
PRE-CONSTRUCTION MEETING REQUIRED

The purpose of the pre-construction meeting is to provide an opportunity for communication between the City Building Division and the design/construction team prior to the start of a large construction project. Approved drawings and documents will be reviewed, and major items will be discussed by the participants so that issues or delays during construction may be avoided.

The permit applicant will need to submit a request for a pre-construction meeting prior to construction start. Call the Building Division Plan Reviewer that completed the plan review to schedule the meeting. Submit this form to the building division at least 2 days prior to the meeting.

Project Name: _____ Permit #: _____

Address: _____

Owner: _____ Email: _____

Project Manager: _____ Email: _____

Site Superintendent: _____ Construction State Date: _____

Pre-Construction Meeting Date: _____ Time#: _____ Location: _____

Attendees:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Comments: _____
