



Travis County Emergency Services District No.12

Fire Prevention Division

Chris McKenzie, Fire Chief

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Manor, Texas 78653

www.tcesd12permits.com

Pre-Development or Pre-Construction Meeting Request

The easiest way to request a meeting is to go to <https://www.tcesd12.com/prevention-permitting>, then scroll down to and open the “Plan Ahead With a Free Pre-Construction Meeting” tab to submit your request.

Another way to request a Pre-Development or Pre-Construction Meeting is to send an e-mail to bcarlson@tcesd12.com.

In the email subject line type either [Pre-Development Meeting](#) or [Pre-Construction Meeting](#).
(Pre-Construction meetings are typically only for permitted projects)

In the email provide:

- Contact name
- Phone number
- Company name
- Project address
- Brief description of project
- Your relation to the project (Owner, PE, Architect, General Contractor, etc.)

For larger or more involved projects, where practical, an in-person meeting with paper plans is preferred. This can be discussed when the meeting is set up.

This meeting should include the design professional(s).

Prior to the meeting, please go to www.tcesd12permits.com and look at the “Resources” tab at the bottom of the page. The available documents will answer many of the more common design and construction questions.

- If submitting a Site Plan, be sure to look at “New Construction Guidelines for Commercial and Multi-Family Developments”.

Pre-Development / Pre-Construction Meetings are limited to 1 hour.