



INFORMATION BULLETIN

IB-043

Eff: 10-29-2014 Rev: 02-29-2024

Predevelopment Meeting Service

The Predevelopment Meeting Service (“PDM”) is a courtesy service provided by the Engineering/Plan Review Division of the Building and Safety Bureau (“Bureau”) to aid Applicants in understanding, clarifying and/or addressing specific code requirements or issues prior to or during the preparation of construction documents for development projects that will be submitted to the Bureau for review. The PDM should be sought when there are challenging or complex code requirements or issues that need to be identified early in the design process. The Bureau can provide valuable feedback or comment that should help to reduce cost and minimize the time associated with reviewing revised construction documents. The PDM is not intended as a substitution for the formal and more thorough plan review process when it is submitted to the Bureau or other city agencies/departments.

To ensure that the PDM will move as quickly and efficiently as possible, it is necessary for Applicants to complete and submit [FORM-010](#) Predevelopment Meeting Request to the Bureau to request this service. The completed FORM-010 should identify the specific code issues or area of concerns to be discussed during the PDM. Prior to the scheduling of a PDM, Applicants will be requested to provide the following information (where applicable):

1. **Identify Specific Questions or Issues to Discuss.** List all issues and/or questions related to the technical aspects of the construction project that the Applicant would like for the Bureau to clarify or discuss during the meeting. The questions should be specific and reference a specific code section, state or federal regulation, or the required clearance or approval from other City departments or non-City agencies. This will help facilitate the discussion during the meeting. Requests to deviate from certain code requirements are evaluated through a code modification or alternate materials and methods of construction process but can be discussed during a PDM. Refer to Information Bulletin [IB-001](#) Code Modification and Alternate Method for additional information.
2. **Detailed Project Description.** Provide a complete description outlining the scope of work being proposed. Be as detailed as possible about the project.
3. **Pertinent Building Information.** Identify the type of construction, floor area, occupancy group, occupant load, number of units, number of stories, building height, fire sprinkler system, and any other pertinent information related to the question or issue needing clarification, as applicable.
4. **Site Plan.** Provide a fully dimensioned site plan to scale. Show distance of building to property line, street centerline, alley, size of lot, location of parking spaces, fire walls, easements, and location of all other buildings on the site, as applicable.
5. **Construction Plan.** Provide any draft or preliminary construction documents (e.g., floor plans, elevations, soils report, etc.) that will help illustrate the scope of work or the issue needing clarification, as applicable.

6. **Construction Timeline.** Provide an outline of the construction timeline, if known, for the project. Identify the anticipated submittal date for plan review, tentative construction start date, and eventual building final date.
7. **Participants.** Identify the Applicant or other Participants who will be attending the PDM. If requested, an attempt will be made to include other City agencies/departments or non-City agencies (e.g., Planning Bureau, Fire Prevention Bureau, Public Works, Health, Water, etc.) in the PDM.
8. **Meeting Minutes.** Upon conclusion of the PDM, Applicants will be requested to provide detailed notes summarizing the discussion. The Bureau and other City agencies/departments reserves the right to review and modify the notes as appropriate.

To request a PDM, please completed [FORM-010](#), including any draft construction or design documents and other pertinent or requested information, and sent to the City staff noted below to begin the process:

David Khorram, P.E., C.B.O., C.G.B.P.
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Long Beach Community Development
411 West Ocean Boulevard, 2nd Floor
Long Beach, CA 90802
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david.khorram@longbeach.gov

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.