



## Construction Services & Inspections Division

Planning & Economic Development Department

218-730-5240 | [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov)

Room 100 | 411 West First Street | Duluth, Minnesota 55802

[www.duluthmn.gov](http://www.duluthmn.gov)

# Construction Services and Inspections Pre-Review Meeting Request

Project Pre-Review Meetings are available on Wednesdays. To schedule a meeting, complete this form and email it and additional information to [permittingservices@duluthmn.gov](mailto:permittingservices@duluthmn.gov)

**Subject: Pre-Review Meeting Request Project Name (and/or) Address.**

The deadline to request a meeting is the **Thursday** of the previous week. You will be contacted with available meeting times once the form and additional info are submitted.

## Meeting Information

**Desired meeting date & time:**

Has a **Planning pre-application meeting** taken place for this project:

Yes  No

**Meeting format:**

In-Person  Virtual  Both

**Type of discussion:**

Provide project overview to City staff  Discuss zoning/UDC  
 Discuss specific building or fire code questions  Discuss stormwater, streets, or utilities

**What do you hope to achieve in the meeting:**

## Project Information

**Project Address or Parcel Number:**

**Project Owner:**

**Design Professional:**

**Current Zone District:**

**Type of work:**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Change of Use to Existing Building
<input type="checkbox"/> Alteration to Existing Building	<input type="checkbox"/> Stormwater Sitework
<input type="checkbox"/> Addition to Existing Building	<input type="checkbox"/> Utility Work
<input type="checkbox"/> High-Rise (75 feet or more above Fire Department access)	<input type="checkbox"/> Street Work

## Building Information

**Type of Construction:**

**Proposed Occupancy Use:**

**Building Area:**

**Is the building fully sprinklered:**

**Number of Stories:**

Yes - NFPA13

**Building Height Above Grade:**

Yes - NFPA13R

**Current Occupancy Use:**

No

## Additional Information

Provide the following when submitting your meeting request:

- A narrative describing the project. Include any pertinent history of the building or site.
- A written building code summary and 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 applicant 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.**

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.

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 are submitted for review.**

To make this service as effective and productive as possible the following criteria are 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 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 productive, we have 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 (Construction Services staff)	30 minutes
Wrap Up	10 minutes