

Preliminary Intake Request Form

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| Project Information: | |
| Municipality: _____ | Building Owner: _____ |
| Jobsite Address: _____ | Cell Phone: _____ |

Description of Project:

The following items have been provided:

1. Commitment and Field Review Forms
2. Site Plan
3. Building Code Analysis
4. Foundation Designs
5. Structural Designs
6. Architectural Designs
7. Electrical Designs
8. Mechanical Designs
9. Energy Compliance Designs/Calculations
10. Legend for Fire-Rated Assemblies Included on Architectural Designs
11. Travel Distances Shown on Architectural Designs
12.
13.

Additional Information Regarding Project:

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Questions for the Building Official:

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Please Note:

This form is used to request a high-level (non-exhaustive) review. Additional requirements may be identified during the Plan Review stage.