



PRE-CONSTRUCTION MEETING REQUEST
Liberty Lake Community Development Department
 22710 E Country Vista Drive, Liberty Lake, WA 99019
 Phone: (509) 755-6704
 Website: www.libertylakewa.gov
 Email: permitcenter@libertylakewa.gov

Complete and return this request and the below documents to permitcenter@libertylakewa.gov.

Please submit the following with this request:

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

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.

Project Name:	
Contact Information	
Engineer or Record Name:	
Email:	Phone:
Address:	City, State, Zip:
Engineer's Project Manager Name:	
Email:	Phone:
Address:	City, State, Zip:
Engineer's Resident Project Representative's Name:	
Email:	Phone:
Address:	City, State, Zip:
Contractor's Name:	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Contractor's Resident Superintendent's Name	
Email:	Phone:
Address:	City, State, Zip:
Contractor's Traffic Control Representative (24-Hour Phone) Name:	
Email:	Phone:
Address:	City, State, Zip:
Owner's Representative Name:	
Email:	Phone:
Address:	City, State, Zip:

Project Information

Project Description:

Site Address / Location:

Proposed Meeting Date & Time (1st Choice)

Date:

Time:

Proposed Meeting Date & Time (2nd Choice)

Date:

Time:

Required Signature

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on this form, if done electronically, provides the same understanding and authority as if I had signed the form in person or in writing. I acknowledge, understand, and agree to the requirements and terms described on this form.

Applicant's Signature

Printed Name

Date