



Building Project Contact Information

Please provide the following information for your project so we can schedule your building preconstruction meeting.

Project Name: _____ City Project No. _____

Project Address: _____

Project Estimated Completion Date: _____

General Contractor

Company: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Design Professional

Company: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Special Inspection Firm

Company: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Construction Management Firm (if applicable)

Company: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Project Manager

Name: _____

Phone: _____

Email: _____

Job Superintendent

Name: _____

Phone: _____

Email: _____

Other On Site Contacts

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

When working in the Old Town/Downtown area:

The placement of construction trailers, dumpsters, employee parking and storage of building materials must be approved by and coordinated with David Lawrence, the Knowledge Park Development Manager, and Mike Nugent, the building official. Please provide at least 48 hours' notice when traffic will be affected by the delivery of materials, like the closing of a road.

David W. Lawrence, CEcD
Knowledge Park Development Manager
Economic & Urban Development
City of Rock Hill
P.O. Box 11706
155 Johnston Street (29730)
Rock Hill, South Carolina 29731-1706
o: 803-326-3827
f: 803-326-3845
David.Lawrence@cityofrockhill.com

When working in the Riverwalk Development:

Space is limited in this area so the placement of construction trailers, dumpsters, employee parking and storage of building materials must be approved by and coordinated with Mike Nugent, the building official. Please provide at least 48 hours' notice when traffic will be affected by the delivery of materials, like the closing of a road.

Michael J. Nugent, C.B.O
Building Official
Planning & Development
City of Rock Hill
P.O. Box 11706
155 Johnston Street (29731-1706)
Rock Hill, South Carolina 29731-1706
o: 803-329-5598
m: 803-389-9526
f: 803-329-7228
Mike.Nugent@cityofrockhill.com

Items to Hand out at Building Preconstruction Meeting:

- Reminders for Closing out Your Project for New Construction
- Commercial Inspection Checklist
- Infrastructure Construction Required Inspection List