



When are Intake Meetings Required?

Intake Meetings are mandatory for all application submittals that require a full complement of plans to be submitted for review. These “full-route” projects include all:

- New Commercial & Multi-Family Construction;
- Additions to Commercial & Multi-Family Buildings;
- Changes of Use or Occupancy Classification;
- Parking Lots and Site Development; *and*
- Commercial & Multi-Family Remodels that include Site Work.

What is an Intake Meeting?

An Intake Meeting is the first step in the actual plan review process for all full-route projects. They provide the means for representatives from appropriate City departments to meet with applicants and to review application submittals to determine if they are “Counter Complete.” In addition to verifying that all requirements have been submitted, City staff also perform a high level review to identify major errors, deficiencies, and “show-stoppers” with the proposed project.

If the plan submittal is accepted, one of the City representatives will be assigned as the Permit Manager (PM) to coordinate the plan review and help facilitate the application through the permit process. The PM will be the primary point-of-contact for the applicant to assist with questions and to collect revised drawings and resubmittals related to the project.

If the plan submittal is not accepted, the plans are returned to the applicant with documentation identifying the deficiencies. Missing information and/or revised plans will need to be provided and a new Intake Meeting will need to be scheduled. **See the Top 10 Reasons plans are not accepted on page 2 of this handout.**

Project approvals are not given at the intake meeting.

How Will an Intake Meeting Benefit Me?

Intake meetings provide several benefits that lead to better project planning, reduced costs, and time saved. By assuring that only complete plan submittals *without any major deficiencies* are accepted, the plan review process is sped up as the number of correction letters and re-submittals required are reduced. And, depending on the scope and complexity of the project, applicants may be provided with an approximate date that they can expect to receive their first set of comprehensive review comments.

How to Schedule an Intake Meeting:

Intake Meetings are available Monday through Thursday by appointment only. After completing and compiling all materials listed as required on the Commercial Permit Application, call the Department of Building Services at (509) 625-6300 to make the necessary arrangements. Please be prepared to provide the following information when calling:

- Contact Name, Phone #, and Email Address;
- Project Title;
- Project Address;
- Projected Construction Costs; *and*
- Preferred Intake Meeting Date & Time.

Please plan for the meeting to last at least 45 minutes to 1 hour.

What should I bring to the Intake Meeting?

Please provide a completed application packet to include the submittal requirements checklist and all plan sets, reports, analyses, and calculations required.

For more information, please contact:

Business & Developer Services Division
3rd Floor, City Hall, 808 W. Spokane Falls Blvd.
Spokane, Washington 99201
(509) 625-6300



Top 10 Reasons that Commercial Building Permit Applications are "Not Accepted" at Intake.

Department of Building Services
Spokane City Hall, 3rd Floor
808 W Spokane Falls Boulevard
Spokane WA 99201-3343

Phone: (509)625-6300
Fax: (509)625-6822
www.buildingspokane.org

Intake Meetings provide several benefits that lead to better project planning, reduced costs, and faster plan review approval times. Please be sure to include all necessary documents and plan sets when applying for permits.

Top 10 Deficiencies:

10. Boundary line adjustment (BLA) has not been applied for.
9. Critical materials list has not been provided.
8. Traffic analysis has not been provided.
7. Pre-development conference comments have not been addressed.
6. Stormwater analysis has not been provided.
5. Landscaping does not meet requirements.
4. Geo-tech analysis has not been provided.
3. ADA parking has not been addressed or was not designed to code.
2. Plans do not show the complete scope of work.
1. Plans that require an architect stamp have not been signed.

Other Issues That Cause Delays and Non-Acceptance of Plans at Intake:

1. **Project address not provided.** *Contact Engineering Services (625-6700) for address verification.*
2. **Secondary containment for critical materials not provided.** *Contact the Fire Department (625-7056) with questions or clarification.*
3. **Items listed for deferred submittal are not allowed to be deferred.**

This handout has been provided to assist in preparing application submittals for Commercial and Multi-Family Building Permit Intake Meetings.