PRE-SUBMITTAL REVIEW INFORMATION
PLANNING AND INSPECTIONS

T he pre-submittal review is an optional step in the development process and is highly recommended for more complex commercial projects, such as new projects with unique site requirements and constraints, as well as projects involving older existing buildings, particularly if located in our downtown area. The pre-submittal review can save you time and money in redesigning work by helping you to identify site and technical code issues and develop options to move your project forward.

What is a Pre-Submittal Review?

The pre-submittal review offers you and your team the opportunity to meet with City staff from various disciplines and ask questions about site requirements and construction code criteria. We use the pre-submittal review to identify the options you have moving forward with your project, helping you avoid issues or changes later in the process. While it helps to bring plans or conceptual drawings to the review, it is not required; rather the review is intended to be a detailed question and answer session.

What is discussed at the Pre-Submittal Review?

While any issues surrounding your project are open for discussion at the pre-submittal review, common topics of discussion include:

● Identifying site requirements, including zoning and platting issues;

● Discussion of stormwater and on-site drainage requirements;

● Clarification on various building and technical code requirements;

● Clarification on how your project can comply with the adopted International Codes;

● Discussion of local Ordinances which may impact your project;

● Discussion of unique circumstances preventing you from meeting the code;

● Accessibility requirements;

● Issues related to historic landmarks;

● Identifying issues related to projects located on the upcoming streetcar route.

Who is Eligible for a Pre-Submittal Review?

Anyone with a proposed project in the City of El Paso, such as new construction, renovation, additions, demolitions, etc. may request a pre-submittal review. The proposed project may be in any phase of the pre-submittal design. It can be anything from a rough conceptual idea to detailed drawings that are nearly ready for submittal.

We highly encourage Applicants with more complex projects take advantage of this service. Although smaller, simpler projects may not require this additional review, those types of projects are still more than welcome to request a pre-submittal review.

Who is Required to Schedule a Pre-Submittal Meeting?

A Pre-Submission Conference will be required for projects receiving city assistance. Applicants with projects receiving funds of any kind or tax incentives will be required to attend a pre-submission conference with appropriate project staff to explain proposed development and receive instruction/requirements to expedite the review and permitting of their projects. The conference will be scheduled and conducted in advance of any plan submittals to the city.

How Much Does a Pre-Submittal Review Cost?

Pre-submittal review is a free service to our customers. We partner with you and ensure that your project is successful. We do this by providing information, discussing issues and identifying options before you complete your drawings and submit them for review.

How to Schedule a Pre-Submittal Review?

To schedule a pre-submittal review, email your Pre-Submittal Review Application located at the end of this tutorial to; PreSubmittal@elpasotexas.gov. Pre-submittal reviews are held every Thursday from 9:00 am to 11:00 am and are scheduled on a first come, first served basis. Pre-submittal reviews are scheduled a minimum of seven calendar days in advance. We limit the initial pre-submittal review to 45 minutes; however, City staff is available for follow-up meetings.

If you are unable to attend at this time, please include that information in your email and we will work to find a time that works better for your team and our staff. When we confirm the date and time of your review, we will include a meeting location. We encourage you to submit any electronic documents of your project in your email so our staff can better familiarize themselves prior to your meeting.

What Documents are required for the Pre-Submittal Review?

Beyond a completed Pre-Submittal Review Application, to include your project's address and/or property identification number (PID) and a brief narrative of your project, no other documents are required. However, we encourage you to submit and bring with you any documents that will help us understand your issues and proposal; the more detailed your questions and plans are, the more precise our answers and suggestions can be.

To help you prepare for the meeting, we encourage you to submit the following with your application or bring it with you to the meeting:

- Site plan, designer drawings, conceptual, elevations, or other schematics;
- A list of questions and issues, including those that relate to code compliance;
- A detailed narrative of your project and its unique conditions, if any;
- If you are concerned about meeting code requirements, then a list of proposed alternatives and justification for each.

Who Attends the Pre-Submittal Review?

From your side, at least one member of your project design team must attend the pre-submittal review; however, the meeting is open to your entire team if desired. From our side, one of our senior plan reviewers will lead the meeting. This person is experienced in the code and will provide guidance on the code's requirements. In addition, depending on your needs, any of the following reviewing entities may be in attendance as required by you:

Plan Review	Building, Mechanical, Electrical, Plumbing, Landscape, Irrigation
Planning	Zoning, Platting, Addressing, Public Right-of-Way Encroachments
Land Development	Storm Water, Drainage
Fire	Fire Accessibility, Fire Suppression Systems, Operational Permits
Historic Preservation	Historic Properties
Health	Food Health and Safety
Transportation	Traffic Impact Analysis, Traffic Flow/Accessibility, Removal/ Replacement of Street Lights/Traffic Signs
Capital Improvements & Sun Metro	Public Transit, Coordination with other City Projects
Economic Development	Incentive Opportunities

What are the Benefits of the Pre-Submittal Review?

Beyond the opportunity to present your project proposal to us for preliminary review and early identification of issues and viable options to move forward, the pre-submittal review offers the opportunity to record important discussions about your project that will be considered during our detailed plan review process, following formal submission of your application for a building permit.

How to Document the Review

You and members of your design team are responsible for taking notes, detailing any proposed solutions to problems and/or requests for code interpretations. Your notes should include the following:

● Meeting date;

● Staff members present;

● Important issues raised, including offered solutions/options;

● Questions to research further.

● What Happens to Your Documentation?

Once complete, provide your meeting minutes to Pre-Submittal@elpasotexas.gov and we will circulate them to all staff present at the review for approval. Once approved for accuracy, your meeting minutes will become part of your project's file. These notes will be used in our detailed plan review once your application for building permit has been formally submitted. We will use these notes to relay to our plan reviewers what was discussed during the meeting and whether any decisions were made or solutions provided.

Important Considerations

It is important to keep in mind that what is discussed and proposed in your pre-submittal review by our staff is based on the information you give us. Any omissions or changes to your proposal may result in reconsideration of the information we provide. Further, we cannot always answer all of your questions in the pre-submittal review; depending on the complexity, we may require additional time to research some issues. However, the results of our research will be included in your file for consideration when your application for permit is formally submitted.

Finally, please keep in mind that we will always try to help you make your project successful, but must do so within the limits of our authority. The zoning, building and other relevant codes and Ordinances may provide some room for flexibility but our charge to protect the health, safety and welfare of the community does not change. As a result, the codes and Ordinances define and limit our authority. We are not responsible for identifying any issues that are omitted from your proposal or for suggesting design approaches or alternatives to achieve code compliance. You and your design team are ultimately responsible for compliance with all Code and Ordinance requirements

Contact Information

Date:

Project Address:

Contact Person:

Contact Address:

Contact Phone Number (s):

Contact Email:

Architect/Firm:

How many persons from your team will attend?

meeting?

Which disciplines will you need to attend the

Project Information

Use and Occupancy Classification (s) in the project:

Type of Construction:

Occupant Load (s):

Number of Stories:

New or Existing Building:

Fire Protection Systems:

Project Description

Please provide a brief description of the project (example: Four story mixed use building with mercantile on first floor and residential units on upper floors)

Project Questions/Issues

Please list all specific questions about your project that you would like answered, including related Code citations as needed.