



BUILDING DIVISION
120 Malabar Road, SE. Palm Bay, FL 32907
Phone: (321) 953-8924 • Fax: (321) 953-8925

PRE-CONSTRUCTION MEETING APPLICATION

In order to better serve our commercial contractors for interior renovations, additions and new construction projects, the Building Division and Fire Inspectors are encouraging Pre-Construction Meetings for the following reasons:

- Better communication – opportunity for all parties to meet and discuss construction project goals and objectives.
- Building permit requirements – gives staff the ability to evaluate and determine the amount of permits required, possibly reducing the entire construction project into one permit.
- Documents required – introduces and identifies the paperwork required by the contractor for issuance of the building permit.
- Expedites permit issuance – all permitting information is given to the contractor at the meeting for streamlining of the process. Initial plan review turn around time is approximately 7-10 days.
- Cost savings – staff focuses on one building permit for entire construction project. Applying for separate building permits for all of the subcontractors require additional plan review time and permit fees.

DATE OF MEETING: _____

TIME: _____

CONTRACTOR: _____

BUSINESS NAME: _____

ADDRESS (include unit # if applicable): _____

Type of work to be done: _____

Please call to arrange a date and time for the meeting, 321-953-8928.