



Pre-Development Conferences

Information Sheet

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 conducted prior to the submission of detailed application for a Building or Land Use Permit. These “Pre-Dev” meetings are intended to provide an overview of City, County, and State regulatory requirements, the application process and procedural submission requirements. Project approvals are not given at this meeting.

How will a Pre-Development Conference Benefit Me?

Pre-Development Conference are highly recommended as they identify potential obstacles with proposed projects early in the process. This helps property owners, contractors, developers, and business owners determine the feasibility of projects before expending much money. Applicants are provided with a comprehensive set of notes after their meeting that detail the requirements, expectations and code references to assist them with their project. These notes and the meeting help ensure complete and correct submittals when applying for building or land use permits. This improves plan review times, reduces the need for resubmittals, and saves applicants time and money.

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

- Planning Services (land use, zoning, PUDs)
- Engineering Services (streets, sidewalks, sewer, on-site stormwater [OSSW])
- Traffic Design
- Solid Waste Management
- Building (building permits, change of use)
- Fire Prevention
- Water

Other agencies may attend, including Spokane Regional Clean Air Agency (SRCAA) and Spokane Regional Health Department.

Meeting notes are compiled for each project and are provided to the applicant, approximately two weeks after the meeting. These records have been classified by the Legal Department as public records.



How to Schedule a Pre-Development Conference

To schedule a Pre-Development Conference, submit digital copies of a completed Pre-Development application and site plan for the proposed project to the Development Services Center at PreDev@spokanecity.org. Staff will screen the submittal to ensure the requirements identified on page two of the application have been sufficiently met. After receipt of a complete submittal, staff will reach out via email to provide a list of available dates and times for your conference. Once confirmed, you will receive an emailed agenda of your Pre-Development Conference and an invite to the virtual or hybrid meeting one week prior to your scheduled meeting.

Application and Site Plan requirements are available at [Business & Development Commercial Permit Process - City of Spokane, Washington](#)

For additional assistance please call 509-625-6300

When and Where are the Pre-Development Conferences Held?

The Development Services Center provides the opportunity for up to three, 45-minute conferences to occur between 1:00 – 3:15 on Thursday afternoons. The conferences are held virtually via Microsoft Teams or in-person in Conference Room 3B on the third floor of City Hall at 808 W Spokane Falls Blvd. Please note, in-person meetings are restricted to the final 2:30 PM slot of a given Pre-Development Conference meeting and are first come first served.

What does the Pre-Development Conference Cost?

Pre-Development Conference are currently free of charge.