

PRE-APPLICATION MEETINGS

WHAT IS A PRE-APPLICATION MEETING?

Pre-application meetings are intended to provide applicants with the opportunity to present development proposals, discuss applicable codes, ask questions, and determine the requirements for a complete application prior to the actual permit intake process.



A pre-application meeting also allows Planning and Development Services (PDS) staff to become familiar with project elements prior to a complete, in-depth review. There are different types of meetings offered: coaching, scoping, and land use. Meeting details are listed on the next page.

WHO SHOULD REQUEST THE MEETING?

Residential homeowners, contractors, or other representatives may be advised to schedule a coaching meeting if the project is determined to be complex by City staff or involves additional land use research. Most residential project assistance for single-family, duplex, and townhomes of 1-2 units can be provided at the Permit Counter without an appointment.

For commercial projects, the meeting is requested by the applicant. The applicant is often a design professional or may be a property owner or developer in beginning stages of feasibility who often designates a design professional when the project moves forward. The applicant is responsible for inviting the rest of the design team to the meeting and acts as the project manager.

BEFORE YOU REQUEST A MEETING

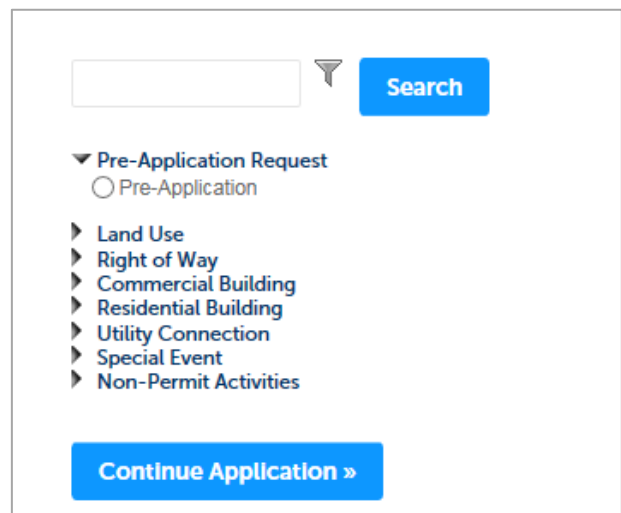
- Prepare “what to submit” on the next page.
- Review zoning, site, and utility information.
- Review the Resource Library and Tip Sheets available at TacomaPermits.org.
- Prepare a project description. Think of all work associated with the project (e.g. utility connections, vehicle/pedestrian access, parking, landscaping, etc.).
- Take photos of the existing site / building for reference.

HOW DO I REQUEST A MEETING?

Requests for pre-application meetings are submitted online by the applicant.

- Go to TacomaPermits.org and select *Apply for Permits*.
- Log-in to the [Tacoma Permits portal \(ACA\)](http://Tacoma Permits portal (ACA)) and select *Permits*.
- Read and check the disclaimer and select *Continue Application*.
- Select *Pre-application Request* and fill out all available information and attach PDF documents.

All pre-application services are currently free of charge. If you do not have internet access, feel free to call us to schedule a meeting at (253) 591-5030.



The screenshot shows a search bar with a dropdown arrow and a blue 'Search' button. Below the search bar, the results are displayed under the heading 'Pre-Application Request'. There are two radio buttons: 'Pre-Application' (selected) and 'Pre-Application Request'. Below these are several expandable categories: 'Land Use', 'Right of Way', 'Commercial Building', 'Residential Building', 'Utility Connection', 'Special Event', and 'Non-Permit Activities'. At the bottom of the results is a blue button labeled 'Continue Application »'.



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

PRE-APPLICATION MEETINGS

MEETING TYPES

	COACHING	SCOPING	PRE-SUBMITTAL
Description	A coaching meeting is sometimes necessary for specific properties or complex questions. This small meeting with 1-2 City reviewers can be scheduled in 1 – 2 weeks.	A scoping meeting is a larger meeting with several City reviewers that can be scheduled in 2 – 6 weeks. The applicant presents a project description and preliminary scope of work. Staff will answer questions regarding: <ul style="list-style-type: none"> • Submittal requirements • Site and utility information • Applicable codes and permits 	A pre-submittal meeting is to confirm all submittal requirements are complete for initial review meet formatting standards. Meetings can be scheduled in 1 – 2 weeks. In some cases, electronic review can substitute for a meeting.
Required for	Meetings with **commercial building code and fire protection reviewers. <ul style="list-style-type: none"> • See the Building Coaching Tip Sheet 	<ul style="list-style-type: none"> • Preliminary plats of five + lots 	<ul style="list-style-type: none"> • Rezone • Height Variance • Shoreline Permit • Critical Areas Permit • Conditional Use Permit • Boundary Line Adjustment • Preliminary and Final Plat
Recommended for	<ul style="list-style-type: none"> • Minor commercial remodel (not change of occupancy) • Property that requires zoning or critical areas research • Questions that require more time for discussion after a visit at the permit counter 	<ul style="list-style-type: none"> • **Commercial New Building • Commercial tenant improvement • Change of occupancy or substantial commercial renovation/addition • Commercial project feasibility • Grading, right-of-way, or other site work associated with a larger project or change of use on the site 	<ul style="list-style-type: none"> • Sites with land use complexity • **Commercial New Building • Change of Occupancy • Commercial substantial renovation/addition
Who attends	Land Use, Site Review, Building or other reviewers as needed	Land Use, Site Review, Traffic Utilities, Building, Fire Protection, and other reviewers as needed	Project Coordinator, Land Use Planner and/or Environmental Specialist
Length of meeting	30-60 minutes	60-90 minutes	30-60 minutes
What to submit	<ul style="list-style-type: none"> • Preliminary Floor Plan and/or Site Plan • Code Questions • Project Scope of Work 	<ul style="list-style-type: none"> • Preliminary Site Plan • Code Questions • Project Scope of Work • Schematic, if available • Floor Plan, if available • Project Valuation, estimate 	<ul style="list-style-type: none"> • All submittal requirements for a permit application
Potential outcomes	<ul style="list-style-type: none"> • Prepare/correct drawings and documents • Submit application 	<ul style="list-style-type: none"> • Schedule pre-submittal • Submit application 	<ul style="list-style-type: none"> • Prepare additional information for a complete submittal • Submit application

*Residential projects are associated with single-family, duplex, or townhomes 1-2 units.

**Commercial projects are associated with residential buildings of 3+ units, mixed-use, industrial, or any other non-residential use or structure.



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