



City of Long Beach
Department of Development Services
Building and Safety Bureau
Predevelopment Meeting

Information
Bulletin
BU-043
Eff: 10-29-2014
Rev: 05-11-2017

The Predevelopment Meeting (“PDM”) is a courtesy service provided by the 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, 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.

In an effort to ensure that the PDM will move as quickly and efficiently as possible, it is necessary that the Applicant 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 particular 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 BU-001 Code Modifications and Alternate Materials 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.

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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, Fire Department, 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 requested information and construction documents can be sent or emailed (preferably in Acrobat PDF format) to:

Truong Huynh, P.E., C.B.O.
General Superintendent - Development Services
Long Beach Development Services - Building and Safety Bureau
333 West Ocean Boulevard, 4th Floor
Long Beach, CA 90802

T: 562.570.6921 F: 562.570.6205
truong.huynh@longbeach.gov



City of Long Beach
Department of Development Services
 333 West Ocean Blvd., 4th Floor
 Long Beach, CA 90802
 Phone: (562) 570-5237 Fax: (562) 570-6753
 Website: www.lbds.info

Predevelopment Meeting Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY. Completed application forms may be submitted in person at 333 West Ocean Boulevard, 4th Floor, Long Beach, CA 90802, via email to Truong.Huynh@longbeach.gov, or fax to (562) 570-6205. 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 (please check applicable box) *Provide Name				
<input type="checkbox"/> Walk-in	<input type="checkbox"/> City Staff*	<input type="checkbox"/> Council Office*	<input type="checkbox"/> City Manager's Office*	

B. PROJECT INFORMATION

Project Address (not mailing address):			Project Name (if any):			
Project Valuation:	Type of Construction:	Occupancy:	# of Stories:	# of Basements:	Building Height:	# of Units:
Residential Floor Area (New or Add'l Square Footage):			Non-Residential Floor Area (New or Add'l Square Footage):			

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):		
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repair
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Change of Use	
2. Please check the appropriate Proposed Use for your project (check all that applies):		
<input type="checkbox"/> SFD/Duplex	<input type="checkbox"/> Commercial (office/retail/etc)	<input type="checkbox"/> Hotel
<input type="checkbox"/> Apartment/Condominium	<input type="checkbox"/> Commercial High-rise	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Residential High-rise	<input type="checkbox"/> Industrial/Manufacture	<input type="checkbox"/> Adaptive Reuse
<input type="checkbox"/> Affordable/Senior Housing	<input type="checkbox"/> Mixed Use (res/comm/etc)	
<input type="checkbox"/> Other:		
3. Anticipated Plan Submittal Date:	Anticipated Permit Issuance Date:	Anticipated Building Final/Occupancy Date:

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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 #:
	d) Has your project been cited by Code Enforcement or Fire Prevention?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (If Yes, please describe below in Section 5.)	

5. Do you have specific questions for any of the following disciplines?
 Please check all that applies and we will attempt to include the appropriate City staff based on the boxes checked below. Meetings may be held separately.

<input type="checkbox"/> Zoning Code	<input type="checkbox"/> Building Code	<input type="checkbox"/> Electrical Code	<input type="checkbox"/> Mechanical Code
<input type="checkbox"/> Plumbing Code	<input type="checkbox"/> Fire Code	<input type="checkbox"/> Food Facility or Pool	<input type="checkbox"/> Utilities (i.e., water, gas, sewer)
<input type="checkbox"/> Public Right-of-Way	<input type="checkbox"/> Other		

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"/> Earthquake Zone	<input type="checkbox"/> Oil Operating Area	<input type="checkbox"/> High Wind Area	<input type="checkbox"/> Liquefaction Area	<input type="checkbox"/> Flood Hazard Zone