



CITY OF KNOXVILLE

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?

2nd
Monday-
Every
Month

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, at no cost to you.

City Staff members, to include representatives from Inspections, Engineering, KUB, Fire Marshal's Office and Knox Planning, 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?

Fill out the application and send to the email address on the form. The application deadline is the 1st Monday of every month. Conferences are held the **2nd Monday of every month** starting at **1:15 pm** and are 45 minutes in length. You will be contacted by a member of our staff with your assigned time. Please note that dates and times are subject to availability.

What you need to know?

In order to facilitate a comprehensive discussion about your preliminary plans, these conferences are closed meetings. To allow our staff to prepare for your meeting, we ask that you submit your plans no later than 3 business days prior to the meeting. 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 461 (City-County Building) for your Pre-Submittal conference. Representatives 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.

2022 Meetings: 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12

**PRE-SUBMITTAL CONFERENCE APPLICATION****Project Information**

Project Contact: _____ Phone: _____

Email: _____

Project Name: _____

Project Address: _____

Parcel ID: _____ Zoning: _____ Total Building Sq. Ft.: _____ # Stories: _____

Business / Tenant Name: _____

Existing Use: _____ Proposed Use: _____

Description: _____

Describe area(s) of concern: _____

Contact Information

(Please include name, phone, and/or email address.)

Contractor: _____

Architect: _____

Engineer: _____

Developer: _____

Owner: _____

THIS APPLICATION IS SUBJECT TO THE TENNESSEE OPEN RECORDS ACT*For office use:*

Date/Time of Meeting: _____ Project drawings submitted: _____ Yes / No