

Washington Cities Insurance Authority

presents



**Managing the Permit Process**

*A Practical Approach to Permit Handling and Liability Reduction*

**Featuring:**

Michael C. Walter, Keating Bucklin and McCormack, Inc. P.S.  
Grant K. Weed, Weed Graafstra Benson, Inc. P.S.

**Topics:**

*Please join us as our panelists provide guidelines and risk management tools on:*

- General information Requests
- The Pre-Application Process
- Applying for the Permit
- Internal Circulation and Review of the Permit Application
- Lawful Conditions and Fees
- Permit Issuance
- Dealing with Mistakes

*See following page for a detailed topic description*

**Audience:**

Planning and Permit Staff Responsible for Intake, Review and Issuance of Permits

**Dates and Locations:**

**Wednesday, February 17, 2010**

Federal Way City Hall- Patrick Maher Room  
33325 8th Avenue South  
Federal Way , WA 98003

**Wednesday, March 3, 2010**

Snoqualmie City Hall, Council Chambers  
38624 SE River Street  
Snoqualmie, WA 98065

**Wednesday, March 17, 2010**

Cowlitz County PUD Building- Auditorium  
961 12th Ave  
Longview, WA 98632

**Wednesday, April 7, 2010**

City Shops Room 110  
2700 Duportail, Room 110  
Richland, WA 99352

**Times at each location:**

9:00 am to 4:00 pm  
(Lunch on you own)

**Registration:**

- Please go to our website [www.wciapool.org](http://www.wciapool.org) and click "training schedule."
- Click until you get to the month of the training and then click on the title of the training.
- Next click "sign up."
- First time registering on line? Click "First Time Online Registration" and complete the Participant Form and create a user name and password to use to register for future trainings.
- Registered before? Enter your personal user name and password
- Forgot your password? Click the link below the log-in section
- If you have any questions, please contact Member Services Assistant, Maria Orozco at [mariao@wciapool.org](mailto:mariao@wciapool.org) and or 206-575-6046 ext. 241.

**WCIA Members Free/ Non-Members \$135.00**

**Cancellations due 2 days prior. No-Shows will be billed \$50.00**



*WCIA University Land Use Training*

## **Managing the Permit Process**

*A Practical Approach to Permit Handling and Liability Reduction*

**Michael C. Walter, Keating Bucklin and McCormack, Inc. P.S.  
Grant K. Weed, Weed Graafstra Benson, Inc. P.S.**

*Please join us as our panelists provide guidelines and risk management tools on:*

- **General information Requests**
  - Responding to Telephone calls, Emails and Over the Counter Inquires Regarding General Permit Information
- **The Pre-Application Process**
  - Conveying the Components of the Pre-application Process;  
Communicating Effectively to Avoid Misrepresentation
- **Applying for the Permit**
  - Deciding what Permits are Required for the Applicant, What They Should Contain, Vesting and Who has Authorization to Sign
- **Internal Circulation and Review of the Permit Application**
  - Implementing Routing Procedures for Timely Review, Notice and Department Staff Sign off of Approval
- **Lawful Conditions and Fees**
  - Determining What Conditions Apply and the Body of Law That Requires the Scope of Review
- **Permit Issuance**
  - Executing Notices and Meeting Critical Timelines to Comply with State and Local Laws
- **Dealing With Mistakes**
  - Responding Appropriately to Errors that May Occur During the Permit Intake and Review Process