



**Hillsborough
County Florida**

PRELIMINARY PLAN REVIEW MEETING CHECKLIST

As an added benefit to our customers, Hillsborough County Building and Construction Services is now offering preliminary plan review services. This allows the project design team time to meet with the plan examination staff to present design documents, discuss code items, and inquire about the processes prior to submitting for a permit.

1. To arrange a meeting, call: 813-272-5600, option 1.
2. An application number will be provided for payment.
3. Payment can be made on line through our online Permitting system at Velocity Hall.
4. Please email applicant information, including phone number, design documents, list of questions, special requests, etc. to: tankh@hillsboroughcounty.org
5. Please allow 10 days from when documents and payment are received for meeting to be scheduled.
6. At meeting, plan examiners will review the documents and address written questions.
7. Minutes from meeting will be compiled by applicant and distributed.