



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

Information
Bulletin
BU-043
Eff: 10-29-2014
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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 (preferably in Acrobat PDF format) can be sent or emailed to:

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