



INFO

CVD FEES - 320 - 042020

Requesting a Pre-review Meeting during the COVID-19 Shutdown

April 14, 2020

The purpose of this communication is to explain how to request a pre-code-review meeting with Construction Services and other City work groups during the COVID-19 shutdown of City buildings.

While City Hall is closed to the public, Construction Services & Inspections will continue providing preliminary review services for upcoming projects prior to submittal for permits. We are not able to meet face to face, but we are still here to help. We have a couple of options for providing feedback about upcoming projects.

- Please submit a [Commercial Plan Review CSI Preliminary Code Review Meeting Request](#) to permittingservices@duluthmn.gov.
- Include the plans, code summary, and other information as noted on the request form.
- One of the Plans Examiners will contact you to discuss the best way to obtain feedback about your project. In some instances, we will use email to give feedback and to obtain comments from other City departments. Other times, we might decide that a virtual meeting is the best way to discuss your project with a group of people.

If you have any questions about plan review, whether a pre-review meeting is needed, or how to request a meeting, contact Armella Bijold, Permitting Services Lead, at abijold@duluthmn.gov.