



Preliminary Building and Fire Code Reviews - Bulletin # 16

Department of Planning and Land Services, June 2007
Division of Building Safety and Inspection for 2006 I Codes

The purpose of this bulletin is to set guidelines for conducting preliminary Building and Fire Code reviews on commercial projects.

The specific goals of this bulletin are:

1. Define this meeting that is required prior to permit application for commercial projects.
2. Minimize the impact of plan review by working with the applicant during the design process.
3. Provide a checklist which can be used by both applicant and plans examiner to guide preliminary and subsequent plan reviews.
4. Assign a Plans Examiner to the project in the preliminary review stage.

PROCEDURE

DISTRIBUTING INFORMATION - All Staff. This bulletin will be available upon request at the Development Center Counter. In addition, anyone calling to request information will be sent a copy by fax or mail.

SETTING UP A MEETING - Contact Person

Initial Contact. Applicants should call the Plans Examiner Supervisor to request a meeting. 253.798-7218 or e-mail mnoot@co.pierce.wa.us

Overview. The contact person will discuss the purpose of a preliminary code meeting with the applicant. In general the purpose is to verify code compliance of preliminary design concepts. A preliminary meeting is not intended to be a substitute for a complete plan review, nor is it intended to replace independent code analysis by the applicant.

The scope of the meeting can be general or specific depending upon the applicant's preparation. See the attached *Commercial Plan Review Outline* for the range of topics.

Delegation. The Plans Examiner Supervisor will assign a Plans Examiner to conduct the meeting and make suggestions about who should attend the meeting. It is desirable that the Staff members present at the Preliminary Meeting perform the plan review.

SCHEDULING A MEETING - Plans Examiner

Contact. The Plans Examiner will contact the applicant to establish a meeting. A one week minimum lead-time should be anticipated for scheduling purposes. Meetings will generally be allotted one hour of conference room time. Unusually complicated buildings or conditions may require more time.

Schedule - Tuesdays 8:30, 10:30 and 2:30 and Wednesdays 8:30 and 10:30.

Staff Coordination. The Plans Examiner will decide which additional staff need to be in attendance. The Plans Examiner will make arrangements for all parties to be present.

Facilities Coordination. The Plans Examiner is responsible for scheduling a conference room large enough to accommodate the applicant's party and necessary staff. All attendees should be notified of the confirmed location, date, and time as soon as possible before the meeting date.

Advance Materials. The Plans Examiner will send all necessary handout materials to the applicant before the meeting.

CONDUCTING A MEETING - Plans Examiner

Scoping. At the beginning of each meeting the Plans Examiner will verify topics the applicant is prepared to discuss. The scope of the meeting should be limited to items previously prepared. It will be the Plans Examiner's responsibility to keep the meeting within the scope of its purpose.

Outline. The Plans Examiner will conduct the meeting using the *Commercial Plan Review Outline* as a guideline.

Future Meetings. At the conclusion of a meeting, the Plans Examiner will determine if any additional meetings are needed and make arrangements to meet again if necessary.

DOCUMENTING A MEETING - Applicant

Responsibility. It is the applicant's responsibility to document the Plan Review Meeting. The Applicant should take complete notes of the meeting including an attendance roster. Applicant shall provide response letter or e-mail (preferred) of subjects covered in the meeting. FPB and Building reviewers will proof the notes and return them to the applicant.

Approvals. Meeting minutes received within one week of the meeting date will be reviewed by the Plans Examiner for accuracy. Any discrepancies will be brought to the immediate attention of the applicant.

Submittal. It will be the applicant's responsibility to make this documentation available at the time of permit application.