



# Pre-Submittal Conferences Available

Do you have a complex redevelopment project? Will you encounter zoning issues? Need a variance? Any TDOT considerations? In a historical district? Do you have all the permits and waivers you will need?

2<sup>nd</sup>  
Monday-  
Every  
Month

## These answers and more ....

The City of Knoxville now offers Pre-Submittal Conferences for complex construction or renovation projects where preliminary review information is provided prior to a formal Plans Review---all at no cost to you.

City Staff members will review a copy of your plans, offer comments, provide answers to specific questions and offer possible solutions to difficult design challenges. This will help to ensure a successful project when it is submitted later for the official Plans Review.

## Who needs a pre-submittal conference?

Architects, Contractors, Developers, and Property Owners who are preparing for a building project. This process is especially helpful for large and/or complex projects. Many Plans Review issues can be avoided if considerations are made at the beginning of the project process.

## How to sign up?

To schedule a conference, call the Inspections Office at **865-215-2626** to secure a date/time on the calendar. Conferences are held the **2<sup>nd</sup> Monday of every month** starting at **1:00 pm**. Staff from various departments will meet with you for approximately 45 minutes to provide comments on your development proposal.

## What you need to know?

In order to facilitate a comprehensive discussion about your preliminary plans, these conferences are closed meetings. You may submit your plans in advance. Any records or communications sent or submitted to and in the possession of the City are subject to the Tennessee Open Records Act. If you do not want to submit your plans in advance, you may also bring at least five (5) copies of your preliminary plans to the pre-submittal conference.

## On the day of the meeting:

Meet in room 511 (City-County Building) for your Pre-Submittal conference. Representatives from Building Inspections, Engineering, KUB, Fire Marshall's office, and MPC will be there to evaluate your development proposal and offer remarks to assist you in preparing the detailed components of your proposal's application and in identifying critical issues.



## Plans Review and Inspections Division

City County Building, 400 Main St.. Room 505, Knoxville, TN 37902

Email: [Bldginspections@knoxvilletn.gov](mailto:Bldginspections@knoxvilletn.gov) Fax: 865-215-2627

**2015 Meetings: 1/12, 2/9, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/12, 11/9 & 12/14**



Plans Review & Inspections Division

**PRE-SUBMITTAL CONFERENCE APPLICATION**

Section to be filled out by City Staff

**Date of Meeting** \_\_\_\_\_ **Project Drawings Submitted Y/N** \_\_\_\_\_

**Project Contact:** \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Parcel No: \_\_\_\_\_

Business/Tenant Name: \_\_\_\_\_

Zoning \_\_\_\_\_ Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Total Building Square Footage \_\_\_\_\_ Number of Stories \_\_\_\_\_

**DESCRIPTION:**

**Project Contact(s):**

Contractor: \_\_\_\_\_

Architect: \_\_\_\_\_

Engineer: \_\_\_\_\_

Developer: \_\_\_\_\_

Owner: \_\_\_\_\_

**Describe areas of concern:**

\_\_\_\_\_  
\_\_\_\_\_

**THIS APPLICATION IS SUBJECT TO THE TENNESSEE OPEN RECORDS ACT**

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