



Preliminary Plan Review Meeting Request Form

Application Date:

Property Address:

Proposed Use of the Structure:

Review Type: Commercial Residential

Site Building, Electric, Plumbing Inspectors
 Fire Marshal Stormwater Management

Applicant's Name:

Title:

Company Name:

Phone number:

Email Address:

Address of Company:

Areas of particular interest that need to be reviewed:

Preliminary Plan Review Meetings are held Monday through Friday from 10:00 A.M.-11:00 A.M. and 2:00 P.M.-3:00 P.M. Please select your first and second time choice for the meeting from the fields below.

First Choice:

Second Choice:

Instructions and Plan Requirements

1. Submit the Preliminary Plan Review Meeting Request at least 48 hours prior to the proposed meeting.
 - a. Request can be mailed or emailed to Sharon Pell, Business Services Advocate, at pells@huntingtonwv.gov
2. Submit an electronic copy of the site plan at least 48 hours prior to the meeting.
 - a. The site plan can be emailed to Bre Shell, City Planner, at shellb@huntingtonwv.gov.
3. Bring two (2) sets of plans to the meeting.
4. The plans should include the following:
 - a. Site plan showing all buildings on the lot and dimensions to property lines.
5. Plans should show the general type of construction with sufficient details for ready review by examiners.
6. Plans will be reviewed based only on the information shown on the plans.
Preliminary plan reviews may include one consultation session by appointment, upon request, with the City Planner after the initial review of the plans has been completed.

Office Use Only

Reviewed By:

Date: