



CITY OF KNOXVILLE

# Pre-Submittal Conferences Available

Do you have a complex redevelopment project? Will you encounter zoning issues? Need a variance? Any TDOT considerations? In a historical district? Do you have all the permits and waivers you will need?

2<sup>nd</sup>  
Monday-  
Every  
Month

The City of Knoxville now offers Pre-Submittal Conferences for complex construction or renovation projects where preliminary review information is provided prior to a formal Plans Review—all at no cost to you.

City staff members will review your plans, offer comments, provide answers to specific questions, and offer possible solutions to difficult design challenges. This will help to ensure a successful project when it is submitted for the official Plans Review.

## Who needs a pre-submittal conference?

Architects, Contractors, Developers, and Property Owners who are preparing for a building project. This process is especially helpful for large and/or complex projects. Many plans review issues can be avoided by speaking to staff the beginning of the project.

## How to sign up?

To schedule a conference, call the Inspections Office at **865-215-3669** to secure a date/time on the calendar. Conferences are held the **2<sup>nd</sup> Monday of every month** starting at **1:15 pm**. The application deadline is the 1st Monday of every month. Staff from various departments will meet with you for approximately 45 minutes to provide comments on your project.

## What you need to know?

In order to facilitate a comprehensive discussion about your preliminary plans, these conferences are closed meetings. You may submit your plans in advance by email. Any records or communications sent or submitted to and in the possession of the City are subject to the Tennessee Open Records Act. If you do not want to submit your plans in advance, you may also bring at least five (5) copies of your preliminary plans to the meeting.

## On the day of the meeting:

Meet in room 461 (City-County Building) for your Pre-Submittal conference. Representatives from Building Inspections, Engineering, KUB, Fire Marshal's office, and Knoxville-Knox County Planning will be there to evaluate your proposal and offer remarks to assist you in preparing the detailed components of your project.

**2021 Meetings: 1 /11, 2 /8, 3 /8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11, 11/8 & 12/13**