



PRE-APPLICATION MEETINGS

BUILDING PLANNING ENGINEERING
FIRE WATER & LIGHT

AN OVERVIEW OF THE PRE-APPLICATION MEETING PROCESS

The City of McMinnville conducts pre-application meetings to help simplify the building process for developers, business owners, and contractors. These meetings are for all commercial projects, whether for a new building, addition to an existing building, or substantial commercial interior remodel. Representatives from the Building, Planning, Engineering, Fire, and McMinnville Water & Light departments are involved. Meetings will be held at the Community Development Center, 231 NE 5th Street, unless otherwise noted.

You will gain answers to important construction-related questions and get an idea for how much time your project may take. The meeting also offers developers/owners/contractors a chance to meet representatives from City departments that may be involved in their project. This meeting will NOT answer all of your questions, but it will give direction for those that remain.

TO SCHEDULE A PRE-APPLICATION MEETING PLEASE CONTACT THE BUILDING DIVISION AT (503) 434-7314.

BRING THIS INFORMATION WITH YOU. Projects vary a great deal from one to another. Information needed to build a new elementary school will be much different than what is needed to turn a private residence into an office building. However, there is certain information we find useful for most projects. The more information you provide, the better we can assist you. Please use the checklist below.

- _____ **Project Detail Worksheet** - Complete the Project Detail Worksheet (attached) and bring it with you to your pre-application meeting.
- _____ **Plans for Construction**- No matter what the project, a simple drawing of your planned construction is helpful. Plans drawn by an architect are not necessary, although large-scale projects often have preliminary plans to supply. You do need a simple drawing showing how your building or site currently exists and how you plan to change it. For most projects, the drawing should show the whole site including current and proposed parking arrangements, current and proposed landscaping, nearby fire hydrants, power poles, transformers, and fronting streets. A photo of the site may also be helpful.
- _____ **Square Footage**- This information is always needed. Those constructing new buildings should have an idea of the square footage of the building. If you are doing an addition to a current building, be prepared to tell us the current building's size and how many square feet you plan to add. For interior remodels, provide the current square footage.
- _____ **Detail on Type of Construction**- Those constructing new buildings should have an idea of what materials they plan to use (wood, steel, concrete block.) For an addition to a current building, or interior remodel, tell us what the current building is made of, in basic terms. Are there wood trusses with concrete block walls, or does it appear to be all wood?
- _____ **Intended Building Use**- What do you plan to do with the building? For example, if you plan a restaurant, what kind of cooking equipment will be used and how many people do you plan to

seat? For an auto shop, will you be painting cars, welding, or just exchanging parts? Also, what kind of traffic do you think your business will generate on a daily basis?

_____ **Sewer Needs-** There are special fees calculated for each fixture you add that connects into the sewer system. Therefore, it is beneficial to come to this meeting with an idea of how many additional toilets, sinks, and drains you will install. For existing buildings, also have an idea of how many toilets, sinks, and drains are currently present in the building.

_____ **McMinnville Water & Light-** Your site may need additional water and/or power to serve your new project. It is helpful if you have an idea of what your water and power use will be, i.e. fairly light use like most office building; or 3-phase power, but not much water. If you are planning to add equipment like coolers, ovens, welders, etc., calculate how many amps each piece of equipment will draw. Will you need an irrigation meter? McMinnville Water & Light can provide insight on whether more power may be needed and how difficult it may be to get to your site.

Who Should Attend: Making sure the right people are present is critical. Generally, you will want the architect/engineer and building owner present, as well as the general contractor (if you have chosen one.) For very small projects, the building owner and tenant may be the only people that need to be present. For large-scale projects, having the architect present is important. If you have questions regarding whom to bring, contact the Building Division at (503) 434-7314.



Project Detail Worksheet

Address of Project: _____

Business Most Recently/Currently Occupying Building: _____

Check One:

_____ Construction of a new commercial building: Square Footage (SF): _____

_____ Addition to an existing commercial building: Current SF: _____ Addition SF: _____

_____ Interior remodel of an existing commercial building: Current SF: _____

Provide the name/ mailing address below:

Building Owner Information:

Property Owner Information:

Contractor Information:

Architect/Engineer Information:

What are your General Plans for the Structure: _____

What Building Materials Do You Plan to Use: _____

McMinnville Water and Light: Provide a detail of your water and power needs.

PLUMBING FIXTURE LIST

Site Address :

Completed by City staff :	
Permit # :	<input type="text"/>
Taxlot :	<input type="text"/>

Fixture type	# of EXISTING fixtures to REMAIN	# of EXISTING fixtures to be REMOVED	# of NEW fixtures to be ADDED
Baptistry / font			
Bath - jacuzzi/whirlpool			
Bath - tub/shower combo			
Car wash - each stall			
Car wash - drive thru			
Cuspidor / water aspirator			
Dishwasher - commercial			
Dishwasher - residential			
Drinking fountain			
Floor drain / mop sink or floor sink: 2"			
Floor drain / mop sink or floor sink: 3"			
Floor drain / mop sink or floor sink: 4"			
Garbage disposal: residential 3/4 HP			
Garbage disposal: commercial 3/4 to 5 HP			
Garbage disposal: commercial more than 5HP			
Ice machine / refrigerator drains			
Oil separator (gas stations)			
Recreational vehicle dump station			
Shower - each head			
Sink - bar or lavatory			
Sink - Commercial			
Sink - Service			
Sink - Wash fountain			
Swimming pool filter			
Washing machine			
Water extractor			
Water closet / toilet			
Urinal			
Other (description: _____)			

Submitted by : _____
Printed Name

Signature

Date