



City of St. Petersburg Construction Services and Permitting Contact Person During Plan Review

In an effort to increase our level of plan review service, the plans examiners would like to personally contact the person responsible for the preparation of your plans.

The contact person must have the authority, knowledge, and ability to revise the plans or specifications. As such, the plans examiners will contact only the designer of record unless we have another contact person. Said conversations will be documented and made a part of the plan tracking process.

Plans examiners will make every effort to communicate with the contact person whenever necessary to facilitate the process of plan review.
(Please print)

Name of Contact Person During Plan Review:

Relationship with the Project:

Office Phone: _____

Fax Number: _____

Cell Phone: _____

E-mail Address: _____

Your Name: _____

Phone calls, e-mails, voice mail, or one-on-one meetings with the designer and plans examiner are considered forms of communication. The objective of this communication is to gather sufficient information to help process the plan review.

The plan routing specialist will notify the contact person when the plans have been approved, processed and ready for permit issuance.

Application Number: _____

Construction Address: _____

