

# Pre-Construction Meeting Application

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



**INSTRUCTIONS:** Please provide this form at the time of submittal. This form can be submitted via email to [field.services@raleighnc.gov](mailto:field.services@raleighnc.gov).

GENERAL INFORMATION	
Applicant name:	Submittal date:
Applicant mailing address:	
Email:	Phone number:
Case/permit number:	
Site address/location:	

PROJECT AND MEETING INFORMATION
Pre-construction meetings are held on Thursdays at 9 AM and typically last one hour. Please list three dates that will work best for your team:
Project type (apartment, hospital, restaurant, etc):
Project location:
What was the assigned address for your project when you obtained permits? (Inspectors are assigned based on location).
On the day of your pre-construction meeting, will you have all your trade contractors in attendance? _____ Yes _____ No
Have you already met with inspectors? If yes, please list them below:
Attendees of this meeting will be Building, Electrical, Mechanical, Plumbing, Fire Protection, and Zoning inspectors. If you need other department inspectors present, please list them below. If you have already inspectors on your job site for infrastructure items, they do not need to attend. Infrastructure/engineering pre-constructions meetings should be coordinated via the Permit and Development portal.

OFFICE USE ONLY	
Invoice #:	Pre-construction meeting date:
Assigned staff:	