



10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5070 ♦ permitcenter@spokanevalley.org

STAFF USE ONLY

Date Submitted: _____	Received by: _____	Fee: _____	PLUS #: _____
Complies with Zoning District <input type="checkbox"/> YES <input type="checkbox"/> NO		Staff Initials: _____	File #: _____

PRE-APPLICATION CONFERENCE FORM

COMMERCIAL (Complete Sections 1-4)

LAND USE (Complete Sections 1, 3 and 4)

SITE ADDRESS: _____

PARCEL NUMBER(S): _____

PROJECT LOT SIZE(S) (ACREAGE OR SQ FT): _____

EXISTING USE OF SITE: _____

PROPOSED USE OF SITE: _____

EXISTING NUMBER OF LOTS: _____

PROPOSED NUMBER OF LOTS: _____

EXISTING: Sewer Septic **PROPOSED:** Sewer Septic

SECTION 1:

PROPERTY OWNER:

CHECK BOX IF PRIMARY CONTACT

NAME: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

OWNER'S REPRESENTATIVE: Contractor Architect Engineer Other _____

CHECK BOX IF PRIMARY CONTACT

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

I CERTIFY THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Owner/Applicant Signature

Date

SECTION 2:

FOR COMMERCIAL BUILDING ONLY:

Occupancy Group: A B E F H I M R S U

Construction Type: **Type V** A B **Type IV** A B **Type III** A B **Type II** A B **Type I** A B

Square Footage: _____ Number of Stories: _____

Automatic Fire Suppression System: YES NO Building Waste Disposal: YES NO
 Fire Alarm System: YES NO Proposed Food Service Facility: YES NO

SECTION 3:

Proposed name of project, if any;

PROPOSAL: Provide a detailed description of the proposed project including, but not limited to, the changes to the site, landscaping, number of lots and uses proposed.

SPECIFIC ISSUES/QUESTIONS YOU HAVE ABOUT YOUR PROJECT: (Examples: Landscaping, Paving, Parking, Setbacks, Stormwater, Frontage Improvements, Traffic, Fire Sprinklers, and/or Accessible Requirements)

Please list below the names of City staff you have been in contact with in relation to the project:

Staff Person Name	Department

SECTION 4:

THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

\$250.00 Application Fee: This fee will be deducted from the formal application fee (proposed in pre-application request), if filed within one (1) year of the pre-application meeting date.

- Commercial Review Only:**
1. Nine (9) copies of a Site Plan
(See separate sheet for commercial site plan requirements)
 2. Nine (9) copies of a Floor Plan; and
 3. Additional Information, if any.

OR

- Land Use Only:** Two (2) copies of a Site Plan, to include:
1. North Arrow and Scaled drawing (i.e. engineers scale)
 2. All abutting streets identified
 3. Property configuration - Existing & Proposed
 4. All existing structures, identified and dimensioned



Community Development Department
Permit Center
11703 East Sprague Avenue, Suite B-3
Spokane Valley, WA 99206
Tel: (509) 720-5240
Fax: (509) 688-0037

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)
- Binding Site Plan (division of commercial and industrial zoned land)
- Conditional Use Permit
- Variance
- Rezones
- Planned Residential Developments
- Zero Lot Lines
- 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 review. City representatives will review the submitted materials, provide comments, and may identify issues or concerns wherever 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, open Monday through Friday, 8:00 a.m. to 5:00 p.m. 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.

<input type="checkbox"/>	Applicant's name, address and phone number
<input type="checkbox"/>	Property owner (s) name and address
<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	Zoning
<input type="checkbox"/>	Water District
<input type="checkbox"/>	North arrow and date
<input type="checkbox"/>	Dimensions of existing and proposed (if applicable) parcel boundaries and dimensions
<input type="checkbox"/>	Location(s), size(s) (in square feet) and use(s) of existing and proposed building(s) and structures
<input type="checkbox"/>	Location of existing & proposed drainage facilities (including swales & drywells) and utilities
<input type="checkbox"/>	Location of existing and proposed driveways and turning radiuses, parking areas, outside storage areas, road easements and right-of-way on the site and on adjacent properties (including across the street)
<input type="checkbox"/>	Note paving (existing and proposed) of all parking and travel areas
<input type="checkbox"/>	Square footage of impervious surfaces (existing and proposed, excluding building footprint)
<input type="checkbox"/>	Adjacent streets
<input type="checkbox"/>	Proposed phasing (if applicable)
<input type="checkbox"/>	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
<input type="checkbox"/>	Location of all fire hydrants within close proximity to the property
<input type="checkbox"/>	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):

<input type="checkbox"/>	Show all rooms. Specify the use and size of all rooms (classify use per IBC Sec. 302)
<input type="checkbox"/>	Wall legend must delineate new, existing, demolished and relocated construction
<input type="checkbox"/>	Show location, size and door swing for all required exits
<input type="checkbox"/>	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:

<input type="checkbox"/>	Fire barrier(s) type and location
<input type="checkbox"/>	All accessibility features
<input type="checkbox"/>	Grease interceptor size and location
<input type="checkbox"/>	Kitchen equipment (Type 1 hoods, dishwashers, fryers, grills, etc.)

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@spokanevalley.org, for additional questions.

BUILDING:

1. 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.

2. 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.

FIRE:

1. 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.

2. 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:

1. The Planning Division addresses maximum building height determined by the zoning district. Contact the Planning Counter at (509) 720-5310 or planning@spokanevalley.org for more details.

2. Is paving required?

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

3. 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 you 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:

1. 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.

2. 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

3. 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.

4. Will I need a drainage report?

Projects proposing new drywells or 5,000 sq. feet or more of 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.