



Building Services
808 West Spokane Falls Blvd
Spokane WA 99201-3343
(509) 625-6300

Commercial Project Intake Process— New Construction, Additions, Change of Use

As part of an ongoing effort to improve permitting processes, the City of Spokane's Building Department launched a new process in December 2007 for submitting **commercial project plans** for new construction, additions, and/or change of use that offers immediate feedback and greater predictability for developers.

Under the new submittal process for all such commercial projects, customers will be asked to schedule an Intake appointment to turn in their plans. A commercial project is defined as any project that is not a single-family, duplex, or townhouse and that is for new construction, addition(s) or change of use.

At the appointment, staff from all necessary departments will review the plans with the customer to ensure that the submission is complete. If information is missing, the applicant will get that feedback at the meeting and be asked to provide it before the plans can be accepted by the City.

How does the process work?

The Intake process consists of four simple steps:

1. Call 625-6300 to schedule your 30-minute "Intake appointment."
2. Check in at the reception desk on the third floor of City Hall, 808 West Spokane Falls Blvd., at your appointed time.
3. Bring all your plans (3 full sets plus 8 additional copies of the **Site Plan Package**), your completed application, and your signed checklist of requirements for Commercial Project Intake. The plans will be checked for completion. (A Site Plan Package includes architectural site drawings, civil drawings, utility drawings, and landscaping drawings.)
4. If plans are identified as complete, pay review fees and submit all copies of your plans for the comprehensive Plan Review by all departments.

If plans are deemed **NOT** complete, the Plan Review cannot begin. The missing information will need to be provided on updated plans and a new Intake meeting scheduled.

Scheduling your Intake meeting

Scheduling is relatively simple and can be done either in person or over the phone. The Intake meeting is meant to last no more than 30 minutes. Appointments can be scheduled for Monday through Thursday, but should be scheduled at least a day in advance.