



**King County**  
**Department of Development**  
**and Environmental Services**  
 900 Oakesdale Avenue Southwest  
 Renton, WA 98057-5212  
**206-296-6600** TTY Relay: 711

## ABC Commercial Pre-Screening Meeting - Request Form

For alternate formats, call 206-296-6600.

### (ABC) Already-Built Construction Commercial Pre-Screening Meeting - Request Form

(ABC) Already-Built Construction Commercial Pre-Screening meetings are intended to allow the applicant to meet with a limited number of staff prior to preparing and submitting an ABC Commercial Building Permit. This meeting is part of the ABC permit process and is preliminary in nature. Please complete the spaces below so appropriate staff is assigned to participate in the meeting.

(To be filled out by King County DDES staff)			
Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date
_____	_____	_____	_____

**Please Print:**

Applicant Name:	Date:
Mailing Address:	Phone: Cell: Fax: E-mail:
Project Name and Description of Violation:	
Project Address/Location:	Parcel Number(s):
	Code Enforcement Number(s):
Questions for the reviewer(s) and the Code Enforcement Officer:	

Prior to meeting with DDES staff, the applicant will submit this completed Pre-Screening Meeting - Request Form, a copy of the plans, a completed questionnaire, and payment\*\* for the "Conference-Already-Built Construction" fee, and the "Permit Administration-Group1" fee together totaling \$652.05 which includes a 5% surcharge. Please make the check payable to "King County Office of Finance." Fee payment may be made along with submittal of the completed forms and documents via mail, or in person. Once the completed paperwork and payment is received by DDES, the applicant will be contacted by staff to schedule their meeting appointment's date and time.

By signing this form, the applicant accepts financial responsibility for all fees associated with this action and any refunds or invoices will be mailed to the address above. The applicant also acknowledges that information provided at this meeting is subject to change, if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant

Print Name

Date

\*\* DDES fees are based on the latest fee ordinance adopted by the King County Council and are subject to change. Current DDES fees and rates are listed on the DDES WEB site at <http://www.kingcounty.gov/property/permits>



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## ABC Commercial Pre-Screening Meeting - Instructions

### (ABC) Already-Built Construction Commercial Pre-Screening Meeting - Instructions

#### Services Available at DDES

DDES offers many free bulletins that deal with construction and land-use issues, which may help in answering any questions. These bulletins are available:

- From the DDES WEB site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)
- In the lobby at our main office
- By calling DDES Customer Service at 206-296-6600.

#### Instructions

The first step in submitting an (ABC) Already-Built Construction Commercial Building Permit is to request a meeting with DDES staff called an "ABC Commercial Pre-Screening Meeting". This meeting is an opportunity to sit down with DDES intake and screening staff and discuss your particular project. This can be useful in determining what items you need to submit a complete permit application. A Permit Submittal Checklist will be provided to you at the end of the pre-screening meeting. This checklist shows the items needed for proper and complete submittal for the ABC Commercial Building Permit application.

If appropriate, a Fee Estimate will also be prepared. This Fee Estimate would then become one of the required intake documents for your ABC Commercial Building Permit Application.

### QUICK CHECKLIST

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | The completed "Pre-Screening Meeting-Request Form." (See the back side of this document on Page 1 of 2.)  |
| <input type="checkbox"/> | A completed ABC Commercial Permit Pre-Screening Questionnaire for Already-Built Construction.   |
| <input type="checkbox"/> | Three sets of the documents you wish to discuss with staff. <ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed site plan.</li> <li><input type="checkbox"/> Photographs of construction.</li> <li><input type="checkbox"/> Building plans and calculations.</li> <li><input type="checkbox"/> Site reports.</li> <li><input type="checkbox"/> Detailed project description and summary.</li> <li><input type="checkbox"/> Legal description.</li> </ul> |
| <input type="checkbox"/> | A check made payable to "King County Office of Finance" in the amount of \$652.05 that covers the fees for the "Conference-Already Built Construction" and the "Permit Administration-Group1."<br>(The amount includes a 5% surcharge.)   |
| <input type="checkbox"/> | Bring in or mail <u>all</u> of the above items to: <div style="text-align: right; padding-right: 20px;">         King County DDES<br/>         ABC Commercial Pre-Screening<br/>         900 Oakesdale Avenue SW<br/>         Renton, WA 98057-5212       </div>  |

**A DDES staff person will contact you after the completed submittal package is received and schedule the date and time for your meeting.**

*The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.*

**For questions about this form, please contact the Permit Center at 206-296-6600.**

**Check out the DDES WEB site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**