



Residential Pre-Construction Meeting: Project Information Form

This form must be completed by the contractor and uploaded to the Pre-Construction Meeting Request Form.

The purpose of this form is to identify key project participants, establish clear lines of responsibility, and increase awareness of all applicable permit requirements before construction begins.

Permit Information

Provide the address of the project location, building permit number, and project number (if applicable).

A

Project Address: _____

Building Permit Number: RP-_____ Project number (if applicable): PR-_____

Contact Information

Provide the contact information of the Licensed Contractor, Company and Design Professional in Responsible Charge for the project and special inspections.

B

Project Contacts

A. Contractor Name: _____

B. Company Name: _____

Site Supervisor Name: _____

Phone No.: _____ Email: _____

Site Safety Manager Name: _____ OSHA 30 No.: _____

Phone No.: _____ Email: _____

C. Design Professional in Responsible Charge

DPRC Name: _____ Company Name: _____

Phone No.: _____ Email: _____

D. Design Professional in Responsible Charge of Special Inspections ☐ Check box if same as DPRC

DPRC-SI Name: _____ Company Name: _____

Phone No.: _____ Email: _____

Construction Permit Information

Provide the project information including permit numbers, issued dates, and contractor contact information.

**Building Permit and Excavation Permit (if applicable) must be issued before the pre-construction meeting may be scheduled.*

C

Construction Permits (Contractor)

	Permit No.	Issued Date	Contractor			
			Company	License No.	Name	Phone No.
Building Permit*						
Excavation*						
Plumbing (Interior)						
Plumbing (Exterior Drainage)						
Plumbing (Exterior Water)						
Electrical						
Mechanical / Fuel Gas						
Fire Suppression						



Department of
Licenses and Inspections
CITY OF PHILADELPHIA

**Subcontractor
Information**

List any subcontractors working under a permit. This excludes trade contractors named on separate permits.

D

Subcontractor Information

Company	License No.	Permit No.	Scope

**Third Party Inspection
Information**

Provide the contact information for the companies performing third party inspections.

****List all Special Inspection Agencies. Use additional sheets if needed.**

E

Third Party Inspections (Mandatory)

	Company	License No.	Contact Name	Contact No.
Electrical Inspection Agency				
Air Leakage Testing				
Structural Observation				
Other Special Inspection Agencies				

**Other City Approvals
Information**

Provide the permit information for other city approvals, if available.

These approvals are not required before the pre-construction meeting can be scheduled.

F

Other City Approvals (Optional)

	Permit No.	Permit Issue Date	Permit Expiration Date
PWD Water Connection			
PWD Sewer Connection			
PWD Hydrant Permit			
PSD Street Closure Permit			
PSD Streets Curb & Footway Permit			
AMS Dust Control Permit			

PA One Call No.: _____

Verification

G

Anticipated Start of Work: _____

☐ I verify the **Attachment A – Responsibilities and Requirements** was reviewed. Any questions may be raised at the Pre- Construction Meeting.

Signature:

Contractor's Name: _____

Contractor's Signature: _____

Date: _____