

**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:**

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**Applicant / Development Professional in Attendance:**

Name	Phone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Project description as presented by applicant:**

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

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Next Steps for Staff

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