



316 N. 26th St. 5th Floor
Billings MT 59101
PH: 406.657.8270

PRE-CONSTRUCTION MEETING CHECKLIST

Project Name: _____ Permit #: _____

Address: _____

Pre-construction Meeting Date: _____ Time: _____ Location: _____

1. Inspection process

Special inspection reports are required PRIOR to inspection requests.

2. Special inspections

Provide separate list of special inspections, who is performing them, and their qualifications.

3. Special inspection report requirements

Reports shall be given to field inspectors prior and a copy kept on the jobsite.

4. Deferred submittals

Verify which items are deferred. Submit stamped drawings reviewed/approved by architect or engineer of record to the Building Division at least 10 days prior to installation.

5. Plan revision submittals

Submit application and revised plans with any changes. Changes to be approved by building division before installation and before any subsequent inspections will be performed.

6. Project specific items

7. Final inspections and C of O procedure

Comments: _____
