Pre-application Meeting Requests and Waivers

What is the timeline?

The estimated timeline to attend a pre-application meeting is between 3 to 5 months after you submit your request.

What determines the wait time?

The wait time varies based on the number of requests received, the completeness of the information submitted with the request, and the number of disciplines requested, or staff required to attend the meeting.

What are my options?

Review the following options based on the pre-application meeting type:

1. **Voluntary Pre-applications:** Permitting recognizes that there are often benefits to receiving input on a proposed project prior to proceeding with permit ready designs, studies, etc. However, you may reconsider the need for a pre-application and proceed with filing a permit application.

2. **Mandatory Pre-applications:** You may consider requesting a waiver of a code required pre-application meeting for Type 2,3, and 4 permits. A Pre-application Waiver Request Form may be downloaded from our website.

   When requesting a waiver, please include a detailed and thorough description of the project, the types of permits the project will be requesting, and demonstrate an understanding of the codes and your decision criteria for each applicable permit. Email your request to PermitCenter.DPER@kingcounty.gov and include in the Subject Line: "Pre-application Waiver Request". You will receive a response within one to two weeks.

   If you receive an approved pre-application waiver, include the approved waiver form in your permit application package.

3. **Mandatory ABC Pre-application:** Waivers are **not** being considered for mandatory pre-application meetings associated with already built construction and/or code enforcement action.

Can I proceed with a pre-application meeting request?

After considering the benefits to your project and the wait time to attend a meeting, you many choose to proceed. Carefully review the Pre-application information and submittal item checklist before submitting a meeting request form. Provide as much information about your project as possible, i.e. project narrative description, questions, site-plans, environmental studies, or other items you have.

After you submit your pre-application meeting request you will receive a response within 30 days.