

## Pre-construction Meeting Process

Below is a graphical representation of the pre-construction meeting process.



## Additional Information

Questions regarding the Pre-construction Meeting process? Please contact Phil Winslow (757) 664-6517 at the Development Services Center or email at: [Daniel.winslow@norfolk.gov](mailto:Daniel.winslow@norfolk.gov).

Suggestions for improvement? Please call or email the Department of City Planning with your ideas.



## Department of City Planning

Development Services Center  
810 Union Street, 1<sup>st</sup> Floor  
Norfolk, VA 23510  
Phone (757) 664-6565  
Fax (757) 664-6586



*Last Updated: 7/1/2018*

## PRE-CONSTRUCTION MEETINGS



# PRE-CONSTRUCTION MEETINGS

## What is a Pre-Construction meeting?

Pre-construction meetings are coordinated by the City Planning Department and are required for large or complex projects. Departmental procedures must be discussed with certain participants in the project. In addition, required inspections, timing, changes to the plan, special inspection requirements, and final inspection guidelines can be discussed during the meeting.

## When are Pre-Construction meetings required?

Pre-Construction meetings are required for a building with any of the following conditions:

- 12,000 sq. ft. of floor area or more (includes change in use or new construction)
- 4 stories or more in height (includes change in use or new construction)
- Any other category if determined by Plan Reviewers

## What days are available for Pre-Construction meetings and where will the meetings be held?

The available Pre-Construction meeting dates will be every Wednesday from 10:00 A.M. until 12:00 noon.

The meetings will be held in the 5<sup>th</sup> floor large conference room.

## Who do I contact to schedule the Pre-Construction meeting?

Pre-construction meetings are scheduled by Phil Winslow or James Jarman, upon approval of a building permit. Their contact info is located on the back of this brochure. The pre-construction meeting will be a condition for issuance of the building permit.

## What documents do I need to bring to the meeting?

The applicant will be asked to bring the following information:

1. Timeline or critical path for project and any issues that will affect scheduled inspections.
2. Contact information for responsible parties (not attending the meeting).
3. Any plans necessary to explain inspector parking, cranes, construction office location or similar questions (example; site plan, reduced floor plan and elevation drawings).

## Who will be involved in the meeting (including City departments)?

- Chairman: Building Inspections Team Leader
- Primary contractor (essential)
- Registered design professional; architect of record and engineer of record (essential)
- Project Superintendent or Manager (essential)
- Special Inspector; Agent
- Plumbing, Mechanical, Electrical, Fire Suppression (or other trade) sub-contractors
- Owner or Developer
- Fire Department
- Zoning Bureau
- Environmental Services Bureau
- Plan Review and Building Safety Team Leaders
- Division of Stormwater (Public Works)
- Department of Utilities

## Where can I find the Pre-Construction Policy and Manual?

The Pre-Construction Policy and Manual is available online at: <http://www.norfolk.gov/planning> >> Building Safety >> Policies.