



## PRE-CONSTRUCTION MEETING REQUEST (CIVIL IMPROVEMENTS)

Liberty Lake Planning & Building Services  
22710 E. Country Vista Drive, Liberty Lake WA 99019  
Phone: (509) 755-6707 Fax: (509) 755 6713  
Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

**PROJECT:** \_\_\_\_\_

### CONTACT INFORMATION

#### ENGINEER OF RECORD:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### ENGINEER'S PROJECT MANAGER:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### ENGINEER'S RESIDENT PROJECT REPRESENTATIVE:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### CONTRACTOR:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### CONTRACTOR'S RESIDENT SUPERINTENDANT:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### CONTRACTOR'S TRAFFIC CONTROL REPRESENTATIVE (24 HOUR PHONE)

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### OWNER'S REPRESENTATIVE

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PROJECT INFORMATION**

Project: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Site Address / Location: \_\_\_\_\_

Proposed Meeting Date & Time (1st choice): \_\_\_\_\_

Proposed Meeting Date & Time (2nd choice): \_\_\_\_\_

**PLEASE SUPPLY THE FOLLOWING AT THE PRE-CONSTRUCTION MEETING:**

- 2 Copies of the Approved Civil Construction Plans on 11x17
- List of Subcontractors
- Project Schedule

Complete and return this Pre-Construction Meeting Request to:

Liberty Lake Planning & Building Services - Attn: Amanda Tainio, Planning & Building Services Manager  
Request can be emailed to [atainio@libertylakewa.gov](mailto:atainio@libertylakewa.gov)

**PRE-CONSTRUCTION MEETINGS ARE USUALLY SCHEDULED TO BE HELD WITHIN THREE WEEKS OF RECEIVING THIS REQUEST - YOU WILL BE CONTACTED TO SCHEDULE THE MEETING DATE & TIME.**

**MEETINGS WILL BE HELD AT CITY HALL**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PLANNING & BUILDING SERVICES OFFICE USE**

Pre-Construction Meeting Date & Time: \_\_\_\_\_

City Engineer Confirmed: \_\_\_\_\_ LLSWD Representative Confirmed: \_\_\_\_\_