



# CITY OF BILLINGS

## BUILDING & SAFETY DIVISION

2825 3<sup>rd</sup> Avenue North, 4<sup>th</sup> floor  
Billings, Montana 59101  
Office (406) 657-8270  
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### PRE-CONSTRUCTION MEETING REQUIRED

The purpose of the pre-construction meeting is to provide an opportunity for communication between the City Building Division and the design/construction team prior to the start of a large construction project. Approved drawings and documents will be reviewed and major items will be discussed by the participants so that issues or delays during construction may be avoided.

The permit applicant will need to submit a request for a pre-construction meeting prior to construction start. Call the Building Division Plan Reviewer that completed the plan review to schedule the meeting. Submit this form to the building division at least 2 days prior to the meeting.

Project Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Superintendent: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Inspector(s): \_\_\_\_\_

Construction Start Date: \_\_\_\_\_

Pre-construction Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Attendees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
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