



STEVENS COUNTY LAND SERVICES

PLANNING and BUILDING DIVISIONS

GUIDE TO PRE-APPLICATION CONFERENCES

What is a Pre-Application Conference?

A Pre-Application Conference (“Pre-App”) is a meeting between Stevens County Land Services staff and a project proponent. These meetings typically take about an hour. The purpose of a pre-application conference is to provide both Land Services staff and the applicant with an understanding and overview of, but not limited to:

- Land use requirements
- Building Code requirements
- Potable water requirements
- Waste disposal requirements
- Permit requirements

When appropriate, other agencies may be invited to attend, including the Northeast Tri County Health District (NETCHD) Environmental Health, Washington State Department of Transportation (WSDOT), Stevens County Public Works, applicable fire districts and/or Public Utility Districts (PUD). Pre-Apps are a useful way for parties on both sides of the permitting counter to make sure they are on the same page, ensuring that the permitting process can move forward as quickly and effortlessly as possible.

Do you need to schedule a Pre-Application Conference?

Pre-Application Conferences are required for most Commercial building projects, changes of use and other complex projects. Applicants may choose to schedule a Pre-App to simplify and clarify the permit process, or to work on preliminary project planning and feasibility. It is strongly recommended that each applicant confirm with Land Services staff whether or not a Pre-Application Conference is required prior to starting any project. ** if one year has passed between a pre-application conference and submittal of a building permit application for the proposed project, the project will be considered abandoned by Land Services and an additional conference may be required to move forward with permitting.*

How do you schedule a Pre-Application Conference?

Pre-Application Conferences are scheduled through the Building Division by contacting:

Brenda Buckner, Permit Coordinator
bbuckner@stevenscountywa.gov
(509) 684-8325

These meetings are generally able to be scheduled in about a week or so. Prior to scheduling a Pre-App, please be sure information on the following is available:

- Detailed project description (site address, Assessor’s Tax Parcel Number/Geo-ID, number of employees, use of spaces, potable water source, waste disposal method, etc.)
- Planning Division has been contacted and it has been confirmed that the proposed project use and location are allowed on the property
- A Site Analysis has been approved by the Planning Division *OR* a site plan has been produced and is available for submittal