

# Building Pre-Submittal Conference Application

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



The Building Pre-Submittal Conference meeting is an optional, paid service which provides an opportunity to discuss and receive feedback from Building trade review staff members about any potential construction code related questions or concerns tied to a development project. This is a scheduled, 60-minute virtual meeting. This does not result in permits or imply future approval. Plans must be submitted for formal review when ready to permit. For site-related questions, please schedule a [Sketch Plan Review](#).

To schedule an appointment, please visit our [Express Scheduling Portal](#) to view available dates, submit a formal request and upload this completed document along with a set of plans specific to your questions.

Contact Information	
Project contact:	Phone:
Email:	
Property Information	
Owner:	Project Name:
Project Address:	
Description of proposed work and any special conditions:	
You are encouraged to provide specific questions below. Staff will answer questions to the best of their ability based on plans presented and discussion during the virtual meeting. If necessary, additional questions may be submitted on a supplemental sheet.	
Q1:	
Q2:	
Q3:	
Q4:	

The extent of the project scope involved must be clearly identified to ensure a quality review. **The Building Trade Pre-Submittal Conference is a paid service with a fee that can be found on the [Development Fee Guide](#), required to be paid within two business days of receiving the confirmation email from the Express Coordinator.** Once a Pre-Submittal Conference is scheduled, review staff perform research to identify relevant information pertaining to code. Failure to cancel or attend will result in a loss of staff time and the inability to fill a vacant slot. If for any reason, you must cancel a scheduled Pre-Submittal Conference, please review our [cancellation policy](#). Failure to do so will prohibit scheduling future dates for any current or future project. Please sign below to acknowledge the Building Pre-Submittal Conference policies as described above.

<b>Applicant Signature:</b>	<b>Date:</b>
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