



Project Scoping Meeting

Complete Section A and bring this form to your scheduled scoping meeting.

Section A

Applicant and project information

Enter the contact information for the applicant.

Note: The applicant must have an eCLIPSE account.

Check the associated applications and list all property addresses as part of this project scoping meeting.

Note: You must verify all addresses with the Office of Property Assessment.

A

Applicant Name: _____

Applicant Email: _____ Applicant Phone: _____

Description of Project Scope: _____

Project Name (Optional): _____

Types of Associated Applications: Zoning Building Fire Suppression

Electrical Site Mechanical

Property Address(es) (attach a separate sheet if needed):

The following is required for the project scoping meeting:

- A copy of this form (Section 'A' must be completed).
- A design professional must be present.
- A digital copy of the site plan in PDF format. The plan must clearly identify the individual building or unit numbers.

Section B

(Office Use Only)

B

(Office Use Only)

PROJECT NUMBER	SCOPE

Master Approval: Yes No (If 'Yes', see Form P_034_F for additional details and instructions)

Authorized By: _____ Date: _____



Section C
Instructions

Note: You must complete a project scoping meeting before filing a building construction permit as part of a project.

C

Instructions

File a building construction permit as part of a project.

Applicant must submit a separate building permit (or child application) for each unit.

Step 1: Log into your eCLIPSE account.

Step 2: Select 'Apply for a Permit or Get a Certificate'.

Step 3: Select the appropriate 'Residential' or 'Commercial' Building Construction permit.

Note: If this is a one- or two- family dwelling (R-3), you must file a Residential Permit (RP).

Step 4: Complete the fields in the application and upload required documents.

Step 5: Make payment to submit to L&I.

Note: Enter your 'Project Number' as listed in Section B in the appropriate field of your application as shown below:

The screenshot shows a web form with several fields. A red rectangular box highlights the field labeled "Please identify an existing project, if applicable:". Other visible fields include "Please identify the Design Professional responsible for the project:", "Were you able to find the Design Professional you were looking for?" (with Yes/No radio buttons), "What type of work will be done?" (dropdown menu), "What is the occupancy type for this permit?" (with One-Family and Two-Family radio buttons), and "Provide a detailed description of work:" (text area).

Section D
Conditions

D

Conditions:

- Modifications to this project are not permitted unless approved by L&I. To request a modification, schedule a new [project scoping meeting](#) with Permit Services.
- This project number may only be utilized for work and addresses approved under this form.
- Failure to identify the project number at application will result in random assignment of permit applications.
- L&I may not review plans or render a decision in the absence of a permit application. The applicant shall only contact the examiner to discuss revisions requested under a permit application review.
- You must file the first permit application within 30 days from the project scoping meeting.
- L&I will close this project upon completion of permit applications within the approved scope or upon violation of above conditions.