



CSI Project Pre-Review Meetings

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Construction Services' Project Pre-Review Meetings are a service provided to architects, engineers, owners, builders and others in the development community as an opportunity to introduce projects to city code review staff or to consult with code reviewers on specific code issues.

If you need a meeting that is primarily focused on stormwater management requirements, utilities or streets, contact Engineering at (218) 730-5200. If you need a meeting primarily focused on UDC (zoning) issues or you need to schedule a Planning pre-application meeting, contact Planning at (218) 730-5580.

Project Pre-Review Meetings are available on Wednesdays. To schedule a meeting, complete the form on page two of this publication and email it and items listed on the form to:

Construction Services & Inspections permittingservices@duluthmn.gov
Subject: Pre-Review Meeting Request (include address or project name)

The deadline to request a meeting AND submit all related information is the **Thursday** of the previous week. When the complete request form, plans, and other information is received, you will be offered available meeting times.

Comments provided in meetings by staff will be based on information provided by the applicant. Changes to the proposal, additional information acquired after the meeting, changes to policies or effective codes or requirements after the Project Pre-Review Meeting may affect the validity of feedback given at the meeting. **The Project Pre-Review Meeting does not constitute plan review of a project or proposal. A final determination of standards and conditions of approval cannot be made until a permit application and complete set of plans is submitted for review.**

To make this service as effective and productive as possible the following criteria is established:

- For commercial projects a design professional must be present at the meeting.
- Do the research.
 - *Use the records and resources available in Construction Services and Engineering prior to the meeting. Know the pertinent development history of the building and the site.*
 - *Know the applicable code requirements. Consult the State Building Code, State Fire Code and UDC (zoning regulations) prior to the meeting.*
 - *Plans and a code summary must be provided with the request form in order for the meeting to be scheduled.*
- Send your code questions along with the meeting request. This helps us prepare for the meeting.

For Project Pre-Review Meetings, to make our time most productive, we have found the need for a structured meeting format:

Project Introduction and Overview by Design Pro	5 minutes
Site Discussion	15 minutes
Stormwater, Utilities, Roads	
Planning/Zoning	
Fire Dept. Access, Hydrants, Key Box Location	
Building Code Discussion (Constructions Services staff)	30 minutes
Wrap Up	10 minutes

We require that meeting notes be taken by the customer and a copy provided to Construction Services for review. This allows clear and mutual understanding of the issues discussed and comments made at the meeting.

CSI Project Pre-Review Meeting Request Form

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Desired meeting date & time:

Type of discussion needed (check all applicable):

In-person Virtual

Has a Planning pre-application meeting taken place for the project?

Provide project overview to City staff

Discuss specific building or fire code questions

Project Address or Parcel Number:

Discuss zoning, stormwater, streets, or utilities

Project owner:

Provide a brief description of what you hope to achieve in the meeting.

Design professional contact info:

Check all applicable:

New Construction

Stormwater Sitework

Alteration to Existing Building

Utility Work

Addition to Existing Building

Street Work

High-Rise (75 feet or more above FD access)

Change of Use, Existing Building

Current Zoning District:

Type of Construction:

Number of Stories:

Building Area:

Building Height Above Grade:

Current occupancy use:

Proposed use:

Is the building fully sprinklered?

NFPA13 or 13R?

Provide the following when submitting your meeting request:

- A narrative describing the project. Include any pertinent history of the building or site. This must provide all information necessary for a thorough understanding of the proposal.
- A written building code summary and a UDC code summary identifying applicable requirements and standards.
- Building plans
- A site plan based on a survey
- Specific questions for staff comment

Meeting notes are to be taken by the customer and a copy provided to Construction Services for review. This allows clear and mutual understanding of the issues discussed and comments made at the meeting.