



Fax to: **Bonnye Holt** (615) 880-2425  
 Fax from: \_\_\_\_\_  
 Phone No: \_\_\_\_\_



## PRE-CONSTRUCTION MEETING APPLICATION

In order to schedule a project for the pre-construction meeting, this checklist must be completed and faxed to Bonnye Holt at (615) 880-2425. Once plans have been tentatively approved by the Plans Review Section, this application will be used by Metro Stormwater to schedule the pre-con meeting.

Project Name: \_\_\_\_\_  
 Project Engineer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Project Developer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 State Grading Contractor License (if grading work > \$25,000): \_\_\_\_\_

***Designated EPSC professional must be in attendance at pre-construction meeting in order for meeting to be held. This EPSC professional must have reviewed the EPSC plans prior to the pre-construction meeting. This EPSC professional must also oversee project until Grading Permit has been issued (after this time, new EPSC professional may be designated). If this individual is no longer available to perform initial inspection for grading permit issuance, a new pre-construction meeting must be held with the new EPSC professional in attendance before EPSC installation can proceed and grading permit issued. Certified EPSC professional list can be obtained at [www.tnepsc.org](http://www.tnepsc.org). By signing below, the EPSC professional agrees to these conditions.***

EPSC Professional: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Date attended TDEC Level 1 Class: \_\_\_\_\_ Signature: \_\_\_\_\_

TDEC Notice of Coverage required? Yes No NOC No: \_\_\_\_\_  
 \*Building application required? Yes No App. No: \_\_\_\_\_  
 \*\*Cluster Lot Subdivision? Yes No \_\_\_\_\_  
 Plans submitted to Public Works? Yes No Date Submitted: \_\_\_\_\_  
 Landscape Plans submitted? Yes No Date Submitted: \_\_\_\_\_

\* -For info. on building permits, contact a Metro Codes Zoning Examiner @ (615)862-6500.  
 \*\* -Must submit plans to Urban Forestry (862-6488) showing B or C buffers one week prior to the pre-con.  
 -Landscape plans must be submitted at least one week prior to the pre-con meeting.

- Pre-construction meetings are held at 1607 County Hospital Road every Tuesday.
- Please be on time for your scheduled meeting. Tardiness may result in rescheduling.
- **NOC, ARAP and Variance** documentation (where applicable) will be required at pre-con meeting.