



# DIVISION OF BUILDING STANDARDS

## PRE-SUBMITTAL MEETING AGENDA

Wednesday July 10, 2019  
5800 Shier Rings Rd  
4:00 p.m. (EST)

**Meeting Location:**            **First Floor General Meeting Room**  
**Project Name:**  
**Project Address:**

### Welcome & Introductions

#### Purpose of Meeting

- To share needs and expectations of the building permit process
- To improve the completeness and quality of the planned submittal

#### Brief Overview of Project Scope by Owner

#### Review Briefing

#### City of Dublin - Plan Review Staff

Moderator	
Planner of Record	
Zoning Review	Velma Coen – Development Review Specialist
Landscape Review	Brian Martin – Zoning Inspector
Engineering Review	Michael Hendershot / Aaron Stanford – Civil Engineer
Building Review (OBC)	Brad Conway/Ray Harpham – Commercial Plans Examiner
Electrical Review	Matt Ross/Ted Zombek – Electrical Inspector
Fire Safety Review	Mike Altomare – Washington Township Fire Marshal

#### Overview of Building Permit Application and Plan Review Processes

Distribute & review handout materials\* - Debra Fite

#### Additional Questions/Issues

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\*Materials to be distributed at meeting:

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|---|---|
| <input checked="" type="checkbox"/> Pre-Submittal Meeting Agenda                      | <input checked="" type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Planning Record of Action <i>(if applicable)</i>  | <input checked="" type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Commercial Building Permit Application            | <input checked="" type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Certificate of Zoning Plan Approval               | <input checked="" type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ePlan User Guide <i>(if applicable)</i>           | <input checked="" type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Site Improvement Checklist <i>(if applicable)</i> | <input checked="" type="checkbox"/> _____ |