



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

GEN-06
Pre-Development
Conference:
General Information

I. What is a Pre-Development Conference?

A Pre-Development Conference is an optional meeting between an applicant and representatives of appropriate City departments and other governmental agencies. It is conducted prior to the submission of a detailed application for a Building Permit. These meetings are intended to provide an overview of the City, County, and State regulatory requirements, application process and procedural submission requirements. No approvals are given at this meeting. (17A.020.160 SMC)

II. Why Is This Assistance Provided?

Pre-Development Conferences ensure that applicants submit complete and correct applications according to the requirements of the departments that will review a Building Permit application. The client is able to save time and money. The feasibility of projects can often be determined before much money is expended for architectural and engineering services.

The following departments and other agencies review the plans and attend the meetings.

- Planning Services (land use, zoning, special permits, PUD's)
- Engineering Services (streets, sidewalks, sewer, on-site stormwater [OSSW, formerly "208"])
- Traffic Design
- Solid Waste Management
- Building (building permits, change of use)
- Fire Prevention
- Water
- Spokane Regional Health District
- Spokane Regional Clean Air Agency (SRCAA)

Meeting notes are compiled for each project and are provided to the client. These records have been classified by the Legal Department as public records.

III. When And Where Are The Pre-Development Conferences Held?

Three 45-minute conferences are held on Thursdays in Conference Room 2B on the second floor of City Hall, 808 West Spokane Falls Boulevard, from 1:15 to 3:30 p.m. The Building Department notifies the client of the specific time at the time plans are submitted.

IV. How To Schedule A Pre-Development Conference

To be scheduled, 15 site plans are required to be submitted to the Building Department; the Plans Examiner will screen the project in order to set a time and date. The facilitators are Mike Mollison, Larry Naccarato, John Halsey, and Tom Craig. They may be reached at (509) 625-6300. [See GEN-07 Pre-Development Conference Preliminary Site Plan Information](#) for important information.

V. What Does The Pre-Development Conference Cost?

Because of the mutual benefits for both the client and the City, there is presently NO CHARGE for the pre-development conference.