



PRELIMINARY MEETING CHECKLIST

- ◆ **Request(s) for Preliminary Meeting on company's letterhead. Subject property address must be included in letter.**
- ◆ **List of issues and/or questions to be addressed or answered in the meeting. Scope of discussion in the meeting will be limited to this list.**
- ◆ **Preliminary building code data for proposed project and drawings and/or plans showing pertinent information about location and configuration of the issues and/or questions listed above.**
- ◆ **Information/documentation on any prior plans reference, meetings or correspondence, if any.**
- ◆ **The service charge of \$50.00 per ½ hour is paid at the end of the meeting. The following form of payment is accepted:**
 - ▶ **Check or Money Order (Payable to *DIRECTOR OF FINANCE*)**
Please send to:
Attention: Engineer Supervisor
Plans Review
417 E. Fayette Street - Room 101
Baltimore, MD 21202
- ◆ **Minutes of meeting prepared by applicant to be received by this office within ten (10) business days from date of meeting.**
- ◆ **Preliminary meetings are held weekdays and may be virtual or in-person:**

Days: **Tuesdays or Thursdays**
Time: **10:00 am or 1:00 pm**
(appointments are available on first-come-first-served basis)
Address: **Plans Review Conference Room**
417 E. Fayette Street – Room 101
Baltimore MD 21202

Meetings are scheduled after this office (Plans Examining/Code Enforcement) receives the request package.
The package should be submitted to **DHCD.PlansReview@baltimorecity.gov**.