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?

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 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.

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.

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

2014 Meetings: 9/8, 10/13, 11/10, 12/8