



## 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 Certificate'.

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

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

Design Professional found in system?  
 Yes  No  
 Were you able to find the Design Professional you were looking for?

**Project** [Help](#)

Please identify an existing project, if applicable.

Search Projects

Search for a project by project name or number.

**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.