



Pre-Submittal Conference Application

Inspections Department

One Exchange Plaza Suite 404, Raleigh, NC 27601 phone 919-516-2570 or 919-516-2571
 fax 919-516-2688 email to: faye.roberts@ci.raleigh.nc.us or teri.lewter@ci.raleigh.nc.us

SITE ONLY PRE-SUBMITTAL CONFERENCE offered on Wednesday and Thursday at 3:00 p.m. BUILDING ONLY PRE-SUBMITTAL CONFERENCE offered Monday – Friday at 1:30 p.m.			
1	Type of Pre-Submittal meeting requested: <input type="checkbox"/> SITE ONLY <input type="checkbox"/> BUILDING ONLY		
<p style="text-align: center;">SITE ONLY</p> Total Acreage: Building Square Footage: Current Zoning: Does the property have conditional use zoning? <input type="checkbox"/> Yes <input type="checkbox"/> No		<p style="text-align: center;">BUILDING ONLY</p> Trades requested to attend the pre-submittal meeting: <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire	
Name			
Address			
City		State	
Phone		Fax #	
Mobile		Zip	
Email		Today's Date	
2	Requested date for the Pre-Submittal Conference		
3	Number of people expected to attend		
4	Confirmation date (staff only)		

Property Owner	Project Name
Address of Parcel	Wake County PIN
City	State
Zip	
Date	
Description of the proposed work, include any special conditions	