

PRE-APPLICATION MEETING CHECKLIST

City of Tukwila - Permit Center
6300 Southcenter Blvd, Suite 100,
Tukwila, WA 98188
www.tukwilawa.gov/departments/permit-center/



ABOUT PRE-APPLICATION MEETINGS

Pre-application meetings are available to anyone and are strongly encouraged for many permit types in Tukwila. They offer applicants an early opportunity to understand permitting requirements, identify potential issues, and receive preliminary feedback from City staff—often saving time and resources later in the process.

While optional for many projects, pre-application meetings are required for certain land use and construction permit types. See below for more information on when a pre-application meeting is mandatory.

Required Pre-Applications

Per Ordinance 2759, a pre-application conference is required within six (6) months prior to submitting the following permits. If a required pre-application meeting is not held within six months of permit submittal, the City will not be able to accept the permit application until the meeting has been completed.

If a permit application is submitted within six months of the pre-application meeting and the project scope has not changed significantly, the pre-application fee will be refunded at the time of initial permit submittal.

A project is considered to have changed significantly if, compared to what was reviewed at the pre-application meeting, it:

- Requires a different land use permit type
- Increases building size, site disturbance, or unit count by 25% or more
- Involves a new use or occupancy classification
- Triggers new public notice or critical area review
- Substantially changes design, layout, or site access

Minor adjustments that don't meet these thresholds are not considered significant.

Land Use Permits (see pg. 3 for more information)

- All Type 3, Type 4, and Type 5 permits
- Type 2 permits that require public notice, such as:
 - Design Review
 - Short Plats
 - Shoreline Substantial Development Permits

Construction Permits

- New commercial buildings
- New multifamily buildings with four or more dwelling units (excluding townhouse units)
- New hotels or motels
- Institutional Group, "I-Occupancies"
- Additions of 4,000 square feet or more to commercial, industrial, or multifamily buildings
- Site development projects disturbing 7,000 square feet or more of land

PRE-APPLICATION MEETINGS

- Commercial daycare facilities serving more than five children.
- Residential home childcare operations accommodating more than twelve children.
- Change of use resulting in a new occupancy classification
- Construction in or near a critical area (typically requires a Critical Area Designation permit)

SEPA Review

If a project requires SEPA review, a pre-application conference is also required. SEPA may apply to either land use or construction permits and can be conducted before permit submittal, provided future permits remain within the scope reviewed under SEPA.

PROCEDURE

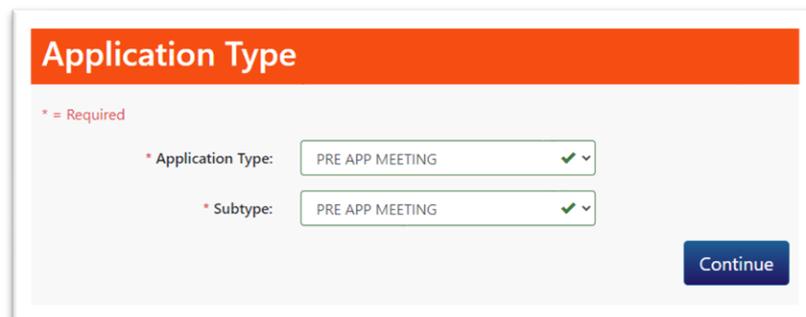
The Development Review Committee (DRC) meets Tuesday afternoons, with pre-application meetings available at 1:30 p.m. and 2:30 p.m. on a first-come, first-served basis for timely submittals.

City staff from Building, Fire, Planning, and Public Works attend. Comments from Parks and Police may be provided in writing if relevant. A summary checklist of comments will be uploaded to your file within two weeks, along with any related documents or guidance.

How to apply

Pre-application materials must be submitted online through the [Land Use Permits Portal](#) by Friday at 4:00 p.m., eleven days before the meeting. The fee must be paid before your meeting is scheduled.

Select “PRE APP MEETING” as both the Application Type and Subtype. Paper submittals are not accepted.



The screenshot shows a web form titled "Application Type". At the top left, there is a red asterisk followed by the text "= Required". Below this, there are two dropdown menus. The first is labeled "* Application Type:" and the second is labeled "* Subtype:". Both dropdown menus have "PRE APP MEETING" selected, and each has a green checkmark and a downward arrow icon to its right. At the bottom right of the form is a blue button labeled "Continue".

Pre-application meetings are held virtually via Microsoft Teams. A meeting link will be emailed once scheduled. Applicants are responsible for sharing the link with their design team. Use the pre-application checklist as a guide—more complete information leads to better staff feedback. All documents must follow the [Electronic File Standards](#) and be submitted as flattened PDFs, including plans and supporting materials.

SUBMITTAL CHECKLIST

Project Narrative (required)

Include a project description, list of questions for staff, drawing index, site address, parcel number, and a vicinity map with north arrow.

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Site Plans (required)

- Show scale, north arrow, date, and lot dimensions
- Include structures, setbacks, impervious areas, and recreation spaces (if multifamily)
- Identify access points, parking, utilities, easements, and drainage
- Map critical areas, buffers, significant trees, and proposed tree removal/replacement

Floor Plans (if applicable)

- Provide scaled, dimensioned electronic plans (Vector preferred)
- Show tenant space location, total area, floor level, adjacent uses, and firewalls
- Include layout of rooms with dimensions and use (existing/proposed)
- Indicate doors, swing direction, locks, and note any fire alarms or sprinklers

REQUIRED LAND USE PRE-APPLICATIONS

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|---|
| Type 2 |
| Administrative Planned Residential Development – TMC 18.46.110 |
| Binding Site Improvement Plan – TMC Chapter 17.16 |
| Critical Areas (except Reasonable Use Exception) – TMC 18.45 |
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| Design Review – TMC 18.60.020 |
| Shoreline Substantial Development Permit – TMC 18.44 |
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| Short Subdivisions – TMC 17.12 |
| Type 3 |
| Conditional Use Permit – TMC 18 |
| Modifications to Certain Parking Standards – TMC 18.56 |
| Reasonable Use Exceptions under Critical Areas Ordinance – TMC 18.45.180 |
| Resolve Uncertain Zone District Boundary – TMC 18 |
| Shoreline Conditional Use Permit – TMC 18.44 |
| Subdivision – Preliminary Plat with no associated Design Review application – TMC 17.14.020 |
| Subdivision Phasing Plan – TMC 17.14.040 |
| TSO Special Permission Use – TMC 18.41.060 |
| Variance (zoning, shoreline, sidewalk, land alteration, sign) – TMC 18 |
| Variance from Parking Standards over 10% – TMC 18.56.140 |
| Wireless Communication Facility, Major or Waiver Request – TMC 18.58 |
| Type 4 |
| Public Hearing Design Review (TMC Chapter 18.60) |
| Subdivision – Preliminary Plat with an associated Design Review application (TMC Section 17.14.020) |
| Subdivision Phasing Plan (for a subdivision with an associated Design Review) (TMC Section 17.14.040) |
| Type 5 |
| Amendments to Development Regulations – TMC 18.82 |
| Comprehensive Plan Amendment – TMC 18.80 |
| Development Agreement – TMC 18.86 |
| Site-Specific Rezones with Accompanying Comprehensive Plan Map Changes – TMC 18.84 |