

**Plan Review
Pre-Application Meeting
Checklist**

Meeting Date: _____

Dear Customer:

The City of Lawrence welcomes the opportunity to serve you in your development project. Investing in the community is important for you as well as the Lawrence Community and providing you with accurate information, as well as efficient service, is our goal.

The following items are being reviewed as a courtesy during the preliminary stages of a development project to make a potential building permit applicant and their development professionals aware of code standards that may affect their project.

Please be advised: Any pre-application advice or conclusions related to city codes or processes provided by city staff to a real estate agent, attorney, design professional (architect, engineer, code consultant, etc.), or any other applicant/owner representative is subject to change upon receiving a complete building permit application, which typically includes a code footprint provided by a design professional that provides a complete analysis of the proposed project against the adopted building and fire codes. Changes in design from preliminary to final submittal will often affect the code review. Applicants and building owners are advised to consult with their design professionals (architects and engineers) after meeting with city staff to further explore code implications for their project. Only your design professional can advise you on **all** of the code implications and options on the design of your project.

City Staff in Attendance:

Applicant / Development Professional in Attendance:

| Name | Phone | Email |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Project description as presented by applicant:

| Issue | Notes |
|--|-------|
| Fire Safety | |
| <input type="checkbox"/> Fire Protection Systems | <hr/> |
| <input type="checkbox"/> Means of Egress | <hr/> |
| <input type="checkbox"/> Fire Apparatus Access Roads | <hr/> |
| <input type="checkbox"/> Fire Hydrant Locations | <hr/> |
| <input type="checkbox"/> Fire Service Features | <hr/> |
| <input type="checkbox"/> Building Services and Systems | <hr/> |
| <input type="checkbox"/> Fire Resistance-Rated Construction | <hr/> |
| <input type="checkbox"/> Walls | |
| <input type="checkbox"/> Floors | |
| <input type="checkbox"/> Ceilings – impact of additional weight on structure | |
| <input type="checkbox"/> Fire Flow Requirements for buildings | <hr/> |
| <input type="checkbox"/> Hazardous Materials | |
| Existing Building Requirements | <hr/> |
| <input type="checkbox"/> Other | <hr/> |
| Americans with Disabilities (ADA) | |
| <input type="checkbox"/> Outside access | <hr/> |
| <input type="checkbox"/> Interior access | <hr/> |
| <input type="checkbox"/> Accessible Route | <hr/> |
| <input type="checkbox"/> Slope of ramps | <hr/> |
| <input type="checkbox"/> Door and bathroom hardware | <hr/> |
| <input type="checkbox"/> Bathroom fixture locations | <hr/> |
| <input type="checkbox"/> Other | <hr/> |
| Building | |
| <input type="checkbox"/> Exiting plan | <hr/> |
| <input type="checkbox"/> Structural | <hr/> |
| <input type="checkbox"/> Non-structural | <hr/> |
| <input type="checkbox"/> Mechanical | <hr/> |
| <input type="checkbox"/> Plumbing | <hr/> |
| <input type="checkbox"/> Electrical | <hr/> |
| <input type="checkbox"/> Energy code | <hr/> |
| <input type="checkbox"/> Elevators | <hr/> |
| <input type="checkbox"/> Other | <hr/> |

Kitchen

- Fire suppression _____
- Exhaust vents for stoves & ovens _____
- Exhaust vents for dishwashers _____
- Freezers _____
- Grease Interceptor _____
- Other _____

Medical

- Medical Gas _____
- Other _____

Permit and Inspection Process

- Licensed contractors _____
- Special inspections _____
- Historic Review _____
- Floodplain _____

Managing Expectations

The City of Lawrence has established goals for achieving the *initial* review of design plans as noted below. Complete, accurate plans and applications provide the most aid in meeting these goals and ensuring a successful permit process for you, the customer.

Commercial plan reviews (includes residential of 3 units and more) – 15 business days
Residential (one- and two-family structures) – 5 business days

Items that will facilitate the most expedient permit review and issuance include:

- Having contractors identified that are licensed in the City of Lawrence
- Submitting a complete permit application
- Maintaining the project design through the review
- Fully addressing all first-round review comments upon resubmitting the revised plans

Review Comments – after application submittal, the application status and plan review comments will be available at <http://apps.lawrenceks.org:8780/citizenaccess/>. You can search for this information by address or permit number. Staff is always available to help at 832-7700.

Next Steps for Applicant – critical next steps in the permit process include the following:

- Consult or retain the services of a design professional (architect and/or engineer)
- Identify licensed contractors
- Other

Next Steps for Staff

