



**City of Duluth**  
**Construction Services & Inspections Division**

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194  
218-730-5300 • Fax: 218-730-5901 • [www.duluthmn.gov/onestop/](http://www.duluthmn.gov/onestop/)

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## Construction Services Preliminary Code Review Meetings

Construction Services' preliminary review meetings are a free service provided to architects, engineers, owners, builders and others in the development community as an opportunity to introduce projects to city code review staff. These meetings are a chance for questions and clarifications regarding code requirements, presentation of reasoning for alternate methods or modifications, and for requests for code interpretations. 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.

Designers can meet with building plan review staff to review big-picture issues and address areas of specific concern at an early stage. Preliminary review meetings are not a replacement for a detailed review of final plans, but if conducted in advance of completing the construction documents, can reduce time required to address major issues discovered during final plan review

Preliminary 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](mailto:permittingservices@duluthmn.gov)

The deadline to request a meeting is the Friday of the previous week. When the complete request form 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 preliminary review meeting may affect the validity of feedback given at the meeting. **The 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 at preliminary-review meetings. Please provide enough materials for 5 staff. At least one copy should be no larger than 11x17 for our records.*

To make the meeting time most productive, we have found the need for a structured meeting format:

Project introduction and overview by design professional	10 minutes
UDC (zoning) discussion and questions (Zoning Coordinator)	10 minutes
Building code discussion and questions (Constructions Services staff)	30 minutes
Summary	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.**



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**Review Meeting Request Form**

Preliminary 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:

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The deadline to request a Wednesday meeting is the Friday of the previous week. When the complete request form and other information is received, you will be offered available meeting times.

Desired meeting date:

Purpose of the meeting:

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

Project address or legal description:

Project owner:

Design professional contact info:

Check all applicable:

- New Construction
- Alteration to Existing Building
- Addition to Existing Building
- High-Rise (75 feet or more above FD access)
- Change of Use, Existing Building

- Stormwater Sitework
- Utility Work
- Street Work

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.
- A written UDC code summary identifying applicable requirements and standards.
- Specific questions for staff comment.
- Requests and rationale for modifications or approval of alternate methods.

Plans and code and UDC summaries must be provided at the meeting. Please provide enough materials for 3 staff. At least one copy should be no larger than 11x17 for our records.

**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.**