Optional Pre-Intake Assistance Conference:
(Plan check services are typically not performed at a pre-intake assistance conference.)

1) _______ I request a pre-intake assistance conference for a project that will require a building permit to help me prepare for permit application submittal.

2) _______ I understand that the fees for the pre-intake assistance conference are non-refundable.

3) _______ I understand that the County’s participation the pre-intake assistance conference does not vest or guarantee that your application for a permit will be accepted, or that a permit will be issued.

4) _______ I understand that it is my responsibility to select which specialties I would like to be present at the pre-intake assistance conference from the list below of those available to attend, and that the County or its representatives cannot and will not decide who should attend on your behalf.*

* A Planning & Development Services, Building Division Land Use Technician is the sole specialty that must be present to facilitate and moderate the conference.

5) _______ I acknowledge that the County representative has explained the role of each specialty available for the pre-intake assistance conference as it relates to my project, that I was given the opportunity to request clarification of the information provided and that said clarification has been provided.

6) _______ I understand that the pre-intake assistance conference service is available in one-hour minimum blocks. All charges reflect this minimum block of time.

<table>
<thead>
<tr>
<th>County Specialties Available for the Pre-Intake Assistance Conference</th>
<th>Fee per hr.</th>
<th>Total fee</th>
<th>Attendance Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use Technician (conference moderator – must attend)</td>
<td>$90.00</td>
<td>$________</td>
<td>Yes ☑</td>
</tr>
<tr>
<td>Land Development Engineering Technician</td>
<td>$120.00</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Land Use Environmental Planner</td>
<td>$189.00</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Structural Engineer</td>
<td>$149.00</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Electrical, Plumbing, Mechanical Inspector</td>
<td>$132.00</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Department of Environmental Health Representative</td>
<td>$125.00</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Site Inspection Fee (requires additional lead time for results entry) (Fee based on County Fee Ordinance- see PDS 613)</td>
<td>$149.00*</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>County Fire Specialist (for projects within County fire jurisdiction only)</td>
<td>$________</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Other Specialty</td>
<td>$________</td>
<td>$________</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Total: $________

Please arrive fifteen minutes before the appointment time. Fees are not refundable for any portion of a missed appointment.

Customer Acknowledgment of Certain Liabilities and Assumed Risks

PIA Request Received by: ________________________________
Property Address: ______________________________________
PIA File Number: ________________________________
Requestor’s Name: ________________________________

Signature: ________________________________ Date: ____________