

APPT DATE: \_\_\_\_\_  
 APPT TIME: \_\_\_\_\_  
 TECH INIT: \_\_\_\_\_

**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.

**County Specialties Available for the Pre-Intake Assistance Conference**

	Fee per hr.	Total fee	Attendance Requested	
Land Use Technician ( <i>conference moderator – must attend</i> )	\$90.00	\$_____	Yes <input checked="" type="checkbox"/>	
Land Development Engineering Technician	\$120.00	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Land Use Environmental Planner	\$189.00	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Structural Engineer	\$149.00	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical, Plumbing, Mechanical Inspector	\$132.00	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Department of Environmental Health Representative	\$125.00	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Inspection Fee ( <i>requires additional lead time for results entry</i> ) ( <i>Fee based on County Fee Ordinance- see PDS 613</i> )	\$149.00*	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
County Fire Specialist ( <i>for projects within County fire jurisdiction only</i> )	\$_____	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Specialty _____	\$_____	\$_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		<b>Total:</b>	\$_____	

*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: \_\_\_\_\_