



## 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 5<sup>th</sup> 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 REQUIRED 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sewer Connections:** Identify the type of each fixture to be added, removed, or existing; sinks, toilets, floor drain/sink outlet sizes, and any other miscellaneous drains such as condensate drains from coolers, HVAC, and appliances such as coffee makers, dishwashers, and ice machines.

**Existing Fixtures**

Sinks \_\_\_\_\_

Toilets \_\_\_\_\_

Drains \_\_\_\_\_

Other \_\_\_\_\_

**Added Fixtures**

Sinks \_\_\_\_\_

Toilets \_\_\_\_\_

Drains \_\_\_\_\_

Other \_\_\_\_\_

**Removed Fixtures**

Sinks \_\_\_\_\_

Toilets \_\_\_\_\_

Drains \_\_\_\_\_

Other \_\_\_\_\_

**McMinnville Water and Light:** Provide a detail of what you think your water and power needs maybe (1 or 3-phase).

Topics and/or questions you would like to discuss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_