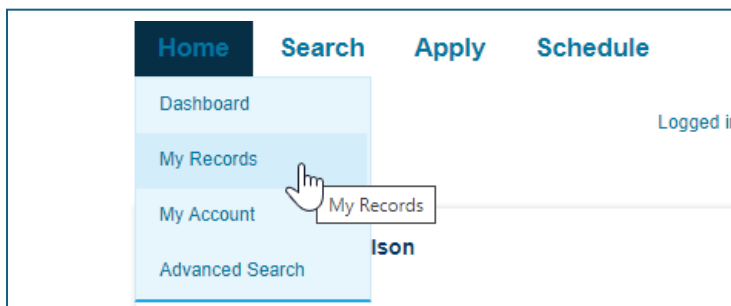


How To Schedule Preconstruction Meetings

Updated 3/5/25

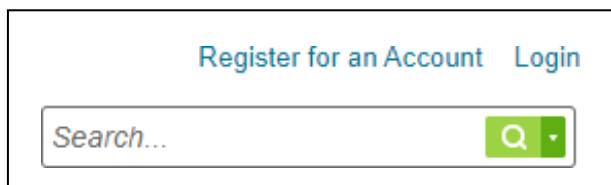
Follow the instructions below to **request a preconstruction meeting**.

- 1) If you do not already have a free account in our Permit Portal, create one by clicking the “Register Now” link on the portal home screen. You do not have to be the record holder or applicant in order to schedule inspections, however you must have a portal account.
- 2) Log into the Permit Portal.
- 3) Under “Home”, select “My Records”.



- 4) Click on the applicable Record Number (“BLD...”).

Note: If you are not the record holder or applicant, you can still schedule inspections. Use the search bar to enter either the record number (“BLD...”) or property address:



- 5) In the “Record Info” dropdown, select “Inspections”, and click “Request an Inspection”.

The screenshot shows a dropdown menu for 'Record Info' with the following options: Record Details, Processing Status, Attachments, Inspections (highlighted with a blue bar and a hand cursor), and WORK LOCATION. To the right, there is a section titled 'Inspections' with a sub-section 'Upcoming' containing a red-bordered button labeled 'Request an Inspection'.

- 6) Select “Preapplication Meeting” and click “Continue”.

The screenshot shows the 'Available Inspection Types (23)' section. It includes a checked checkbox for 'Show optional inspections'. Below this, there are three radio button options: 'Pre construction meeting (optional)' (selected), 'Footings (optional)', and 'Foundation (optional)'.


- 7) Select a date and a start time. Note that the portal will show these as 30-minute time slots, but that is not reflective of how long the meeting will actually be. Click “Continue”.

The screenshot shows a calendar view for February 2025, March 2025, and April 2025. The date February 21, 2025, is highlighted in yellow. Below the calendar, there is a section titled 'Available Times for Friday, Feb 21 2025'. It lists two time slots: 'Morning (09:00 AM - 12:00 PM)' and 'Afternoon (12:00 PM - 02:30 PM)'. The 'Morning' slot has five radio button options, with '09:30 AM - 10:00 AM' selected. The 'Afternoon' slot has four radio button options.

- 8) On the next screen, select the contact person from your account, or specify a different contact. Click “Continue”.

Contact

☒ Select an existing contact

Tommy Scibilia (5715465115) 

☐ Specify another person (for this inspection only)

*First Name Middle Name *Last Name

*Phone Number

- 9) On the next screen, click “Include Additional Notes” to expand the text box. Enter any pertinent information, such as an alternate contact, location onsite to meet, and instructions for inclement weather. Click “Finish”.

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Meet at the southeast driveway entrance to the site. Please call Tommy Scibilia when you arrive. If he does not answer, please call David Smith at 703-123-4567. In the event of rain, please meet at the entrance to 12345 Example Avenue.

(Please include an alternate phone number if different from the contact information provided in your application.)

- 10) Your preconstruction meeting will now show up under inspections in your record info.

Inspections

Upcoming

[Request an Inspection](#)

*You have not added any inspections.
Click the link above to request an inspection.*

Summary (1)

Requested - 1

Requested Pre construction meeting (31953913)	View Details
Result by: <i>unassigned</i> on 02/12/2025 at 06:05 PM	

End of document