



INFORMATION BULLETIN

IB-043

Eff: 10-29-2014 Rev: 11-20-2020

Predevelopment Meeting Service

The Predevelopment Meeting (“PDM”) is a courtesy service provided by the Engineering/Plan Review Division of the Building and Safety Bureau (“Bureau”). The purpose of this service is to aid the Applicant to clarify and/or address specific nonstructural and structural code issues prior to or during the preparation of a construction project for formal plan submittal to the Bureau for review. The PDM should be sought when there are challenging or complex construction issues. If identified early in the design process, then 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.

To ensure that the PDM will move as quickly and efficiently as possible, it is necessary that the Applicant complete [Form-010 Predevelopment Meeting Request](#) as provided by the Bureau to request this service. The completed form should identify the specific code issues or area of concerns to be discussed during the PDM. Prior to the scheduling of a PDM, the Applicant 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 Time-Line.** Provide an outline of the construction time-line, 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 Participants who will be attending the PDM. If requested, an attempt will be made to include other City departments or non-City agencies (e.g., Planning Bureau, Fire Prevention Bureau, Public Works, etc.) in the PDM.
8. **Meeting Minutes.** Upon conclusion of the PDM, the Applicant shall provide detailed notes summarizing the discussion. Bureau reserves the right to review and modify the notes as appropriate.

The completed Form-010 along with the requested information and construction documents can be sent or emailed to:

Truong Huynh, P.E., C.B.O.
General Superintendent of Development Services
Long Beach Development Services - Building and Safety Bureau
411 West Ocean Boulevard, 2nd Floor
Long Beach, CA 90802
T: 562.570.6921 F: 562.570.6205
truong.huynh@longbeach.gov

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds 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.



FORM-010
Predevelopment Meeting Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY. Completed predevelopment meeting request form can be submitted in person at 411 West Ocean Boulevard, 2nd Floor, Long Beach, CA 90802, to the manager for the Plan Review Division or by email to Truong.Huynh@longbeach.gov. For additional information, please refer to Information Bulletin BU-043 Predevelopment Meeting.

A. APPLICANT INFORMATION

First Name:		Last Name:		Date:
Relationship to Project:	<input type="checkbox"/> Agent for:	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	Phone No.:
	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Other:	
Email Address:			Fax No.:	
Referred by (check box and provide name of referring party, if applicable)				
<input type="checkbox"/> Walk-in:	<input type="checkbox"/> City Staff:	<input type="checkbox"/> City Manager's Office:	<input type="checkbox"/> Mayor/Council Office:	

B. PROJECT INFORMATION

Project Address (not mailing address):			Project Name (if any):	
Project Valuation:	Use:	Number of Unit(s):	Number of Story(ies):	Residential Floor Area:
Type of Construction:	Occupancy:	Building Height:	Number of Basement(s):	Nonresidential Floor Area:

Project Description (e.g., change of use, legalized units, tenant improvement, new construction, single family residence addition, etc.):

C. QUESTIONNAIRE

Please provide additional information regarding your project by answering ALL of the following questions. Detailed and specific information will help us better understand your project and determine the most suitable service available.

1. Please check the appropriate Project Type (check all that applies):

New Construction Addition Alteration/Remodel Change of Use

2. Please check the appropriate Proposed Use for your project (check all that applies):

SFD/Duplex Commercial (office/retail/etc) Hotel Affordable/Senior Housing
 Apartment/Condominium Commercial High-rise Restaurant Mixed Use (res/comm/etc)
 Residential High-rise Industrial/Manufacture Adaptive Reuse Other:

3. Anticipated Plan Submittal Date: Anticipated Permit Issuance Date: Anticipated Final/Occupancy Date:

4. a)	Have you prepared working drawings/plans for this project?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
b)	Have you submitted your project for any Planning Entitlement?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name of Planner:
c)	Have you submitted your project for Plan Check?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Project Number(s):
d)	Has your project been cited by Code Enforcement or Fire Prevention?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If yes, please describe in Section 6)

5. Do you have specific questions for any of the following areas or disciplines?
Please check one or more that applies. An attempt will be made to request the appropriate City staff based upon the box(es) checked below and their availability. A separate predevelopment meeting with other City staff may be necessary.

<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Planning/Zoning	<input type="checkbox"/> Other
<input type="checkbox"/> Fire	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Health (food, pool)	<input type="checkbox"/> Other
<input type="checkbox"/> Public Right-of-Way	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Utilities (water, gas, sewer)	<input type="checkbox"/> Other

6. Please provide a detailed list of questions or assistance needed. Attach separate sheet if additional space is needed.

e.g.,

- *Building Code Questions: (i.e., occupancy classification, allowable floor area, ADA requirement, exiting layout, allowable height, type of construction, allowable No. of stories, fire sprinkler, fire alarm, smoke evacuation, etc.).*
- *Zoning Code Questions: (i.e., allowable use, conditional use permit, allowable height, floor area ratio, open space, yard setbacks, density, open space, parking requirement and layout, subdivision, etc.)*

DEPARTMENT USE ONLY				
<input type="checkbox"/> AP Fault Zone	<input type="checkbox"/> High Wind Area	<input type="checkbox"/> Liquefaction	Date:	Participant(s):
<input type="checkbox"/> Oil Operating Area	<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Other	Time:	

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