information (if applicable) in **addition to** the required information listed above:

- Fire barrier(s) type and location
- All accessibility features
- Grease interceptor size and location
- Kitchen equipment (Type 1 hoods, dishwashers, fryers, grills, etc.)

## **Do You Have Questions...**

The City has provided answers to some of the commonly asked questions to assist you in preparing for the Pre-Application meeting request. Feel free to contact us at the Permit Center (509) 720-5240 or [permitcenter@spokanevalleywa.gov](mailto:permitcenter@spokanevalleywa.gov), for additional questions.

## **BUILDING:**

The Building Division addresses all building, code and construction questions. Contact the Permit Center at (509) 720-5240 or [permitcenter@spokanevalleywa.gov](mailto:permitcenter@spokanevalleywa.gov) for more details.

### **How big can my building be?**

The State adoption of the International Building Code (IBC) specifies the maximum size of a building based on its type of occupancy and construction type. The height, area, and fire-resistant construction requirements for any building all come from the how the building will be used **and** the type of material the building is constructed from as well as how much space can be left open around it. The specifics related to this question can be found in IBC Section 302, Table 503, except as modified in Sections 504, 506 and 507, and Section 602

### **When is fire-resistant construction required?**

The requirement for fire-resistant construction depends on many factors. If it is important that fire-resistant construction is not required for the project, please contact the Permit Center at 720-5240 and ask to speak to the Senior Plans Examiner to discuss this issue.

**SVFD FIRE:** <https://www.spokanevalleyfire.com/> | District 8: [www.scfd8.org](http://www.scfd8.org)

### **Does the Fire Department require access?**

All the specifics are found in the International Fire Code (IFC) Chapter 5 and Appendix D. Fire access is required for new construction and building additions. If the proposed structure is over 150 feet from a public street or is located on main arterials, on-site fire department turnarounds are required. All fire access roads shall have a minimum width of 20 feet (26 feet for buildings over 30 feet tall) and a 30-foot turning radius

### **Do I need fire suppression and/or fire alarm systems?**

If an existing building(s) is sprinkled and/or has a fire alarm system, the systems shall be extended into the new addition. Tenant improvements may require revisions to existing systems. If a change of occupancy is occurring, and/or if new construction is proposed, sprinkler and fire alarm systems may be required, based on the type of construction and on the proposed use. Specifics are found in the International Fire Code (IFC) Section 903 & Section 907.

## **PLANNING:**

The Planning Division addresses maximum building height determined by the zoning district. Contact the Planning Counter at (509) 720-5310 or [planning@spokanevalleywa.gov](mailto:planning@spokanevalleywa.gov) for more details

### **Is paving required?**

Yes. All driveways, parking areas and travel ways must be paved with concrete, asphalt or an approved hard surface, except gravel.

### **When is landscaping required?**

If you are proposing new construction, a building addition or site improvements, then landscaping is required. Most projects require a certified landscape architect to prepare a landscape plan. The Project Planner reviewing your proposal will estimate how much landscaping you will need based on Section 22.70.030 (Screening and Buffering) of the Spokane Valley Municipal Code (SVMC) and if a design professional is required.

## **DEVELOPMENT ENGINEERING:**

### **Will I need to dedicate street right-of-way?**

When streets fronting a piece of property are not wide enough, public right-of-way and/ or border easement dedications may be required to offset the traffic impacts of the project. Dedications may also be required if a new street is necessary as required by the City's Street Standards, the Arterial Street Plan, or the Local Access Connection Plan. Because the dedications are viewed as mitigation for increased traffic from the project, no monetary compensation is provided.

## **DEVELOPMENT ENGINEERING continued...:**

### **Are street frontage improvements required?**

If not already in place, street frontage improvements, including pavement, curb, gutter, swale and sidewalk, may be required depending on the size and scope of your project. Specific requirements can be found in Chapter 2 of the City's Street Standards.

### **Will I need to prepare a traffic study?**

Most projects require a review of the traffic generated by the proposal. In general, smaller projects that generate less than 10 PM Peak Hour Vehicular Trips require a brief letter from the applicant describing the project and number of expected new residents or employees. Projects generating more than 10 PM Peak Hour Vehicular Trips need to submit a Trip Generation and Distribution letter from an engineer licensed in Washington State. If a project generates more than 20 PM Peak Hour Vehicular Trips to an intersection of two arterial streets, a Traffic Impact Analysis prepared by an engineer is required. The size and scope of the study is coordinated through the City's Traffic Engineer.

### **Will I need a drainage report?**

Projects proposing new drywells or 5,000 sq. feet, or more, new buildings or pavement typically trigger stormwater storage and treatment requirements. This may require a drainage report, a drainage plan, and erosion and sediment control plan prepared by an engineer licensed in Washington State. Projects replacing impervious surfaces with in-kind materials usually do not trigger stormwater requirements unless the improvements cause stormwater to flow differently. On redeveloped sites where pre-existing facilities remain, the old facilities are not subject to stormwater requirements if they remain hydraulically isolated from the new facilities. Specific requirements can be found in Chapter 2 of the Spokane Regional Stormwater Manual