Pre-Application Meeting Information

When is a pre-application meeting required?
The City of Mercer Island requires a pre-application meeting for the following building projects: all new commercial projects or additions, major tenant improvements, all new single family residences, or any development that creates additional impervious surface in excess of 500 square feet.

Pre-application meetings are held once a week on Tuesdays, each 50-minute appointment is for a single site only.

Cost
There is a $441.87 charge for each pre-application meeting and an additional $220.94 dollar charge for each additional pre-application meeting required due to incomplete or insufficient application materials, missed appointments or cancellation with less than 48 hour prior notice (7 days during peak construction periods from April 1 through July 31).

What happens at a pre-application meeting?
The pre-application meeting is designed to have submittal accomplished in one visit. Applicants are expected to arrive with complete submittal materials. You will meet with planning staff to review your project proposal for compliance with the Unified Land Development Code. The Building Plans Examiner and the Fire Code Official will check for essential structural, fire/life safety and energy conservation information. The Development Engineer will check for erosion and sediment control and adequate stormwater system design, as well as all existing and proposed utilities. If your application materials are complete, a Permit Coordinator will accept your plans for full review. If your application is incomplete, you will be told what is missing and you may be required to schedule another pre-application meeting or you will need to schedule an intake meeting.

What is required for your pre-application meeting appointment?
The information listed below is required for acceptance of a Building Permit Application. No incomplete information will be accepted. Incomplete submittal materials will be returned to the applicants. Applications will not be processed or routed for any reviews until the required plan check fees have been paid in full.

CONSTRUCTION DRAWINGS (2 sets of all plans)
- Site Plans (See Residential Plan Submittal Checklist)
- Foundation Plan – label hold downs for lateral design
- Floor Plans – to include all floor and lateral shear wall requirements
- Framing Plans – roofs, all floors and decks
- Cross Section(s) and Details – engineered details must be on plans
- Elevation Views – for all faces; must reflect slope of lot
- Wall Bracing/Lateral Analysis – indicate method of providing lateral bracing (include lateral calculations)

The following completed information/forms are also required:
- Site Development Worksheet
- Erosion Control/Site Restoration (may be on site plan)
- Survey (may be incorporated with site plan)
- Fire Area sq. ft. Calculation Worksheet
- Plumbing Residential Workup
- Energy Calculation Worksheet(s)

Additional Requirements – Provide if applicable to your project
- Hold Harmless or Geotechnical Hold Harmless Agreement recorded with King County before issuance of permit
- Basement and Retaining Walls provide detail/engineering when applicable
- Beam Calculation for all beams
- Manufactured Roof/Floor Truss Layout if using engineered wood systems (roof truss design details and calculations may be submitted as a deferred submittal)
- Geotechnical/soils report if site is located in a geologically hazardous area
- Hydraulics Report and/or Downstream Analysis
- Premises isolation provided on all waterfront lots whenever a permit for a water meter is obtained (both new and upsized) or whenever a building supply pipe in installed (new and upsized).
- Land use approval if your proposed project is not permitted outright and requires a variance or other land use review; provide a copy of the Notice of Decision which grants approval.

Tips for Success

✓ Review Site History
Research the site history. Check your title report for special conditions or restrictions related to the development of your property. The City has individual “street address” files for many of the lots on Mercer Island with information on past development and activities that you may wish to review.

✓ Base your project on an Accurate Site Plan
Obtain a site survey prepared by a registered Washington State land surveyor of your property, with two-foot contours, showing all existing natural and built features. This site survey is to be used as a base for your site development plans.

✓ Comply with all ULDC Requirements
Review the development regulations that pertain to the site. After you have reviewed the development code; ask for clarification for those items you do not understand. The City’s Unified Land Development Code (MICC Title 19) is available on this website and can be purchased directly from Code Publishing, Inc. (Phone: 206-527-6831 / 800-551-2633).

✓ Use Quality Design Professionals
Use the highest quality design professionals as this will be the single most important aspect of your project. The quality of the plans and project presentation reflects on the overall quality of the application. The Washington State Department of Labor and Industries (1-800-647-0982) maintains a database to assist you in determining if your prospective construction, electrical or plumbing contractor has met the legal requirements for operating in Washington State.

✓ Respect the Character of the Neighborhood
Give thoughtful consideration to the life of the project, the impacts on the neighborhood and its contributions to the community. Remember, a proposed development does not stop at the property lines.

✓ Plan Ahead
Remember to provide adequate time to research, plan and design your project. Then you must account for the time necessary to apply for and obtain the appropriate approvals and permits from the City and other state and federal agencies. All land use applications (if applicable) must be approved before building plans may be submitted for review.

✓ Federal and State Permits
If you are doing work within a watercourse corridor, wetlands, in Lake Washington or within 200 feet landward of Lake Washington, consult with state and federal agencies about the scope of your project to find out early in your design process if there are any special concerns or modifications that should be made prior to submitting for City approval. The Department of Ecology maintains a Permit Assistance Center to provide statewide environmental permit information. By calling 360-407-7037 you can find out which environmental permits are required for your proposed activity.

✓ Maintain Public Contact
You may wish to meet with neighboring property owners to discuss your proposal prior to filing the application.