

**Request for a Pre-Development Meeting
(Normally held on Thursdays)**

Project Name: _____

Proposed Building Location: _____

Proposed Meeting Date: _____ AM or PM? _____

Purpose of Meeting: _____

Contact Person: _____

Phone: _____ Email: _____

How many people will be present? _____ Will there be an attorney present? _____
(If so, we are unable to meet without our attorney present. The coordination with our attorney may take some time.)

If you need to meet with only one department, please call that department for a meeting. If you do not need some departments, please let us know so we can let them know not to attend. We normally have the following departments in the meeting:

- Fire (972-721-2651)
- Traffic (972-721-2646)
- Engineering/Capital Improvements (972-721-2611)
- Building Inspections (972-721-2371)
- Planning and Zoning (972-721-2424)
- Water Utilities (972-721-2281)

We ask that you provide a site plan before the meeting so staff can have time to research the site before the meeting rather than trying to find answers during the meeting. Please send the plans to the contact below. (If over 10mb, please send via drop box, www.hightail.com, etc.)

City of Irving Inspections Department
825 W Irving Blvd, Second Floor, Irving, Texas, 75060
972-721-2371
Website: www.cityofirving.org/inspections

*****Email this Request and a Site Plan/Concept Plan to: irving-permits@cityofirving.org**
We will reply with availability times and confirm the meeting appointment.