These answers and more ....
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 a copy of 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 later 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 if considerations are made at the beginning of the project process.

How to sign up?
To schedule a conference, call the Inspections Office at 865-215-2626 to secure a date/time on the calendar. Conferences are held the 2nd Monday of every month starting at 1:00 pm. Staff from various departments will meet with you for approximately 45 minutes to provide comments on your development proposal.

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. 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 pre-submittal conference.

On the day of the meeting:
Meet in room 511 (City-County Building) for your Pre-Submittal conference. Representatives from Building Inspections, Engineering, KUB, Fire Marshall’s office, and MPC will be there to evaluate your development proposal and offer remarks to assist you in preparing the detailed components of your proposal's application and in identifying critical issues.
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What you need to do?
A week before your scheduled conference date, submit 1 copy of your plans (either by email or in person) to the Inspections Office and complete a small application.

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Plans Review and Inspections Division
City County Building, 400 Main St., Room 505, Knoxville, TN 37902
Email: Bldginspections@cityofknoxville.org Fax: 865-215-2627

2015 Meetings: 1/12, 2/9, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/12, 11/9 & 12/14
PRE-SUBMITTAL CONFERENCE APPLICATION

Section to be filled out by City Staff

Date of Meeting __________________ Project Drawings Submitted Y/N ______

Submittal Date __________________

Project Contact: __________________

Phone Number __________________ Email Address __________________

Project Name: __________________

Project Address: __________________

Project Parcel No: __________________

Business/Tenant Name: __________________

Zoning _______ Existing Use _______ Proposed Use _______

Total Building Square Footage _______________ Number of Stories _______________

DESCRIPTION:


Project Contact(s):

Contractor: __________________

Architect: __________________

Engineer: __________________

Developer: __________________

Owner: __________________

Describe areas of concern:


City County Building • 400 Main Street • Suite 505 • Knoxville, TN 37902

Office: 865-215-3669 • Fax: 865-215-2627

bldginspections@cityofknoxville.org